

# **Missouri S&T Missing Student Notification Procedural Summary**

## **Policy Statement**

Every student residing in on-campus housing shall have the option to identify a confidential individual to be contacted by the University in the event that the student is determined missing in accordance with the S&T Missing Student Notification Protocol. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation shall have access to this information.

## **Purpose of Protocol**

In accordance with Section 485 of the Higher Education Opportunity Act (HEOA), every institution of higher education maintaining on-campus housing is required by law to establish a missing student notification procedure for on-campus housing residents.

## **Departments or Persons to Whom a Report should be made**

The departments or persons to which individuals should report a student as missing include: a Resident Director, Residential Life Staff, Office of the Vice Chancellor for Student Affairs, and S&T Police Department.

## **Procedural Summary**

- 1) Students residing in on-campus housing are provided written notice of the Higher Education Opportunity Act requirements pertaining to missing student procedures prior to the beginning of fall semester coursework. This notification outlines the policy requirements and the process associated with identifying a confidential contact to be notified in the event the student is deemed missing by University officials.
- 2) Students are afforded the opportunity to provide Missing Persons Emergency Contact information during the Residential Life check-in process; students may choose not to provide this information. This information will be secured electronically by the Residential Life department and accessible to authorized university officials only.
- 3) If university officials reasonably determine there is justification to investigate the welfare or missing status of a student residing in on-campus housing, a report concerning their status will be filed with the University Police Department.
- 4) If the University Police Department's investigation determines the student is missing, they will notify the Dean of Students Office who will obtain the emergency contact information listed for the student in question. Notification will be made to the identified contact in accordance with standard operating procedures outlined by University Police Department in emergency situations.
- 5) If the missing student is under the age of eighteen (18), and not an emancipated individual, the University is required to contact the missing student's parent[s] or guardian[s]. If the missing student is eighteen (18) years of age or older, the University will contact the confidential contact person provided by the student.