

## POLICY STATEMENT

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**Subject: Missing Student Notification Policy**

Date Established: September 1, 2010

Revision Dates: February 22, 2011, May 4, 2017, February 10, 2026

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**Originating Office:** Vice President for Student Affairs

**President's Approval:**

Michael A. Driscoll

**Distribution Code:** A and All Students

### A. Purpose and Scope

The purpose of this policy is to define University notification and response to a report of a student presumed to be missing. This policy applies to all students. All employees of the University are required to report a student presumed to be missing as defined by this policy.

### B. Definitions

1. **Missing Student:** a student whose last known contact or interaction with the University is more than 24 hours prior to the report.
2. **University Employee:** all IUP faculty, staff, and administrators.

### C. Policy

1. IUP directs all students to provide an emergency notification contact person or persons. Students are responsible for ensuring their listed emergency contact information is current and accurate. This information is held in an internal database and is only accessible to University employees who have a direct role in the process of identifying and locating a missing student.
2. All university employees are required to immediately make a good-faith report of a student presumed to be missing to the IUP Police Department. The IUP Police Department will notify the Office of the Vice President for Student Affairs, the Dean of Students, and the Housing Office.
3. When a student is reported missing, the University will use available means and information to contact the missing student and confirm their location. University Police will be the primary office in charge of investigating the report of a missing student. University Police will collaborate with the appropriate offices to determine the location of the student.
4. Within 24 hours of the report of a missing student, University Police will notify the missing student's emergency contact and the law enforcement agency with jurisdiction over the case if other than University Police.
5. A student's emergency contact information may be shared with outside agencies if it is determined that there may be a risk to the student's health or safety, or the student has been missing for more than 24 hours.
6. If the missing student is a minor who is not emancipated, the University will contact the missing student's custodial parents or legal guardians.

### D. Rescission

This policy shall not be rescinded or modified except as in accordance with University Senate By-Laws and Constitution.

DISTRIBUTION:

Distribution Code

Description

A

All Employees, All Students