



Campus Administrative Policy

Policy Title: Missing Residential Student Notification Policy

Policy Number: 7018 Functional Area: Student Affairs

Effective: January 1, 2021
Date Last Amended/Reviewed: January 1, 2021
Date Scheduled for Review: July 1, 2027
Supersedes: Missing Residential Student Notification Policy
(January 1, 2010, January 1, 2012)

Approved by: Michelle Marks
Chancellor, University of Colorado Denver

Prepared by: Dean of Students
Reviewing Office: Provost and Executive Vice Chancellor for Academic
and Student Affairs

Responsible Office: Dean of Students

Applies to: CU Denver Campus

A. INTRODUCTION

This policy sets forth the procedure that shall be followed in the event that a CU Denver campus student residing in CU Denver Campus housing is missing.

B. POLICY STATEMENT

CU Denver has developed this missing student notification policy for students who reside in university owned housing. Each residential student shall be informed of this policy and procedure at the time they sign a housing contract with any CU Denver campus housing facilities and anytime the residential student updates their personal contact information. This policy is also available on the CU Denver Housing and Dining Services website and the university website.

1. In addition to registering emergency contact information with the university through the student portal, residential students will also register an emergency contact with CU Denver Housing and Dining Services. All registered emergency contacts will be utilized in an attempt to locate a missing student.

2. A residential student will be deemed missing:
 - a. If under the age of eighteen (18) years of age, and not considered a runaway: when the residential student's whereabouts cannot be determined by the student's associates including friends, family, or residential staff; or
 - b. If eighteen (18) years of age or older: when the residential student's whereabouts cannot be determined, and the absence is both a deviation from normal behavior patterns and cannot be explained within a limited time frame and from accessible resources.
3. The university shall notify the Auraria Higher Education Center (AHEC) Police Department and any other appropriate law enforcement agencies upon determination that the residential student is missing.
4. The university shall notify a custodial parent or guardian for any student under 18 years of age who is not an emancipated individual upon determination the residential student is missing, regardless of whether or not the custodial parent or guardian is listed as the student's emergency contact(s).
5. The university shall make contact with the residential student's emergency contact(s) if no contact has been made with the missing student after utilizing every registered phone number.

C. PROCEDURE

1. Reporting and Notification
 - a. A residential student may be reported by any acquaintance of the student. The report can be made to:
 - i. CU Denver Housing & Dining professional staff,
 - ii. CU Denver Assistant Vice Chancellor *for Residential Education and Student Support*
 - iii. AHEC Police or
 - iv. CU Denver Campus Assessment, Response, and Evaluation (CARE) team
 - b. The recipient of the report shall immediately notify CU Denver Housing & Dining professional staff who will subsequently notify the CARE team.
 - c. The CARE report should be made once the reporting party reports a student as missing, and law enforcement shall be notified if no contact can be established through registered emergency contacts.
 - d. The appropriate campus officials will immediately make attempts to contact or locate the student who is the subject of the report. Those attempts will include, but may not be limited to, the following:
 - i. A visual check of the residential student's suite shall be conducted. A member of the CU Denver Housing & Dining staff shall enter the student's room to perform this check.
 - ii. Attempts shall be made to contact the residential student through any and all forms of communication including, but not limited to, telephone number(s), e-mail, text messaging, social networking sites, and contacting all known associates. The goal of the contact is to have the residential student communicate with those reporting or investigating the reported

- disappearance.
 - iii. Attempt to determine the residential student's whereabouts using resources such as key logs, area desk sign-out sheets, meal plan access, computer or e-mail access, class records, and security cameras.
 - iv. Other techniques, as necessary, given the circumstances of the individual case.
 - e. If initial attempts to contact the student fail then the campus officials will notify the registered emergency contact(s).
 - f. If the registered emergency contact(s) are unable to communicate with the missing student, AHEC police or other appropriate law enforcement officials will be notified so that a formal investigation on the report can commence.
2. Investigation
 - a. A formal police investigation into the missing student shall commence immediately upon notification to the AHEC Police or other appropriate law enforcement officials in cooperation with university and Housing and Dining staff.
 3. Follow up to the case
 - a. Information regarding the case will be communicated to the campus community, as necessary or permitted, during or post investigation as warranted by the circumstances.
 - b. Parties affected by the incident may be referred to campus or community resources if necessary, during or post incident.

Notes

1. Dates of official enactment and amendments:
 January 1, 2010: Adopted
 January 1, 2012: Revised and reissued by the Provost
 April 12, 2019: Modified
2. History:
 April 12, 2019: Modified to reflect a Campus-wide effort to recast and revitalize Campus policy sites into a standardized and more coherent set of chaptered policy statement organized around the several operational divisions of the university. Article links, University branding, and formatting updated by the Provost's office.
3. Initial Policy Effective Date: January 1, 2010
4. Cross References/Appendix:
 - Federal Reauthorization of the Higher Education Act