

## Missing Student Notification Policy

**Introduction.** The purpose of this policy is to outline the procedures Johnson University will follow in response to a missing student report, as required by the Higher Education Opportunity Act of 2008. Each student will be informed annually of the following notification procedure:

**Registering a Confidential Emergency Contact.** Each student will be given the opportunity to identify an emergency contact to be notified within 24 hours after the student is deemed missing. This information will be collected by the Student Life Office along with other directory information, but is not considered to be directory information.

**Deeming a Student Missing.** A student may be deemed missing if it is reported to appropriate university personnel (Resident Director, Resident Assistant, Campus Security, Engage Knoxville Program Director, Associate Dean of Students, Dean of Students, Vice President for Student Life, etc.) that the student has been unreachable via personal contact, telephone, e-mail or other means of electronic communication for 24 hours or more.

**Emergency Contact Procedures.** Missing persons should be immediately reported to a Resident Director, Resident Assistant, Campus Security, or Engage Knoxville Program Director, who will contact the Dean of Students and Vice President for Student Life. Once a student has been reported as missing, the following emergency contact procedures will be initiated either by the VP for Student Life or the Dean of Students (or authorized representative) no later than 24 hours after a student is deemed missing:

- The student's confidential emergency contact will be notified that the student is missing.
- A missing person report will be filed with the Knox County Sheriff's Department and the Tennessee State Police.
- If the missing student is under 18 years of age and not emancipated, the student's parents will be notified.
- Other campus offices having a need to know (including, but not limited to, the President's Senior Leadership Team, other Residence Life Staff, Campus Security Personnel, etc.) will be notified.

**Annual Notification.** Annual notification will be placed in the *Johnson University Student Handbook*, available on the Johnson University web site, and in the JU e-mail announcement sheet.