



Policy Chapter: Chapter 7 Student Affairs

Policy Number and Title: 07.015 Notifications for Missing Resident Students

I. Policy Statement

UNT is committed to the health, safety, and welfare of our students. When a resident student is missing, the following policy applies.

II. Application of Policy

All students who reside in University housing, as well as staff within the UNT Dean of Student's Office, and University staff responsible for housing, security, and safety.

III. Policy Definitions

A. University Housing

"University housing," in this policy, means residential housing owned and/or operated by the UNT staff or their designee, or housing located on grounds owned by the university.

B. Resident Student

"Resident student," in this policy, means a student who resides in a University housing, including students residing in fraternity and sorority houses.

C. Missing

"Missing," in this policy, means a resident student's whose location is unknown and unexplainable for a period of time that is regarded by knowledgeable parties as highly unusual or suspicious in consideration of the student's behavior patterns, plans, or routines.

IV. Policy Responsibilities

A. Student Request for Confidential Contact

Resident students will have the opportunity to designate an individual to be contacted no later than 24 hours after the time a student is determined to be missing by the University Police Department (UPD). The registered information will be maintained confidentially to the extent permitted by law and will be accessible only to authorized campus officials. The University may also disclose the identity of the confidential contact to law enforcement personnel in furtherance of a missing person investigation.

B. Reporting a Student Missing

A person who believes a resident student is missing should notify any of the following:

1. UNT Police Department;
2. housing staff, including the director, assistant/associate directors, and hall directors; or
3. Student Affairs staff, including the vice president, assistant/associate vice presidents, and dean of students.

C. Immediate Investigation

All reported concerns regarding a resident student's unexplained absence or lack of contact that is contrary to the student's normal behavior and/or is unusual based on existing circumstances will be immediately investigated to locate the student and confirm their safety.

D. Higher Education Opportunity Act (HEOA) Missing Resident Student Report

An official "HEOA Missing Resident Student Report" (HEOA Report) will be prepared by a member of Housing and Residence Life staff, and immediately delivered to campus police any time a resident student is suspected to be missing. Housing staff will also notify the Associate Vice President for Student Affairs/Auxiliary Services.

E. Notices

If campus police make the determination that a resident student, who is the subject of a HEOA Report, has been missing for more than 24 hours, then campus police will notify law enforcement in other jurisdictions and will initiate emergency notice to the following people:

1. any person identified in confidence by the resident student as the person to be contacted in the event the student is the subject of a HEOA Report;
2. the custodial parent or guardian of any unemancipated student under 18 years of age, no later than 24 hours after the time the resident student is determined to be missing; and
3. the parent or guardian of any resident students to the extent permitted by the Family Education Rights and Privacy Act and not inconsistent with their express request.

V. References and Cross-References

[Higher Education Opportunity Act of 2008](#)
[20 U.S.C. § 1092\(j\)](#)
[20 U.S.C. § 1232g](#)

VI. Revision History

Policy Contact:	VP Student Affairs
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