STU-003

Missing Student Notifications for Students Residing in On-Grounds Housing

Effective Date Monday, March 1, 2010

Status Final

Last Revised Monday, August 17, 2026

Policy Type University

Contact Office Student Affairs

Police Division (University)

Oversight Executive
Vice President and Chief Student Affairs Officer Executive Vice President and Chief Operating Officer

Applies To Academic Division.

Table of Contents

Policy Statement
Procedures

Reason for Policy

The Higher Education Opportunity Act of 2008 (HEOA) requires the University to establish a missing student notification policy and related procedures for students living in On-Grounds student housing.

Definition of Terms

Emancipated Individual

Description

A person less than 18 years of age who has been declared by a court to be independent of his or her parents.

Student

Description A person enrolled in one or more courses at the University of Virginia.

Policy Statement

The University of Virginia will provide every student living in On-Grounds student housing the opportunity and means to identify a missing person contact to be used if a student is reported missing. Missing student contact information provided will be registered confidentially, accessible only to authorized University officials and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.

In accordance with the procedures established under this policy, within 24 hours after a student living in On-Grounds student housing has been reported missing and the student is not known to have returned to University Grounds or otherwise been located, Division of Student Affairs staff (Student Affairs or Student Affairs staff) will notify the individual the student has designated as his/her missing person contact. If the missing student is under 18 years of age and not an emancipated individual, Student Affairs staff also will notify the student's custodial parent or guardian.

The University Police Division shall investigate all reports of missing students and will notify and cooperate with other law enforcement agencies, as necessary, to further the investigation.

Compliance with Policy:
Failure to comply with the requirements of this policy may result in disciplinary action up to and including termination or expulsion in accordance with relevant University policies.

Direct questions about this policy to Student Affairs or the University Police Division.

Procedures

Any individual who believes a student living in On-Grounds student housing may be missing should immediately contact the University Police Division (UPD) at 104 Midmont Lane, Charlottesville, VA 22903 or by phone at (434) 924-7166. UPD will notify Student Affairs staff upon receipt of a missing student report. When receiving such report, both Student Affairs and UPD will attempt to determine whether the student is, in fact, missing. Among other steps that may be taken depending on the circumstances:

- Student Affairs staff will attempt to contact the student through all reasonable and available means.
- UPD will investigate the validity of the missing person report and manage the information according to its established investigative standards.
- UPD may notify appropriate University personnel and seek their aid in the investigation (e.g., Housing and Residence Life staff, Counseling and Psychological Services staff, etc.).
- UPD will notify local law enforcement agencies within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

If, within 24 hours of the report, UPD is unable to locate the missing student and the student is not known to have returned to University Grounds or otherwise located, UPD will notify Student Affairs staff and such staff shall take the following action(s):

- Student Affairs staff will promptly notify the individual the student has designated as his/her missing person contact and document the date and time of the notification.
- If the missing student is under 18 years of age and not an emancipated individual, Student Affairs staff also will notify the student's custodial parent or guardian and document the date and time of the notification.

UPD and Student Affairs staff will coordinate their efforts to locate the missing student. The Student Affairs staff will notify the vice president and chief student affairs officer and update him/her on the status of the investigation as appropriate.

When the missing student is located, Student Affairs staff will contact the student to offer any appropriate support, as well the emergency contacts and/or parents to confirm the student has been located.

If the initial investigation is unsuccessful in locating the missing student, UPD will continue to investigate according to established police procedures. Student Affairs staff will decide what further action, if any, should

be taken.

Major Category Students and Student Programs

Next Scheduled Review Friday, August 17, 2029

Revision History

Updated terminology 8/17/26; Updated 7/10/23; Added Compliance section 7/22/21; Updated 8/19/15, 8/27/13.

Approved By Executive Vice President and Chief Operating Officer

Approved Date Monday, March 1, 2010