



The University of Vermont

Policy V. 2.22.2

Responsible Official: Vice Provost for Student Affairs

Effective Date: March 2, 2015

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## **Missing Student**

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### **Policy Statement**

The University of Vermont is committed to providing a safe and secure environment for students and other community members and to providing a prompt response and appropriate action when the University has been made aware that a student may be missing.

### **Reason for the Policy**

The University has adopted this Policy in compliance with the Higher Education Opportunity Act of 2009, 20 U.S.C. 1092(j), section 488 of the Higher Education Opportunity Act of 2008, and to provide a mechanism to report and respond to notice of a missing student.

### **Applicability of the Policy**

The requirements of this policy apply to all University administrators, faculty, staff, and students.

### **Policy Elaboration**

At the beginning of each academic year, the University will notify all students of the right to identify an individual to be contacted by the University in the event that the student is missing. The University will maintain this information confidentially and the individual identified by the student will be contacted only in the event that the student is determined to be missing for 24 hours. Additionally, the University will notify the parent(s) or guardian of a student who is under the age of 18 and not emancipated in the event such a student is determined to be missing. In addition to notification to University Police Services, any other appropriate law enforcement agency will be notified in the event a student is determined to be missing.

University officials, including all University administrators, faculty and staff, are required to notify the University of Vermont Police Services if they obtain information that a residential student is or may be missing. Students are urged to promptly report to a Residential Life staff member (for students residing on campus) or directly to the University of Vermont Police Services if a student living in University housing is missing or thought to be missing.

Upon notification that a student is or may be missing, University Police Services shall respond through the exercise of reasonable professional judgment to investigate and make a determination as to whether the student is missing. Reasonable measures may include but are not limited to checking the student's University housing unit, class schedule, contacting friends, faculty or other known associates of the student, locating the student's vehicle and calling the student's cell phone. If it is determined that a student is missing, the Chief of Police Services or designee shall notify any other appropriate law enforcement authority and the Vice Provost for Student Affairs. The Vice Provost for Student Affairs or designee shall then notify the Director of Residential Life and any other appropriate University office.

If it is determined that a student has been missing for 24 hours, the Vice Provost for Student Affairs or designee shall contact the missing person contact, confidential contact, and/or parent(s) or guardian of an unemancipated student under the age of 18.

## **Definitions**

*Missing Student:* A student will be considered missing, triggering the duty to report to Police Services, if a University official receives information that the student has failed to show up at events to which the student has committed, the student cannot be located and no contact has been made by the student.

*University Housing:* Residential units that Residential Life has oversight of, which includes on campus housing at the University of Vermont, and off campus housing that is managed and controlled by Residential Life at the University of Vermont.

## **Procedures**

See Policy Elaboration

## **Forms**

None

## **Contacts**

Questions or concerns about missing students should be directed to:

University Police Services  
(802) 656-3473

Questions related to the daily operational interpretation of this policy should be directed to:

Dean of Students Office  
(802) 656-3380

Vice Provost for Student Affairs is the university official responsible for the interpretation and administration of this policy.

## **Related Documents/Policies**

None

## **Effective Date**

Approved by the President March 2, 2015