

Policies of the University of North Texas at Dallas	Chapter 07
07.027 Notification Regarding Missing Resident Students	Student Affairs

Policy Statement. UNTD is committed to the health, safety, and welfare of our students. If a student who resides in University housing is reported missing by a member of the University community or family member, the following policy applies.

Application of Policy. All students who reside in University housing.

Definitions.

1. University Housing. “University housing” means a housing facility owned, leased, or operated by the University of North Texas at Dallas staff or designee.
2. Resident Student. “Resident student” means a student who resides in a University housing facility.
3. Missing. “Missing” means a student whose whereabouts are 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. This period of time shall not exceed 24 hours.

Procedures and Responsibilities.

1. Students will be provided the opportunity to designate an individual to be contacted in the event that a student is determined to be missing. 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 disclose the identity of the student’s contact to the UNT Dallas Police Department (UNT PD) and the Dean of Students (or designee) in furtherance of a missing person investigation.

Responsible Party: UNTD Housing and Residence Life; Student Affairs Designee

2. Students, employees, or other individuals should report a missing student to any of the following:
 - a. UNT Dallas Police Department;
 - b. Housing and Residence Life staff (including the director, assistant, and coordinators);
 - c. Student Affairs staff (Dean of Students or designee)

Responsible Party: UNT Dallas Police Department; University Housing and Residence Life; Student Affairs Designee

3. All reports regarding a resident student's unexplained absence or lack of contact that is contrary to the student's normal behavior, or is unusual based on existing circumstances, will be immediately investigated by UNTD PD in an effort to locate the student and confirm their safety.

Responsible Party: University Housing and Residence Life; Student Affairs Designee

4. The Director of Housing and Residence Life, or designee, shall immediately deliver a missing person narrative to UNTD PD any time a resident student is determined missing. Housing and Residence Life staff will also notify the Dean of Students or designee.

Responsible Party: University Housing and Residence Life Staff

5. If UNTD PD determine that a resident student is missing, then UNTD PD will notify other jurisdictions and will initiate emergency notice to the following people:
 - a. The contact person identified by the resident student as the person to be notified in the event that the student is determined to be missing;
 - b. The custodial parent or guardian of any un-emancipated student under 18 years of age; and
 - c. The parent or guardian of any student to the extent permitted by the Family Education Rights and Privacy Act (FERPA).

Responsible Party: UNT Dallas Police Department

References and Cross-references.

20 USC 1092(j), 20 USC 1232g.

Forms and Tools.

Missing Person's Report

Approved: 12/7/2018

Effective: 12/7/2018

Revised: