

**Indiana University of Pennsylvania**  
**POLICY STATEMENT**

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**Subject:**      **Missing Residential Student Notification Policy**

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**Date:**      **September 1, 2010**

**Distribution Code:** **A-I**

**Reference Number:**

**Revised:** **February 22, 2011**

**Proposed Revision:** **May 2017**

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**Originating Office:**

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**1. PURPOSE:**

The purpose of this policy is to define University notification and procedural response to a report of a presumed missing residential student.

**2. SCOPE:**

While the scope of policy and procedures is directed primarily to the Student Affairs division and IUP Police Department, all members of the university community, students, faculty, staff, and administrators, are required to report to University Police when they believe that a residential student is missing.

**3. OBJECTIVE:**

The objectives of the Missing Residential Student Notification Policy include the following:

- Define notification protocols upon receipt of a presumed missing residential student report; and,
- Define procedural response to a report of a presumed missing residential student.

**4. POLICY:**

safety, IUP directs residential students to provide emergency notification contacts in the event that a residential student is presumed missing. The missing residential student contact information is confidential and will only be accessed by authorized University officials when a residential student is presumed missing.

**5. DEFINITIONS:**

- A. Residential student: a person who resides in on-campus housing, has a signed housing contract, and is currently enrolled at the university.
- B. Missing: a residential student is presumed missing if s/he is unaccounted for more than 24 hours.
- C. University members: all IUP faculty, staff, clerical personnel, administrators, students, and volunteers.

**6. RESPONSIBILITIES:**

- A. The IUP Police Department will:

- Investigate when a residential student is reported missing, including coordinating with Student Affairs division personnel; and,

- Initiate emergency contact procedures, including notifying missing residential student emergency notification contacts, custodial parents, legal guardians, university officials, and appropriate local law enforcement agencies.

- B. The Student Affairs division will:

- Inform residential students at the start of every academic semester through e-mail, mobile app and MyIUP announcements of the option of registering, through the MyIUP portal, a confidential contact person, to be notified if a residential student is presumed missing.

- C. The Office of Housing, Residential Living, and Dining will:

- Assist in the communication about and investigation of a residential student presumed missing by notifying University Police of a presumed missing residential student and taking action to locate the student.

- D. Residential students are responsible for ensuring that their confidential contact information if presumed missing is current and accurate.

**7. PROCEDURES:**

- A. A student living in on-campus housing may register confidential contact information for missing portal: