

**VALDOSTA STATE UNIVERSITY
MISSING STUDENT NOTIFICATION PROCEDURE
FOR STUDENTS WHO RESIDE IN CAMPUS HOUSING**

This procedure contains the official notification procedures of Valdosta State University for missing students who reside in campus housing, in accordance with the requirements of the Higher Education Opportunity Act of 2008, Section 485 (j).

Students residing in campus housing will be informed annually via the application process that each student has the option to identify a person designated as a confidential contact to be notified by Valdosta State University no later than twenty-four (24) hours after the time the student is determined to be missing by the designated officials authorized to make that determination, specifically the VSU Police. The confidential contact may be a person designated by the student in addition to the declared emergency contact. Should the student not formally declare a separate missing person contact, the emergency contact on record will be notified. All information submitted during the housing application process will remain on file and be considered accurate until the student voluntarily provides different information.

For persons under 18 years of age and not emancipated, the institution will still allow a separate person to be designated for missing person notification; however, a legal parent or guardian will also be notified, in compliance with the Higher Education Opportunity Act.

Notification of this procedure will be made directly to all students residing in campus housing annually, and be available in conjunction with the “Annual Crime Report” that provides information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Security Crime Statistics Act.

Students have the opportunity to submit revised missing person contact information at any time by notifying the VSU Registrar’s Office in writing. Each student who voluntarily chooses to file a separate missing person contact is solely responsible for the continued accuracy of the information.

Once a request is made to the VSU Police Department, the Housing and Residence Life Director (if the incident occurs within University Housing) and the Vice President of Student Affairs/Dean of Students will be informed by the VSU Police Department after the officer’s initial attempt to contact the student does not successfully establish contact or lead to information that results in actual contact being made with the student. In no circumstance should the notification to the on call system after initial report to VSU Police Department exceed twenty-four (24) hours in time. During business hours, the VP of Student Affairs and Dean of Students may also involve other VSU faculty, staff or administrators to assist in establishing contact or avenues to pursue contact.

The VP of Student Affairs/Dean of Students will be notified by the University Police as the investigation of the incident progresses.

The emergency contact listed with the Banner system as well as any confidential contact will be notified as part of the investigation in attempting to establish contact with the student reported missing. In the case of a student under the age of eighteen (18) and not emancipated, the contact will be with the custodial parent. The contact will be initiated by the VSU Police Department.

Appendix A provides a sample annual notification statement to residential students regarding this procedure. It will appear as part of the Community Guidelines as well as the Housing planner.