



**University of Pikeville  
Kentucky College of Osteopathic Medicine  
Office of the Dean**

## **Missing Student**

**Policy Contact:** Dean, Kentucky College of Osteopathic Medicine  
**Policy Category:** Administration  
**Policy Number:** 4.2 (d)  
**Review:** Annually

---

### **Purpose**

The purpose of this policy is to establish process and procedures for the reporting, investigation and required emergency notification of missing students of University of Pikeville – Kentucky College of Osteopathic Medicine (KYCOM). This policy and procedure is guided by the Higher Education Opportunity Act, 20 U.S.C.S. § 1092; 42 U.S.C.S. § 5579.

---

### **Policy Statement**

For purposes of this policy, a student may be considered missing under a variety of circumstances. These circumstances may include, but are not limited to: being overdue in reaching a specific location, on or off campus; concerns for safety based on prior knowledge of mental or physical health issues or other extenuating life circumstances; and/or additional factors that lead faculty, staff, or students to believe that the student is missing.

Students are required to identify an emergency contact. The student may provide a telephone number for an emergency contact to Graduate & Health Professions Student Affairs. It is the student's responsibility to ensure that the contact information is current and accurate.

If it is suspected that a student is missing, Graduate & Health Professions Student Affairs, will immediately notify University of Pikeville Office of Public Safety. Once a brief preliminary investigation verifies that a student is missing, the Office of Public Safety will notify the Pikeville Police Department. The Chief of Public Safety will be the liaison between local law enforcement and KYCOM administration during the formal investigation.



**University of Pikeville  
Kentucky College of Osteopathic Medicine  
Office of the Dean**

Contact numbers to report a missing student:

UPIKE Office of Public Safety – (606) 218-5940 Office or (606) 477-0262 Cell  
KYCOM Student Affairs – (606) 218-5400  
Pikeville Police Department – (606) 437-6236

If located, verification of the student's well-being and intention of returning to the campus is made. If needed, the student will be referred to campus or community resources (counseling, medical, etc.).

Upon closure of a missing person investigation, all parties previously contacted will be advised of the status of the case.

At least once a year Public Safety will make students aware of the Missing Student Policy. This notification shall inform students they have the option to indicate an emergency contact and if they were to be reported missing their emergency contact would be notified within 24 hours.

  
\_\_\_\_\_  
Dean

November 19, 2021  
\_\_\_\_\_

**Last Approved Date**