MISSING STUDENT NOTIFICATION POLICY FOR STUDENTS WHO RESIDE IN ON-CAMPUS HOUSING

1. **Purpose**

The purpose of this policy is to promote the safety and welfare of students who reside in on-campus housing through compliance with the requirements of the Higher Education Opportunity Act (PL 110-315) and the Clery Act.

2. **Policy**

It is the policy of the University to provide all students residing in on-campus housing the option of identifying an individual to be contacted by the University in the event that the student is determined to be missing for a period of more than 24 hours.

Students under the age of 18 shall be advised that the University is required to notify the student’s custodial parent or legal guardian within 24 hours after the University Police Department or another law enforcement agency determines that the student has been missing for more than 24 hours.

3. **Definitions**

A. **Missing Student:** For purposes of this policy, a student is determined to be missing when NKUPD or another law enforcement agency determines that a residential student has been missing for more than 24 hours, without any known reason, that the reported information is credible, and that the circumstances warrant declaring the student missing. A missing student is anyone whose absence is contrary to his/her usual pattern of behavior and it is suspected that unusual circumstances may have caused the absence. Such circumstances could include, but are not limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts or actions, is in a life-threatening situation, or has not been seen or heard from by fellow community residents, friends, roommates or staff.

B. **Residential Student:** Currently enrolled student who resides in University-owned, on-campus housing under a housing contract.

C. **On-Campus Housing:** A residential facility that is operated by the University Housing Department.

D. **Campus:** For purposes of this policy, “campus” is defined as any building that is owned or controlled by the University.
4. **Procedures**
   A. If a member of the university community has reason to believe that a student who resides in on-campus housing is missing or receives a report of a missing student, he or she shall immediately notify either the NKUPD at (859) 572-5500, University Housing at 859-572-5676 or the Dean of Students Office at (859)572-5147. Upon receipt of missing student information, the NKUPD shall initiate an investigation to determine whether the student is missing. NKUPD shall notify the Dean of Students and all necessary law enforcement agencies to assist in the location of the missing student.
   B. If, after an investigation, NKUPD determines a student has been missing for more than 24 hours, the University shall notify the student's emergency contact. If the missing student is under the age of 18 and not emancipated, the University shall additionally notify the student's parents or legal guardian no later than 24 hours after the student has been determined to be missing.
   C. Upon determination that a student has been missing for more than 24 hours, the NKUPD shall notify the Dean of Students who will then collaborate with the Chief of Police to determine which other appropriate University officials should be contacted.
   D. A student who wishes to identify a confidential emergency contact person may do so through the University Housing Office. Students shall be given the opportunity to register confidential emergency contact information at the beginning of each academic term or prior to moving into University Housing. A student’s confidential emergency contact information shall be accessible only by authorized campus officials and the NKUPD as appropriate.
   E. This policy does not restrict Northern Kentucky University from making notification earlier than noted if deemed necessary under certain conditions.