



Campus Administrative Policy

Policy Title: **Missing Student Notification Policy – CU Anschutz**

Policy Number: 7018A Functional Area: Student Affairs

Effective: August 12, 2026

Approved by: Donald Elliman, Chancellor

Applies to: CU Anschutz

A. Introduction

This policy outlines the procedures to be followed when a CU Anschutz student is reported missing or cannot be located. It complies with the requirements of Senate Bill 26-120 Concerning Law Enforcement Procedures Related to Missing Persons (SB 26-120).

B. Policy Statement

1. In compliance with Senate Bill 26-120 Concerning Law Enforcement Procedures Related to Missing Persons (SB 26-120), when a current student attending University of Colorado Anschutz Medical Campus (“CU Anschutz”) who was last known to reside in Colorado is reported to CU Anschutz as missing or cannot be located, CU Anschutz must either:
 - a. Immediately make a report to University Police Department (UPD); or
 - b. Within six (6) hours of the report, Student Affairs will conduct a **preliminary wellness assessment** and document the information.
2. If the current student is not located within six (6) hours of CU Anschutz receiving the report or if, at any point, CU Anschutz determines there is evidence of a credible risk to the current student’s safety, CU Anschutz must notify UPD and contact the current student’s confidential/emergency contact.
3. Pursuant to the requirements of SB26-120, this policy describes the following:
 - a. The process for escalating a missing person report to an employee responsible for initiating a preliminary wellness assessment;

- b. The record-keeping requirements for the preliminary wellness assessment;
and
- c. Other preliminary wellness assessment steps, as established by CU Anschutz.

C. Procedures

1. If a current student at CU Anschutz is believed to be missing or cannot be located, a report should be made immediately using the following process for escalating a missing person report:
 - a. If a Missing Student report is being made within regular business hours (Monday-Friday 8 AM - 5 PM), a written report should be made through the Student Affairs online reporting form.
 - b. If a Missing Student report is being made outside of regular business hours, during University Holidays, or other campus closures, a report should be made to University Police Department by phone call, (303) 724-4444.
2. Contact information for reporting a missing student is located on the Missing Students section on the CU Anschutz Student Affairs webpage. In the event of an active emergency or threat, please contact 911.
3. If a current student at CU Anschutz who was last known to reside in Colorado is reported to CU Anschutz as missing or cannot be located, CU Anschutz will either immediately notify law enforcement or conduct a preliminary wellness assessment to locate the current student.
4. Preliminary wellness assessments include the following steps:
 - a. A digital contact attempt;
 - b. An academic and social inquiry.
5. CU Anschutz may conduct the steps of a preliminary wellness assessment simultaneously.
6. If a current student is located during a preliminary wellness assessment, CU Anschutz will document the steps taken and notify the current student of the contact information of the person who made the report. If it is determined the current student is a disengaged student and not missing, the preliminary wellness assessment will be concluded without notification to the emergency contact or UPD (or other law enforcement).
7. If a current student is not located during a preliminary wellness assessment, before the conclusion of the six-hour period, CU Anschutz will first attempt to contact the current student's emergency contact, as defined in the Clery Act.
8. Records of preliminary wellness assessments will be maintained through the case management database utilized by Student Affairs. Records must be maintained for a minimum of three years after the missing student report was received by CU Anschutz, must be available to law enforcement upon request and in compliance

with applicable law, and must include the following information:

- a. The date and time the missing student report was received and the name and role of the employee who received it;
 - b. The date, time, method and outcome of each attempt made to contact the current student;
 - c. The date, time, method and outcome of each attempt made to contact the emergency contact as designated by the current student;
 - d. The name and role of each CU Anschutz employee or agent who participated in the preliminary wellness assessment;
 - e. The reason any step of the preliminary wellness assessment was not completed in the six-hour period; and
 - f. The date and time a missing student report is made to UPD (or other law enforcement).
9. As permitted by applicable law, if the current student is not located within 30 days after CU Anschutz receives the report, CU Anschutz shall make required preliminary wellness assessment records available upon request from the missing student's designated emergency contact, as permitted pursuant to applicable state and federal student privacy laws. The permissible disclosure must be limited to information reasonably necessary to locate the current student and must be made solely for the purpose of informing the current student's emergency contact of CU Anschutz's efforts to locate the current student.
10. This policy will be reviewed and updated at least every three years.

D. Roles and Responsibilities

1. University Police Department (UPD): This is the default law enforcement organization that CU Anschutz will notify when it is unable to locate a current student within 6 hours, or immediately if there is credible evidence of risk to the current student's safety.
2. Student Affairs: Student Affairs staff are primarily responsible for the preliminary wellness assessment.
3. Dean of Students (DOS) staff: Dean of Students and/or Student Outreach and Support staff are primarily responsible for oversight of the preliminary wellness assessment process.

E. Definitions

Academic and social inquiry: A query by CU Anschutz of faculty and staff about the current student's most recently known attendance. This includes, at a minimum, checking activity in online academic tools, CU Anschutz Building Access Card usage, and inquiring with faculty and staff.

Business hours: The hours during which CU Anschutz administrative offices and services are open for operation; typically 8 am – 5 pm (MT), Monday – Friday.

Current student: For the purposes of this policy, current students include all persons currently taking for-credit courses at CU Anschutz, either full time or part time, pursuing undergraduate, graduate, or professional studies, as well as non-degree seeking students. This policy does not apply to (i) current students participating in a CU Anschutz program that is solely offered online and are not resident in Colorado, (ii) individuals on an approved leave of absence or (iii) who are not enrolled during the semester when a missing person report is submitted about them.

Digital contact attempt: An attempt by CU Anschutz to contact the current student through all institution-provided communications available including, but not limited to, a CU Anschutz email, Canvas, and a phone call and a text message to the number previously provided by the current student.

Disengaged student: A current student about whom CU Anschutz has some indirect evidence of recent activity (e.g., card swipes, system logins or administrative records) but with whom CU Anschutz has no direct communication or confirmation of well-being. The student's presence is suggested through data, but their current status or safety cannot be verified.

Emergency contact: The person listed by the student as the student's authorized contact in case of emergencies.

Missing student: A current student for whom CU Anschutz has no verifiable activity, contact, or confirmed presence within six hours of receiving a missing person report across academic, or social contexts. There is no communication by the current student with known contacts and CU Anschutz has not been able to confirm the current student's safety or location within six hours of the initial report.

Non-business hours: Any time outside of CU Anschutz's business hours; typically, outside of 8 am – 5 pm (MT), Monday – Friday, University Holidays, or other campus closures.

Notes

1. History
 - Approved August 12, 2026
2. Cross References/Appendix:
 - C.R.S. §23-5-141(5), Preliminary Wellness Assessment policy
 - 7018D: Missing Student Notification Policy – CU Denver
 - SB26-120 Concerning Law Enforcement Procedures Related to Missing Persons (codified at C.R.S. § 23-5-141)
 - Jeanne Clery Campus Safety Act
 - Higher Education Opportunity Act
3. Responsible Office(s):
 - Student Affairs Office within the Office of the Executive Vice Chancellor Academic and Student Affairs