



## STUDENT LIFE POLICY

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**Number/Title:** 712/Missing Student Policy  
**Covered Individuals:** All Students  
**Covered Locations:** All Locations  
**Effective Date:** March 16, 2022

**Strategic Plan:** SP4.4a  
**HLC:**  
**Consultations:** Student Life,  
Counseling, Campus Police

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### **POLICY STATEMENT**

Upper Iowa University (University or UIU) is very concerned about the safety and well-being of all of its students. This policy will assist in determining whether a student is missing, and if so, the appropriate response. This policy is in compliance with Section 488 of the Higher Education Opportunity Act of 2008.

### **DEFINITIONS**

UIU Modalities – Fayette Campus, the Centers, Online, Self-Paced

### **POLICY IMPLEMENTATION**

Most missing person reports in the college environment are a result of a student changing their routine without informing friends or relatives of the change. Anyone in any UIU modality who believes a student to be missing should report their concern to Campus Police (563) 425-5372, Residence Life, or Student Life. All reports will be followed up with an immediate investigation. Depending on the circumstances presented to University officials, parents/guardians/emergency contact of a missing student will be notified. In the event such notification is necessary, the Assistant Vice President for Student Life (AVPSL) will place the call. If the AVPSL is not available, the Assistant Dean of Students/Chief Conduct Officer will place the call.

### **Procedures**

The University official or office receiving the report from any UIU modality will document the following information:

1. The name and relationship of the person making the report;
2. The date, time, and location of the last sighting of the student;
3. The date, time, and method of last contact with the student;
4. Background information as to routine, off-campus friends, job, recent changes in family life and/or changes in behavior;
5. The missing student's contact information;
6. The missing student's emergency contact/parent or guardian contact; and
7. Time and dates that people were informed, including when campus police or law enforcement were notified, when applicable.

The UIU official receiving the report will contact the AVPSL to give an update on the situation and to receive additional consultation. The AVPSL will ascertain if/when other UIU employees such as the Emergency Management Director and the Executive Director of the Office of Communication and Marketing need to be contacted.

Upon notification that a Fayette campus student may be missing, the University may use any or all of the following resources to assist in locating the student:

1. Go to the student's place of residence;
2. Talk to the student's RA, roommate and/or housemates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and location the student was last seen;
3. Secure a current student photo;
4. Call and text the student's cell phone and call any other numbers on record;
5. Send the student an email;
6. Call Campus Police;
7. Check all possible locations mentioned by the parties above including, but not limited to, the library, the recreation center, etc. Campus Safety and Security and Residence Life may be asked to assist;
8. Contact or call any other on-campus or off-campus friends or contacts. Check the student's social networking sites;
9. Ascertain the student's car make, model, and license plate number. A member of the Campus Police will also check the University's parking lots for the presence of the student's vehicle;
10. Contact the food service manager to ascertain when the student last used the meal plan;
11. Pending information, Campus Police can issue Attempts to Locate (ATL) through regional dispatch;

Upon notification that a non-Fayette campus student may be missing, the University may use any or all of the following resources to assist in locating the student:

- 1) Talk to the student's friends or classmates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and location the student was last seen;
- 2) Secure a current student photo;
- 3) Call and text the student's cell phone and call any other numbers on record;
- 4) Send the student an email;
- 5) Contact or call any other on-campus or off-campus friends or contacts. Check the student's social networking sites;
- 6) Pending information, local PD can issue Attempts to Locate (ATL) through regional dispatch;
- 7) If a Center, online, or self-paced student is believed to be missing, the AVPSL will be contacted by the UIU staff or faculty member. The AVPSL will initiate the measures stated above to the extent possible. At a minimum, any known phone numbers should be

called and texted, email addresses should be used, and social networking sites should be checked, if accessible. In addition, local law enforcement should be notified and given appropriate information.

The University’s Information Technology Services (ITS) department will be asked to obtain email logs in order to determine the last login and/or access of the UIU network.

**CONTACTS**

**Responsible Administrator** -- Vice President for Academic and Student Affairs

**Policy Contacts** – Assistant Vice President for Student Life, Assistant Vice President for U.S. Centers

**RELATED DOCUMENTS, FORMS, AND POLICIES**

N/A

**HISTORY**

<b>New/Revision No.</b>	<b>Date Approved</b>	<b>Revision Change</b>
<b>New</b>	<b>3/16/2022</b>	