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**POLICY TITLE:** Policy Regarding Missing Students

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**POLICY PURPOSE:** Policy provides instruction as to whom and when to notify parents/next of kin when a student is determined to be missing from campus.

**BACKGROUND:**

**APPLIES TO:** All enrolled on-campus students at Fort Hays State University

**DEFINITIONS:**

**CONTENTS:**

**POLICY  
STATEMENT:**

Fort Hays State University (FHSU) is required, under the Higher Education Act, to notify the custodial parent of a student who is under the age of 18, no later than 24 hours after the student is missing. FHSU students who are 18 years of age or older have an option to identify an individual to be contacted, within 24 hours from the time the student was determined to be missing. Every student has their own student account and may enter or change, under personal information/contact information, a designated contact person at any time by updating their Next of Kin/Emergency contact information through Tiger Tracks.

Any report of a missing student will be fully investigated by appropriate University personnel under the joint coordination of the Vice President of Student Affairs Office and University Police. Further, the assistance of the Hays Police Department, or other appropriate law enforcement agency, will be sought if such assistance is indicated and deemed necessary by the initial campus investigation.

When a student is reported missing, FHSU will/may:

- Involve both University Police and the Vice President of Student Affairs Office in the report and share all relevant information.
- Initiate an investigation to determine where the student might be and if the student can be located.
- Make reasonable efforts to contact that student via cell phone, email, and in person visit to the student's residence.
- Contact faculty, peers, roommates, and other university members to determine the potential whereabouts of the student.
- If the student cannot be located and remains missing, FHSU will, according

to the law, contact Hays Police within 24 hours of the initial internal report.

- Notify the emergency contact or legal guardian for students under the age of 18, unless emancipated, or for students over the age of 18 that have indicated on their Tiger Tracks they would like their Next of Kin notified of the status of the investigation within 24 hours of the initial report unless the student has been contacted.

In situations that may indicate a serious threat to a student's wellbeing, FHSU may notify law enforcement agencies and emergency contact(s) immediately. Contact information will be kept confidential as appropriate.

**EXCLUSIONS OR  
SPECIAL  
CIRCUMSTANCES:**

**RELATED  
DOCUMENTS:**

**Policies:**

**Forms:**

**Other:**

**KEYWORDS:**

Missing, emergency contact, Next of Kin

**RESPONSIBLE  
OFFICE:**

Office of Student Affairs  
Sheridan Hall 208  
785-628-4276

**RESPONSIBLE  
UNIVERSITY  
OFFICIAL:**

Vice President for Student Affairs

**ORIGINATION DATE:** 4/01/2009

**CHANGE HISTORY:** 11/29/2010 Recommended by Vice President for Student Affairs  
04/15/2011 Approved by President's Cabinet  
07/18/2016 Adopted by ELT