

Re: Compliance with HEA Title IV, Section 485(j) – Missing Person Procedures

The University must establish a missing student notification policy and procedures for those who reside on-campus. Among other things, the student must be given the option to provide confidential contact information for a person to be notified in the event the student is officially reported as missing.

- Applicable forms have been modified to inform each student of her/his right to designate a confidential contact to be notified if the student is reported missing. This form will also advise each student under the age of eighteen (18) years and not legally emancipated, that the University will notify a custodial parent or guardian no later than twenty-four (24) hours after the time the student is determined to be missing.
- Residential Life has modified their policy, procedures, and training to require staff to notify the Department of Public Safety in the event a student is believed to be missing.
- The Department of Public Safety has implemented a policy, conforming to the requirements of the above legislation, to conduct prompt and thorough investigations of any report of a missing student. That policy requires the Director of Public Safety to notify the Dean of Students to ensure timely notification to the confidential contact, parent or guardian if applicable, and applicable law enforcement agency.
- The Dean of Students will make, or cause to be made, all notifications required under the legislation within the time period specified.