Missing Student Policy

I. Purpose of the Policy
NYU Grossman School of Medicine (NYUGSOM) is committed to creating and preserving a safe and secure environment for its students. In order to support this commitment, this Policy puts forth a step-wise approach to addressing concerns regarding a medical student who is identified as possibly missing.

II. Scope of the Policy
This Policy applies to all NYUGSOM students, whether or not the student resides in NYUGSOM housing. A missing student may be a student who has not shown up to a required class or clinical experience or has been non-responsive to repeated attempts to contact the student by phone or email.

NYUGSOM housing is configured for apartment-style living, and there is no formal procedure or prescribed timelines for monitoring whether students are present in their assigned student housing. Student welfare and safety is paramount to NYUGSOM; however, NYUGSOM recognizes and makes known its limitations in obtaining accurate and timely information on the whereabouts of students.

III. Policy Statement
A medical student not showing up for a mandatory class or clinical experience may be a serious problem or a simple mistake. Since most students do not have a land line or a pager, we are dependent on a charged mobile device (e.g., cell phone, laptop).

It is the policy of NYUGSOM, through the collaboration of the Office of Student Affairs and Security and NYU Langone Health, to investigate any report of a missing student who is enrolled and attending classes or clerkships at any NYUGSOM campus or NYUGSOM sponsored travel programs. This policy with its accompanying procedures, establishes a framework for cooperation among members of the NYUGSOM community aimed at locating and assisting students who are reported missing.

A student will be deemed missing when reported absent from NYUGSOM at any of its campuses or NYUGSOM sponsored travel programs without any known reason or has been non-responsive to repeated attempts to contact the student by phone or email. All reports of missing students enrolled at NYUGSOM must be directed to the Office of Student Affairs (212) 263-6088 and NYU Langone Health Campus Security at (212) 263-5038. In these instances, the Missing Student Response Team will take the lead in investigating each report and make a determination whether the student is missing in accordance with this policy. Members of the Missing Student Response Team will include representatives from the Office of Student Affairs, the Office of Medical Education, Student Health Services, and NYU Langone Health Campus Security.
All students have the option to identify a confidential contact person or persons who will be notified within 24 hours in the event that a determination is made by the Missing Student Response Team that a student is missing. The contact information will be submitted to the Office of Student Affairs by the student at the beginning of each academic year. It is the student’s responsibility to update the contact information. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation will have access to this information.

The Office of Student Affairs shall have the responsibility to make the provisions of this policy and the procedures set forth below available to students.

IV. Step-Wise Approach to Finding a Missing Medical Student

1. Text and email the medical student

2. Call the student’s cell or home phone

3. Reach out to the relevant clerkship director, module director, or other faculty preceptor of the most recent course/rotation to which the student was assigned to determine the last time the student was seen.

4. If there is no response nor confirmation of a student’s recent whereabouts, Students Affairs will confer with the Missing Medical Student Response Team and make a determination as to the status of the missing student

5. Upon determining that the student is missing and upon notification by NYU Langone Health Campus Security, the Office of Student Affairs will:
   - Notify the person(s) identified by the missing student as the confidential contact within 24 hours of making the determination that the student is missing.
   - Initiate whatever other action is deemed appropriate under the circumstances to be in the best interest of the missing student. This may include a welfare check of the student’s residence.

6. NYU Langone Health Campus Security will contact local police and other law enforcement agencies no later than 24 hours after NYUGSOM receives a report that any student is missing.