

West Texas A&M University
Missing Student Procedure

The following procedures have been established in accordance with the Higher Education Opportunity Act (HEOA) – 2008.

Statement

1. Each student that resides in on-campus housing shall be given the option to identify an individual to be contacted by the institution. This person, designated by the student, will be notified in accordance with the HEOA – 2008, if the WTAMU Police Department (UPD) determines that the student has been missing for more than 24 hours.
 - a. Confidential contact registration will be accomplished through the Residential Living Department, at the time a student checks into on-campus housing.
 - b. The instrument used to collect a resident's contact information will also notify the student of the campus Missing Student Procedure.
2. In addition to notifying the confidential contact designated by the student, the University will notify the student's custodial parent or guardian of the student's "missing" status, if the student is under the age of 18 years and not an emancipated (legal, independent status) individual.
3. WTAMU Officials, receiving information that an on-campus student is unable to be located, will notify UPD of this information, as soon as possible but not later than 24 hours.
4. If UPD is notified of a possible missing on-campus student and conducts an investigation, they will make the determination as to whether the student has not returned to campus and has been missing for more than 24 hours. If such a determination is made, the University will then initiate emergency contact procedures, in accordance with this statement.

Procedures

1. Persons receiving information that an on-campus student may be missing should notify any Residential Living staff member who, in turn, will initiate the Department of Residential Living Missing Student protocol.
2. The Department of Residential Living, through its Missing Student protocol, shall undertake a reasonable effort to locate the student in question.
3. If the student in question cannot be located through the Missing Student protocol, the department will immediately notify UPD.
4. If UPD, after initiating an official investigation, determines that the student has been missing for more than 24 hours, the Chief or his designee will have the missing student's confidential contact notified. Additionally, if the missing student is under the age of 18 and not an emancipated individual, the Chief or his designee will also have the student's custodial parent or guardian to be notified.