**Missing Student Notification Policy**

Students living in University Housing are asked to designate a confidential contact person whom the University may contact in the event it considers the student missing. The student shall designate this person by accessing the OU - IT Emergency Contact information site.

Reports that a student who lives in University housing has been missing for 24 hours or more shall be made to a Resident Advisor, Center Coordinator or any appropriate employee on the Housing & Residence Life staff. A housing student is considered missing if the Resident Advisor, Center Coordinator or appropriate Housing & Residence Life employee cannot contact or locate the student and the University determines that the student has not used University services (meals, door access, labs, etc.) in over 24 hours. Upon classifying the student as missing, Housing and Food Services will immediately submit a missing person's report to OUPD.

Upon notification from Housing and Food Services that a student is considered missing, OUPD will immediately conduct an investigation. If OUPD determines through its investigation that the student has been missing for over 24 hours: a) OUPD will contact the designated confidential emergency contact person within 24 hours, including the custodial parent or legal guardian if the student is under 18 years of age and not emancipated; and b) Housing and Food Services will notify the office of the Vice President for Student Affairs.