

University of California, Santa Barbara
Housing & Residential Services
Missing Student Notification Policy and Procedure

Background

The Higher Education Act as amended by the Higher Education Opportunity Act (HEOA), effective October 1, 2010, requires Title IV institutions with on-campus student housing facilities to establish a missing student notification policy and procedure. The missing student notification policy and procedure for the University of California, Santa Barbara is as follows:

A. Definitions

1. A student is considered missing (this can be less than 24 hours) after a reasonable investigation by in-residence staff fails to discover the location of the person reported missing from campus, or where a set of extenuating circumstances may suggest immediate concern. Such conditions may consist of but are not limited to:
 - a. Medical or health related problems;
 - b. The student has not regularly attended classes and has not been seen elsewhere;
 - c. A UCSB official has made an inquiry of concern;
 - d. A parent(s), roommate, suitemates or apartment-mates of the missing person has reported such disappearance due to irregular contact with the student.
2. A confidential contact person, if designated, will be notified in the event a student is ever determined to be missing. Each student living in an on-campus student housing facility has the option of registering a confidential contact person. Only authorized campus officials and law enforcement officers, in furtherance of a missing person investigation, may have access to this information.

B. Actions to be Taken

1. The reporting party will notify the Office of Residential & Community Living (R&CL) if the student resides in single undergraduate, single graduate, family apartments or the residence halls.
2. The supervising Associate or Assistant Director will report this notification to the Executive Director of Housing & Residential Services, the Director of Residential & Community Living, the Campus Police Department and the Dean of Students Office.
3. The Campus Police will conduct an investigation to determine the status of the missing student.
4. The Campus Police will keep R&CL, and the Dean of Students Office apprised of the progress of the investigation.

C. Follow-Up

1. When the student is found, the Critical Incident Coordinator (an R&CL or Dean of Students supervisor), will contact the student and inform him or her of support services available on campus. This support should also be offered to any other students (roommates, friends) affected by the incident.
2. If the search is deemed unsuccessful, the Director of Residential & Community Living, the Chief of Police and the Dean of Students will decide what further action(s) should be taken.
3. Should the student be missing for more than 24 hours, the emergency contact procedures designated by the student will be initiated as determined by C2 above. Unless otherwise identified by the student or if the student is less than 18 years of age and not emancipated, contact will be made with the parent(s) of the student determined to be missing.