The University of Oklahoma
Missing Student Policy

I. POLICY OVERVIEW
The purpose of this policy is to define the procedures for the University of Oklahoma’s response to reports of missing students, as required by the Higher Education Opportunity Act of 2008.

• For purposes of this policy, a student may be considered a “missing person” when he or she is absent from the University for more than 24 hours without any known reason.

• The policy applies to students who reside in University housing. This includes the residence halls and university-owned apartments including on-campus housing in Arezzo.

II. PROCEDURES FOR DESIGNATION OF EMERGENCY CONTACT INFORMATION
Students living in University housing will be asked to designate an EMERGENCY CONTACT by accessing the OU-IT Emergency Contact Information page at the following Web site: http://accounts.ou.edu. This information is only accessible to authorized campus officials and will only be disclosed to law enforcement personnel in furtherance of a missing person investigation. To designate a contact, student but log in using their OUNetID (4+4) and password and then follow the instructions on the site.

In the event that a student is declared a missing person, this designee will be the primary contact.

III. OFFICIAL NOTIFICATION PROCEDURES FOR MISSING STUDENTS
A person will be suspected of being missing if they cannot be contacted by their Resident Adviser on two consecutive weekly occupancy reports. In this case the Resident Advisor will contact his or her Center Coordinator who will take steps to determine if the student has used University services (meals, door access, labs, etc.) over the last week and will attempt to contact the missing student through the e-mail address and cell phone number on record.

A person may also be suspected of being missing if an inquiry comes to the Housing Office on that individual from a parent, legal guardian, or law enforcement agency and staff are not able to contact the student or verify the student’s presence on campus by the methods listed above.

Failing to make contact with the student or verify that the student is using campus services, Housing and Food Services will classify the student as missing and follow these procedures:
1. Housing and Food Services will submit an official missing person’s report to OUPD.
2. Housing and Food Services will contact the office of Vice President for Student Affairs.
3. OUPD will notify local law enforcement within 24 hours (unless it initially reported the missing student).
4. OUPD will conduct an investigation and if they determine the student has been missing for more than 24 hours the following steps will be taken:
   a. OUPD will contact the designated confidential emergency contact person.
   b. If the student is under 18 years of age, OUPD will immediately contact the custodial parent or legal guardian of the student.

IV. INFORMING STUDENTS OF THIS POLICY
1. Publish this policy on The University of Oklahoma’s Emergency Information Web page:
   www.ou.edu/emergencypreparedness/emergency-plans.html.
2. Print this policy in the Housing and Food Services Community Living Guide
3. Print this policy in the terms and conditions of the Housing contract.
4. Resident Advisers will review this policy in first floor meetings with residents.

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