

**University Policy: Missing Student Notification****Policy Category: Student Policy****Subject: Notification Procedure for Missing Resident Students**

**Office Responsible for Review of this Policy:** Office of Campus Life, Office of Finance and Treasurer

**Procedures:** n/a

**Related University Policies:** n/a

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**I. SCOPE**

This statement establishes the policy and procedures for the AU community regarding the reporting, investigation, and required emergency notification when a Residential Student is deemed to be missing. While the scope of policy is directed primarily to Residential Students and the staffs of Campus Life and Public Safety, all members of the AU community including students, faculty, and staff share the responsibility of reporting to designated university officials when they believe that a student is missing.

**II. POLICY STATEMENT**

The safety of students living on campus is of utmost priority for American University. To this end, this policy is established to assist in locating AU students living in on-campus housing who, based on the facts and circumstances known to AU, are determined to be missing. This policy is in compliance with the missing person provision of the Higher Education Opportunity Act of 2008.

**III. DEFINITIONS**

A. Residential Student - A student who resides in on-campus housing under an AU license agreement and is currently enrolled at the university.

B. Missing - For purposes of this policy, a Residential Student is presumed missing if he or she is overdue in reaching home or campus for more than 24 hours past their expected arrival and a check of their residence supports that determination. A residential student may be considered missing if he or she is overdue in reaching home, campus or another specific location past their expected arrival, or any additional factors which lead university staff to believe he or she is missing, and a check of their residence supports that determination.

## IV. POLICY

### In General

American University will notify all Resident Students of the provisions of the Missing Student Notification Policy and will actively investigate or assist in the investigation of all missing student reports involving Resident Students. The emergency contact(s) (and custodial parent or guardian in the event a student is under age 18) will be notified within 24 hours of the student's determined to be missing.

### Designation of Emergency Contact by Resident Students

Each resident student, upon checking into his/her residence hall room, must furnish the name and contact information of an individual to contact if the student is reported missing for a period of 24 hours. If a student is under age 18 and non-emancipated, the student's custodial parent or guardian (in addition to their emergency contact) will be notified in the event the student is deemed missing.

### Procedures for Reporting and Notification Regarding Missing Students

Individuals who have reason to believe that a student is missing should report their concerns to Public Safety. Public Safety will engage appropriate residence hall and other university staff in immediate efforts to locate the student. These efforts may include but are not limited to:

1. Contact the student via his or her telephone, email
2. Check student's residence hall room, determine if student has been in class, determine if ID card has been used, and make a reasonable attempt to locate the student's vehicle (if any)
3. Check with roommates, friends, members of the residential community and others who may have relevant information

If a student who has been reported missing is not located within 24 hours, as determined in consultation with Public Safety, the following will occur:

1. The Dean of Students or designee will notify the student's designated emergency contact and the custodial parent or legal guardian (if under age 18).
2. Public Safety will notify law enforcement agencies, including the DC Metropolitan Police Department, coordinate its investigation with outside law enforcement agencies and continue its efforts to locate the student.

If, in the course of this investigation, foul play is evident or strongly indicated, local police will be contacted immediately.

## V. EFFECTIVE DATE(S)

This Policy is effective June 1, 2009.

**Frequency of review and update:** This policy is reviewed biennially unless changes in laws or university business needs require a different review/revision schedule.

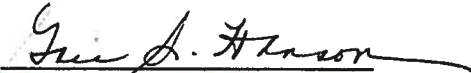
**VI. SIGNATURE, TITLE AND DATE OF APPROVAL**

This policy needs to be signed by the appropriate officer (listed below) before it is considered approved.


Approved:



President



Vice President of Campus Life



Vice President of Finance & Treasurer

Date approved: