
 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Student Affairs Deanship Policies Manual	Policy Number	SA-04
		Effective Date	02-Mar-2014
	<u>Subject</u> Missing Resident Student	Most Recent Review Date	01-Dec-2013
	<i>Responsible Office:</i> DVC for Students Affairs & Enrollment	Due Date for Next Review	01-Sep-2016
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4. Missing Resident Student

Overview

Summarizes action to be taken following report of a missing student.

Scope


Applies to all students enrolled in the University.

Objective

The University cares about the safety and wellbeing of its students and takes all measures to ensure both. This policy addresses the action to be taken if a resident student is reported missing.

Policy

1. The University has the responsibility to take appropriate action to report a missing student.
2. A student is presumed to be missing when his/her absence is inconsistent with his/her established patterns of behavior and the deviation cannot be readily explained and when he/she cannot be reached within a reasonable period of time.
3. Before presuming that a student is missing, reasonable measures should be taken to determine if the student is at his/her off-campus place of residence and if anyone familiar with the student has seen or heard from him/her recently or is aware of where he/she may be.
4. The Dean of Students is the responsible person to take action when a student is confirmed missing.

 UAEU	Student Affairs Deanship Procedures Manual	Related Policy	SA-04
		Effective Date	01-Sep-2014
	Subject Missing Resident Student	Most Recent Review Date	01-Dec-2013
	Responsible Office: DVC for Students Affairs & Enrollment	Due Date for Next Review	01-Sep-2016
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Procedures of Policy No. (4) - Missing Resident Student

1. If anyone believes a resident student is missing, it is essential for the safety and wellbeing of the University community that the proper authorities are notified immediately.
2. When a resident student is reported missing to the housing representatives, the Student Housing Director must be informed immediately. The housing representatives will attempt to locate the missing resident student. If the missing resident student is not found, the Student Housing Director must immediately inform the Dean of Students who will notify other appropriate authorities.
3. The Dean of Students will notify the resident student's emergency contact or the next of kin no more than 24 hours after the resident student has been reported missing.
4. The Dean of Students has the right to inform the authorities if the student is missing for more than 24 hours.
5. If the student is found not to have been missing, accordingly the Dean of Students will investigate the matter. The student may be subject to disciplinary action should it be determined that he/she has broken the Code of Conduct and/or other regulations.