



**Campus Administrative Policy**

**Policy Title: Missing Residential Student Notification Policy**

Policy Number: 7018                      Functional Area: Student Affairs

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Effective: January 1, 2012  
Date Last Amended/Reviewed: January 1, 2012  
Date Scheduled for Review: July 1, 2019  
Supersedes: Missing Residential Student Notification Policy,  
January 1, 2010

Approved by: Roderick Nairn  
Provost and Vice Chancellor for Academic and Student  
Affairs

Prepared by: Community Standards and Wellness Office  
Reviewing Office: Provost and Vice Chancellor for Academic and Student  
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Responsible Officer: Provost and Vice Chancellor for Academic and Student  
Affairs

Applies to: CU Denver

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**A. INTRODUCTION**

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

**B. POLICY STATEMENT**

CU Denver has developed this missing student notification policy for students who reside in the Campus Village Apartment complex. Each residential student shall be informed of this policy and procedure at the time they sign the lease at the Campus Village Apartments and anytime the residential student updates their personal contact information. This policy will also be published semi-annually in the Campus Village newsletter and available on the Campus Village and university websites.

1. In addition to registering emergency contact information, residential students shall have the opportunity to identify a confidential contact and provide confidential contact information to be used in the event the residential student is determined missing at any time (“confidential contact”). This contact information will be

accessed only by authorized campus officials.

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.
3. The university shall notify the appropriate law enforcement agency not later than 24 hours after the time that the residential student is determined 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 not later than 24 hours after the time the residential student is determined to be missing.
5. The university shall contact residential students' confidential contact if the residential student has been deemed missing by the campus security or law enforcement agency for more than 24 hours and that residential student has not been located.

### **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:
    - 1) Campus Village professional staff,
    - 2) CU Denver Campus Assistant Vice Chancellor for University Life and Dean of Students,
    - 3) Auraria Higher Education Center Police Department ("AHEC PD"), or
    - 4) Denver Campus Office of Community Standards and Wellness ("OCSW").
  - b. The recipient of the report shall immediately notify Campus Village professional staff who will subsequently notify the OCSW.
  - c. The report can be made at any time the reporting party feels that the residential student is missing but shall be made if the residential student has been missing for more than 24 hours.
  - 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:
    - 1) A visual check of the residential student's apartment shall be conducted. A member of the Campus Village Apartments shall enter the student's room to perform this check.
    - 2) 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 allegation.
- 3) 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.
  - 4) 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 AHEC police or other appropriate law enforcement officials so that an investigation on the report can commence.
2. Investigation
- a. An investigation into the missing student report shall commence immediately and shall be conducted by the AHEC PD or other appropriate law enforcement officials in cooperation with university and Campus Village staff.
  - b. If, on investigation of the official report, the AHEC PD or other law enforcement officials determine that the missing student has been missing for more than 24 hours then:
    - 1) If the student is under 18 and not an emancipated individual the confidential contact or parent/guardian shall be notified; or
    - 2) If the student is over 18, not an emancipated individual and has not provided a confidential contact then the appropriate law enforcement agency shall be notified.
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 statements 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