

## Policy Overview

If a member of the Southern University and A&M College community has reason to believe that a student who resides in an on-campus residential facility is missing, he or she should notify one of the following offices:

- Southern University Police Department (SUPD)  
Phone: (225) 771-2770  
Email: [supd@subr.edu](mailto:supd@subr.edu)  
Web: [www.subr.edu/supd](http://www.subr.edu/supd)
- Office of the Dean of Students  
Phone: (225) 771-3922  
Email: [dos@subr.edu](mailto:dos@subr.edu)  
Web: [www.subr.edu/dos](http://www.subr.edu/dos)
- Office of Residential Life and Housing  
Phone: (225) 771-3590  
Email: [reslife@subr.edu](mailto:reslife@subr.edu)  
Web: [www.subr.edu/housing](http://www.subr.edu/housing)

Missing student reports can be submitted on-line via departmental websites. Missing student reports that are initiated in-person in on-campus residential facilities with hall directors or other staff must be then submitted directly to the Director of Residential Life and Housing by the staff member. Once a report is received by the Director of Residential Life and Housing or the Dean of Students, it will be forwarded to SUPD (if not originally received by SUPD) and SUPD will generate a missing person report and initiate an investigation. The timeframe is a maximum of two hours from point of initiation of the report to its final destination at SUPD.

In addition to registering a general emergency contact, students residing in Southern University and A&M College on-campus residential facilities have the option to identify confidentially an individual to be contacted by Southern University in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the Office of the Dean of Students will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through the registration process with the Office of Residential Life and Housing. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

After investigating a missing person report, should SUPD determine that the student has been missing for 24 hours, the Office of the Dean of Students will notify the student's confidential contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, the Office of the Dean of Students will notify the student's parent or legal guardian and confidential contact (if listed) immediately after SUPD has determined that the student has been missing for 24 hours.

## Concerns Outside the Campus Community

Southern University and A&M College personnel can assist in locating a missing student if a parent/guardian who has a concern has been unable to locate a student. Due to regulations of the Family Educational Rights and Privacy Act, Southern University and A&M College will not provide or verify contact information for students affiliated with the University. However, the University will attempt to contact the student, then asking that student to contact the individual(s) trying to contact him/her. If warranted, the necessary authorities will be involved for assistance in conducting a welfare check on the student.