

As required by law, MCA has adopted the following missing student notification policy for students who reside in campus housing.

MCA is also required to notify appropriate law enforcement agencies if any student, regardless of age, is determined to be missing. MCA reserves the right to notify additional individuals or authorities at its discretion – including the parents or guardians of students over 18 years of age – if a student is determined to be missing. These notifications must be made within 24 hours of determination that a student is missing.

A student shall be deemed missing when he or she is reported absent from MCA housing for more than 24 hours without any known reason. Other events that could cause a person to be considered missing include contact from a concerned individual, including university officials, about an individual's absence or lack of contact that is contrary to his/her normal behavior and/or if unusual circumstances may have caused the absence.

The report of a missing person is a serious matter. If you have reason to believe that a person is missing from the MCA Campus, immediately notify Campus Safety, your RA, the Director of Student Life, or the VP for Enrollment and Student Affairs. Be prepared to supply information on the missing person. Do not call the person's home/family unless it is absolutely necessary. The VP's office will make this phone call as appropriate.

Students can also contact for follow-up and report, after the initial call is made to Campus Safety:

- Donald Kelly, Campus Safety Operations Manager, 901-272-5196
- Carla Ruffer, Director of Student Life, 901-272-5120 or 901-299-2427
- Susan Miller, VP for Enrollment and Student Affairs, 901-272-5152

When a student is reported missing Campus Safety shall:

1. Initiate an investigation to determine the validity of the missing person report;
2. Contact the Director of Student Life and/or the VP for Enrollment and Student Affairs;
3. Make a determination as to the status of the missing student;
4. Notify Memphis Police agencies within 24 hours after determining that the student is missing; however this does not preclude contacting law enforcement in less than 24 hours if circumstances warrant a more immediate implementation.

In addition to responding to calls for persons believed to be missing for more than 24 hours, Law Enforcement will assist MCA in the investigation when:

- The missing person is less than 18 years old and is missing from his or her normal and ordinary place of residence and whose whereabouts cannot be determined.
- The missing person has a history of attempted suicide or has recently expressed suicidal thoughts.
- The missing person may be the victim of a crime or accident.
- The missing person is missing under circumstances inconsistent with the person's normal behavior.

The investigation continues until the missing individual is located or contacted.