

MISSING STUDENT POLICY

In compliance with the Missing Student Notification Policy and Procedures 20 USC 1092 C; (Section 488 of the Higher Education Opportunity Act of 2008), it is the policy of the Department of Housing and Residence Life to actively investigate any report of a missing student who is enrolled at the University as either a full or part-time student. Each resident will be notified of the missing students' policy and procedures in the event that they are reported missing.

Each resident upon checking into their assigned room is requested via the Information Inventory Assessment Card (IIA) to identify the name and contact number of the individual(s) that is to be contacted in case of an emergency, including in the event of the resident being reported missing for a period of no more than 24 hours. For any resident under the age of 18, and not an emancipated individual, the institution is required to notify a custodial parent or guardian no later than 24 hours after the time that the resident is determined to be missing by Public Safety and University staff.

If a member of the University community has reason to believe that a student is missing, all efforts will be made immediately (no waiting period) to locate the student to determine his or her state of health and well-being. These efforts include, but are not limited to, checking the resident's room, class schedule, friends, ID card access, contacting Public Safety, locating the resident's vehicle, and calling cell phone number.

If upon investigation by Public Safety and Housing and Residence Life Staff, the resident is determined missing for at least 24 hours, the Dean of Students will contact the resident's designated emergency contact or custodial parent or legal guardian, if under the age of 18 or the student has failed to designate an emergency contact. Public Safety will continue to investigate utilizing established police investigative procedures and in collaboration with staff from Student Affairs and Housing and Residence Life. Public Safety will also co-ordinate its efforts with outside law enforcement agencies in full compliance with legal obligations and good police practice.

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