



Missing Residential Student Notification Guidelines

Federal Statute: The Higher Education Act Reauthorization bill was signed into law by the president on August 14, 2008. This act requires institutions that both participate in any federal higher education programs and maintain on-campus housing to establish a missing student notification policy for students who reside in on-campus housing and have been determined after an investigation by campus security officials to be missing for 24 hours.

UNC Charlotte Policy: This policy, with its accompanying notification procedures, establishes a framework for cooperation among members of the University community aimed at locating and assisting residential students who are reported missing. Reports of missing residential students will be directed to UNC Charlotte Police and Public Safety, which will investigate each report and make a determination as to whether the student is missing. A residential student shall be deemed missing when he or she is absent from the University for more than 24 hours without any known reason.

All residential students have the opportunity to confidentially identify an individual whom they wish to be contacted by the University in case he/she is determined to be missing. The designated contact person will be notified no later than 24 hours after the student is determined to be missing. Additionally, if a missing residential student is under 18 years of age and not an emancipated individual, the University is required to notify the parent or guardian of the missing student not later than 24 hours after the student is determined to be missing.

The Director of Housing and Residence Life (or designee) has the responsibility to make the provisions of this policy and the procedures set forth below available to students.

Notification Procedures:

- Any report of a missing residential student should immediately be directed to UNC Charlotte Police and Public Safety.
- When a residential student is reported missing UNC Charlotte Police and Public Safety will:
 - contact the Director of Housing and Residence Life (or designee).
 - initiate an investigation to determine the validity of the missing person report.
 - make a determination as to the status of the missing student and initiate proper protocols based upon that determination.
- The Director of Housing and Residence Life (or designee) shall:
 - notify the individual identified by the missing student as the emergency contact within 24 hours of a determination by UNC Charlotte Police and Public Safety that the student is missing.
 - if the missing student is under the age of 18, notify the student's custodial parent or guardian as contained in the records of the University within 24 hours of a determination by UNC Charlotte Police and Public Safety that the student is missing.
 - initiate additional action as deemed appropriate under the circumstances.