

POLICY NAME: Missing Student Notification Policy

Authority Title and Review Information	Name and Date
Approval Authority:	Senior Vice President for Student Life & Engagement
Responsible Executive:	Senior Vice President for Student Life & Engagement
Responsible Office:	Assistant Vice President, Residence Education and Housing Services
Responsible Officer:	Assistant Director for Residential Care and Community Expectations, Residence Education and Housing Services
Policy Category	Academics & Student Life
Effective Date:	September 29, 2022
Last Review Date:	September 29, 2022
Next Review Date:	September 29, 2025

I. POLICY STATEMENT

In accordance with the Clery Act, MSU provides an option for students to identify a confidential contact for the purpose of notification if a student is reported missing and has established procedures to make and respond to reports of missing students.

II. SCOPE

This policy applies to all MSU employees, including Residence Education and Housing Services and Police and Public Safety staff, and students residing in on-campus housing.

III. DEFINITIONS

On-campus housing: housing for which a student has a signed contract or lease with Residence Education and Housing Services

Member of university community: all employees and students

Missing: student is presumed missing if they are unaccounted for 24 hours

Missing Student Emergency Contact(s): confidential contact person(s) designated for the purpose of notification if a student is reported missing

IV. POLICY

Students residing in on-campus housing have the option to identify a Missing Student Emergency Contact¹. If the University receives a report of a missing on-campus student and MSU Department of Police and Public Safety (“DPPS”) determines that the student has been missing for 24 hours, DPPS will initiate notification procedures pursuant to this policy.

V. POLICY PROCEDURES

Identifying Missing Student Emergency Contact(s)

Students residing in on-campus housing have the option to identify a Missing Student Emergency Contact the University will notify within 24 hours of DPPS determining that a student has been missing for 24 hours. Missing Student Emergency Contact(s) can be designated in the students’ MyHousing profile.

- Residence Education and Housing Services will maintain the Missing Student Emergency Contact information. The contact information will be registered confidentially and will be accessible only to authorized campus officials.
- The Missing Student Emergency Contact information will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.
- If a student is under 18 years of age and not emancipated, the University will notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any Missing Student Emergency Contact.
- The University will notify the local law enforcement agency within 24 hours of the determination that a student is missing, if other than DPPS.

Reporting a Missing Student

Any member of the University community who has reason to believe that a student residing in on-campus housing has been missing for 24 hours should immediately contact MSU Department of Police and Public Safety (517-355-2222) to file a missing person report. If another University department receives a missing student report, the report must be referred immediately to DPPS.

Missing Student Notification Procedures

If DPPS determines a student who resides in an on-campus student housing facility has been missing for 24 hours, DPPS will do the following within 24 hours of making that determination:

1. If the student has designated a Missing Person Emergency Contact, notify that contact person;

¹ All students, including students living off campus, can provide the Office of the Registrar with the name and contact information of a personal emergency contact person(s) through their student profile on student.msu.edu. This is separate from the Missing Student Emergency Contact.

2. If the student is under 18 years of age and is not emancipated, notify the student's custodial parent or guardian and any Missing Person Emergency Contact; and
3. Regardless of whether the student has identified a Missing Student Emergency Contact, is above the age of 18, or is an emancipated minor, inform the local law enforcement agency that has jurisdiction in the area, if other than DPPS.

VI. VIOLATIONS

Employees or students who violate this policy may be subject to discipline.

VII. RELATED INFORMATION AND ATTACHMENTS

VIII. HISTORY

Action	Description
Issued:	1. Vice President for Student Affairs and Services; Vice President for Finance and Operations, April 1, 2009
Approved by:	1. [Student Life & Engagement Leadership team; Senior Vice President, Vennie Gore, September 29, 2022] 2. [<i>Student Life & Engagement Policy Committee; September 21, 2022</i>]
Revised:	1. [Clery Act Compliance Coordinator, September 29, 2022] 2. Entire policy was revised to conform with University policy format, update procedures for identifying Missing Student Emergency Contact, and update reporting and notification procedures for missing students.