



THE UNIVERSITY of
NEW ORLEANS

Policy No:	AP-OP-16.2
TITLE:	Missing Student
EFFECTIVE DATE:	April 11, 2014* (*Policy Revised, see below)
CANCELLATION:	
REVIEW DATE:	Spring 2026

ADMINISTERED BY: Office of the President

PURPOSE

The purpose of this policy is to establish procedures for the University's response to reports of missing residential students as required by the Higher Education Opportunity Act of 2008. This policy applies to all students who reside in on-campus housing. "On-campus housing" is defined as any building owned or controlled by the University that is used to house University students.

AUTHORITY

Part Two, Chapter III, Section IV of the bylaws and rules of the University of Louisiana System and Missing Person Procedures of the Higher Education Opportunity Act 488(3) HEA section 485U1.

GENERAL POLICY

It is the policy of the University of New Orleans to treat all reports of missing students as serious incidents and to investigate such reports immediately completely. The University of New Orleans Police Department will thoroughly investigate all reports of missing students, treating every report as one where the person reported missing may be at risk until significant information to the contrary is confirmed.

The University encourages timely reporting of missing students to the proper law enforcement agency by all members of the UNO community, to assist in locating students who are reported missing, and to comply with federal law as stated in the Missing Person Procedures of the Higher Education Opportunity Act 488(3) HEA section 485U1.

PROCEDURE

Reporting a Missing Student

A student may be considered to be missing if the student's absence is contrary to his or her usual pattern of behavior and unusual circumstances may have caused the absence.

Such circumstances could include, but are not limited to:

1. absence from multiple classes;
2. indicators that a student may be a victim of foul play;
3. expressed suicidal thoughts;
4. indicators of drug dependency;
5. indicators that the student may be in a life threatening situation or has been with persons who may endanger his or her welfare.

The UNO Police Department suggests to all members of the UNO community that, if there is a possibility that a student is missing, please consult with the University Police as soon as possible, by calling 280-6666.

Any university employee who receives information indicating that a student may be missing must report this information to the University Police immediately whether the student is a resident or non-resident student.

Any student, who believes that another student is missing, is encouraged to notify the University Police as soon as possible. **YOU DO NOT HAVE TO WAIT 24 HOURS.**

University Police will investigate all incidents of reported missing students and will exhaust all leads to locate resident students (those who live in on-campus facilities). Once an investigation has been initiated regarding a missing resident student, the UNO Police Department will notify the New Orleans Police Department within 24 hours, unless the N.O.P.D. was the law enforcement agency which initiated the investigation. In situations where the student is a non-resident (resides off campus), the University Police will help notify the proper law enforcement agency in the jurisdiction where the student resides or was last seen and assist with the investigation. This notification will be done within 24 hours of receiving a credible report. Nothing in this policy requires the University Police to wait 24 hours before reporting to the law enforcement agency with jurisdiction.

Upon receiving a report of a missing student, and conducting a preliminary check of the student's room and other areas on campus the student may frequent, University Police will notify the Executive Assistant to the President and the Dean of Student Affairs.

Emergency Contact Information

At the beginning of each academic semester, all students residing in on-campus housing will be notified of the following:

1. The student will have the opportunity to identify a contact person or persons whom will be notified within 24 hours of the determination by law enforcement that the student is missing;
2. This contact information will be confidential and will be accessible only to authorized university officials and it will not be disclosed except to law enforcement personnel involved in a missing persons investigation;
3. For students who are **18 years of age or older**, this notification to the designated emergency contact person will be notified within but no later than 24 hours after the student is

determined to be missing. A student who is above the **age of 18 or is an emancipated minor**, the local law enforcement agency that has jurisdiction will be notified within 24 hours of the student being determined to be missing.

4. Students who are **under 18 years of age and not emancipated**, the Division of Student Affairs or the UNO Police Department must notify the student's custodial parent or guardian within 24 hours of the determination that the student is missing and will also notify any of the student's additional designated emergency contact persons.

Procedures for Registering Confidential Contact Information

- To register your Confidential Contact Information, in "[WebSTAR](#)", click "Students" link
- Enter your student "User ID" and "Password"
- This will bring you to the Student Self Services page
- Click on the " Personal Information" link
- Under Contact Information, click on the "Emergency Contacts" link
- On the Emergency Contacts List page;
 - a. If the student does not wish to provide confidential contact information, please check the box which states *"I do not wish to provide this information"* and the information will be automatically saved.
 - b. If the student elects to enter confidential contact information, please follow the instructions provided to enter the data.



John W. Nicklow
President
University of New Orleans

*Policy Updates:
Revisions: 7/19/2016