

## **Missing Student Notification Policy**

In compliance with the Higher Education Opportunity Act of 2008, Mayville State has established the following processes and procedures to deal with students who reside in campus housing and who may be identified as missing.

### **A. Procedures:**

Students residing in campus owned or operated housing are ‘checked in’ at the beginning of each term or year when they enroll. Residence hall staff gather emergency contact information as part of this check in process and maintain that data for use in the event of an emergency involving the student. In addition, students are encouraged to enter family and emergency contact information into the university’s Campus Connection data base. However, providing this emergency contact information is voluntary. Residence hall staff conducts regular ‘room checks’ for health and welfare purposes and if a student is not present for such a room check, follow up is conducted with roommates or friends of the student. Should a student be reported as missing by another student, by family, by faculty/staff or by residence hall staff, the following procedures will be followed:

1. Residence hall staff, including student staff, who have reason to believe that a student residing in a campus owned facility, has been missing for more than 24 hours should contact either of the following individuals:
  - Jeffrey Powell, Director of Student Life: Campus Center 103, 701-788-4697.
  - Andrew Pflipsen, Vice President for Student Affairs: Main 112C, 701-788-4770
  - Law enforcement personnel of the Traill County Sheriff’s Department may also be contacted directly at 701-636-4510 if a student is suspected to have gone missing.
2. Upon receiving a report that a student may be missing, either of the above named individuals will attempt to reach family or others who are listed as emergency contacts to determine if there has been any communication with the student. Documentation of last contacts by teachers, staff, and other students with the missing student will also be attempted. A formal missing report will be filed with local law enforcement once it is determined that the student has been missing for at least 24 hours.
3. The Vice President for Student Affairs is designated to be the official liaison between law enforcement, family and other individuals who have an interest in the missing student. Documentation of last class and campus work attendance will be gathered, as will information that might be gleaned from the university’s notebook computer that has been assigned to said student; i.e. e-mail and internet access. This information will be compiled and filed with local law enforcement.

### **B. Other Policy Provisions:**

1. Any student residing in campus housing has the option of registering a confidential contact person who is to be notified in the event that the student is reported missing. Only authorized campus officials (Vice President for Student Affairs and Director of Student Life) and law enforcement officers in furtherance of a missing person investigation may have access to that information. This confidential contact may/may not be the same emergency contact individual that the student has identified as part of the “Check In” or Campus Connection processes identified above. A request for this confidential contact should be submitted directly by the student to either the Vice President for Student Affairs or the Director of Student Life.
2. If a student is reported as missing, law enforcement will be notified even if a student has not registered a contact person.

3. Parents and legal guardians of any student younger than 18 who is reported as missing will be notified immediately.

**C. Annual reporting to campus constituencies.**

Each year (prior to October 1) every enrolled student and employed faculty/staff member receives a written notice that the Missing Student Notification Policy and Procedures are available electronically at: <http://www.mayvillestate.edu/about-msu/reports-policies/> or in printed format. Students or faculty/staff may request a printed version from the Student Services Office in Main 112C. Likewise, printed copies of the policy are available, upon request, to any prospective student, parent or member of the general public from the Student Services Office.