Missing Student Policy, RPIPC, October 2013 Maureen Horgan, Chair

**Act Cited:**

**PART I—GENERAL HIGHER EDUCATION PROGRAMS**

**Higher Education Act of 1965**<http://www.nacua.org/nacualert/docs/HEOA_Reporting/HEOA.asp>

*Missing Students* (§ 485(j).)

Any institution that participates in a Title IV program and maintains on-campus student housing must establish a missing student notification policy and procedures for on-campus residents.

The policy must require that the institution inform each student that they may identify a confidential contact to be notified not more than 24 hours after the student is determined missing and provide a means for students to register those confidential contacts. The policy must also require the institution to notify students under 18 years of age that are not emancipated that the institution must notify their parents not later than 24 hours after the student is determined missing. Also, policy must advise students that it will notify law enforcement no later than 24 hours after a student is determined missing. Finally, the policy must require campus security to initiate the emergency contact procedures once a student, for whom a missing persons report has been filed, has been missing for 24 hours.

The notification procedures must include procedures for (1) official notification of appropriate individuals at the university; (2) forwarding any missing persons report to campus security as soon as it is filed; (3) notification of the student’s confidential contact if a missing persons report has been filed and the student has been missing for 24 hours; (4) notification of the students parent if he or she is under 18 and not emancipated, a missing persons report has been filed, and the student has been missing for 24 hours; and (5) notification of the appropriate law enforcement authorities if a missing persons report is filed, the student has been missing for more than 24 hours, and the student neither has a confidential contact on file nor is under 18 years of age.

**From RPIPC Minutes:**

Committee Name: Resources, Planning and Institutional Policy Committee

**Meeting Date & Time: Aug. 23th, 2013,**

**Meeting Location: Porter Hall 228**

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| Qiana Wilson, Associate General Council,.Missing Student Policy | * The missing student policy regards students from University housing who go missing. * Changes have been made to the existing policy, so it needs to come back through RPIPC. * In the contacts section, specific names have been removed, with position/title information remaining. * GCSU was replaced with GC * The word “lacking” was changed to “absent”. Some of the wording was confusing, clearer wording was suggested by committee members. * The missing student definition was revised. * It was pointed out that the policy statement was reworded, but the overview paragraph was not reworded. It was decided that it still contained the same information, so it did not matter. * Scott Beckner’s direct phone number was removed and replaced with the switchboard number. | * Qiana will check on the federal definition of missing student. There was confusion on the statement concerning students who have not been missing for 24 hours. * A motion was made to recommend that the senate endorse the modifications to the policy. |

# Committee Name: Resources, Planning and Institutional Policy Committee

**Meeting Date & Time: Oct. 4th, 2013,**

**Meeting Location: Porter Hall 228**

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| * Policy was updated to the current policy template * Policy was reviewed and edited by Qiana Wilson (Legal Affairs) and Scott Beckner & Mike Baker (Public Affairs) | * Approval of policy proposed (McMillan, second by McCauley) * Policy passed committee 9-0-0 | Send forward to Senate |