

**WAYNE STATE UNIVERSITY'S
MISSING STUDENT NOTIFICATION POLICY**

Effective September 1, 2010

Policy:

This policy, with its accompanying procedures, establishes a framework for cooperation among members of the Wayne State University community aimed at locating and assisting students who reside in campus housing and are reported missing.

Campus housing is defined as the residence halls and apartments that are located within the University campus and owned and operated by WSU. They are: Chatsworth Tower and Helen L. DeRoy Apartments, Leon H. Atchison Hall, The Towers Residential Suites, University Tower Apartments and Yousif B. Ghafari Hall.

Nothing in this policy shall prevent the Wayne State University Chief of Police from exercising discretion to initiate an investigation where a student is reported missing but does not reside in campus housing.

A student who resides in campus housing will be deemed missing when he or she is reported absent from the campus housing for more than 24 hours without any known reason.

All reports of missing students shall be directed to the Wayne State University Police Department, which shall investigate each report and make a determination whether the student is missing in accordance with this policy.

All students shall have the opportunity to confidentially identify an individual to be contacted by the University in case a student is reported missing. This confidential contact is deemed non-directory information under the Family Educational Rights and Privacy Act (FERPA). Only authorized campus officials and law enforcement officers may have access to the confidential contact information in furtherance of the missing person investigation. If a missing student is under 18 years of age, and not an emancipated individual, WSU Police are required to notify the parent or guardian of the missing student not later than 24 hours after the determination by the WSU Police that the student is missing. WSU Police will also notify the local police department where the student was last reported seen (if other than on campus) not later than 24 hours after the determination that the student is missing.

The WSU Dean of Students shall have the responsibility to make known to and available to students, the provisions of this policy, and the procedures set forth herein.

Notification Procedures:

- A. Any report of a missing student, from whatever source, should immediately be directed to WSU Police.

- B. When a student is reported missing, WSU Police shall:
 - 1. Notify the Dean of Students;

 - 2. Notify the President, the Provost, the Executive Vice President, the Vice President & General Counsel, the Director of Housing and the Registrar; and

 - 3. Conduct a thorough investigation to determine the validity of the missing student report. If it is determined that the student is not missing, the student will be asked to make contact with the person who reported the student missing.

 - 4. If it is determined that the student is missing, WSU Police must:
 - a. Notify the individual identified by the missing student as the confidential contact, within 24 hours of making the determination that the student is missing.

 - b. If the missing student is under the age of 18, and not an emancipated individual, notify the student's custodial parent or guardian as contained in the records of the University, within 24 hours of the determination that the student is missing.

- C. When a student is reported missing to the Dean of Students, the Dean of Students shall:
 - 1. Notify the WSU Police, if they have not already been contacted; and

 - 2. Notify the Student Update and Information Team (S.U.I.T.) members.

Student Contact Information:

Students shall be given the opportunity, through the Office of Housing and Residential Life, to confidentially designate an individual to be contacted in the event the student is determined missing. This confidential contact is deemed non-directory information under FERPA.

Student Notification Of This Policy:

- Will be included on the Dean of Students' website.
- Will be included on the Housing & Residential Life website.
- Will be discussed during beginning semesters/mandatory residential hall meetings.
- Will be sent to students residing on campus by University e-mail.
- Will be included in the annual Community Living Guide for Residential Halls.

Compliance Notification

Notification of missing student reports shall be included in the University's Annual Campus Security Report submitted to the Department of Education, to the extent required by law.