

	Responsible Executive: Vice President for Student Affairs	
	Responsible Office: Dean of Students	
	Effective Date: 9/1/2011	Last Revised: 8/12/2024
	Policy Title: Missing Student Notification	

Definitions

Flagstaff Resident Student: A student living in student housing facilities on the Flagstaff mountain campus.

NAU-Yuma Resident Student: A NAU student living in student housing facilities on the Arizona Western College campus.

Policy

- A. It is the policy of Northern Arizona University to investigate any report of a missing resident student (student who resides in on-campus student housing facilities).
- B. All resident students are requested to identify a contact person or persons whom the institution will notify within 24 hours of a law enforcement agency determining that the student is missing. This contact information will be registered confidentially and is accessible only to authorized campus officials who will not disclose it except to law enforcement personnel in furtherance of a missing person investigation.

C. Reporting a Missing Student

Anyone that receives a report of a missing student must immediately bring it to NAU Police Department (NAUPD) or the appropriate local law enforcement agency's attention.

1. Flagstaff Resident Students

If a member of the university community or any other person has reason to believe that a Flagstaff Resident Student has been missing from campus for 24 hours, or less if suspicious circumstances exist, they should immediately notify NAUPD. NAUPD will initiate a missing person report and investigate in collaboration with the Office of the Dean of Students and Campus Living and/or affiliates such as American Campus Communities (ACC).

2. NAU-Yuma Resident Students

If a member of the university community or any other person has reason to believe that a NAU-Yuma Resident Student has been missing from campus for 24 hours, or less if suspicious circumstances exist, they should immediately notify Arizona Western College Police Department (AWCPD).

D. Missing Student Notification

If NAUPD or AWCPD determine that a student can be designated a missing person, the Dean of Students or their designee will notify the student's designated contact person no later than 24 hours after the student is determined to be missing. If the student is under 18 years of age and not emancipated, the Dean of Students or their designee will also notify the student's custodial parent or guardian within 24 hours that the student is missing.

NAUPD will notify the local law enforcement agency (that has jurisdiction in the area that the student is missing) within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that determined that the student is missing.

Related Information*

Northern Arizona University Police Department (NAUPD) (928) 523-3611
525 E. Pine Knoll Drive, [Building 98A](#), Flagstaff, Arizona

Arizona Western College Police Department (AWCPD) (928) 314-9500
2020 S. Ave 8E, Yuma, Arizona

Policy History*

11/24/2021: Policy Revision

8/12/2024: Policy Revision

* Related Information and Policy History are solely for the user's convenience and are not part of the official university policy.