

**The Lutheran University Association, Inc.
d/b/a Valparaiso University**

Missing Student Policy

Any person who believes a Valparaiso University student is missing should immediately notify Valparaiso University Police Department (VUPD). In the event another University office or employee receives a report of a missing student or believes that a student is missing, that office or employee is responsible for notifying VUPD. VUPD will make the determination as to whether a student is missing. Upon receiving a report and determining the student has been missing for 24 hours or more, VUPD will initiate emergency contact procedures. VUPD may also initiate these procedures if a determination is made that the student has been missing for less than 24 hours. The Missing Student Policy and the procedures outlined herein are also applicable to students residing in on-campus housing in foreign campuses.

For purposes of this policy, a student is living on campus if they live on property owned or leased by the University and within the same contiguous geographic area. Students who do not reside on campus are required to provide the University with the street address of the residence in which they are physically residing during the academic year and summer terms in which they are enrolled.

All students are required to provide the University with a telephone number (cellular phone or land line) at which they may be reached during the academic year and for summer terms in which they are enrolled, and with general emergency contact information, including the name, address, and phone number (including a cell phone number if available) of a parent, guardian, spouse, domestic partner, or other person to contact in the event of an emergency.

In addition to registering a general emergency contact, students residing on campus have the option to provide the University with a confidential contact person(s) to be notified in the event the student is determined to be missing. If a student has identified such an individual, the University will notify that individual no later than 24 hours after the student is determined to be missing. Only authorized campus officials and law enforcement officers may have access to this information. Unless the University is advised in writing to the contrary, the confidential contact will be the same person(s) as the general emergency contact information. The University is required by law to notify the parents/guardians of any student who is under the age of 18 years and not emancipated, within 24 hours, if the student is determined to be missing.

After investigating a missing person report, should VUPD determine that the student has been missing for 24 hours; the University will notify Valparaiso Police Department, or other relevant law enforcement agencies, and the student's emergency or confidential contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, the University will notify the student's parent or legal guardian immediately after VUPD has determined that the student has been missing for 24 hours.