



Responsible Office	University Public Safety	Effective Date	09/01/2026
Responsible Official	University Director, Public Safety	Last Revision	

MISSING STUDENT NOTIFICATION POLICY

I. POLICY STATEMENT

Fairleigh Dickinson University (FDU) is committed to promoting the safety and well-being of all students engaged in programs and activities associated with the institution. The following policy has been established to meet the requirements of Section 34 CFR 668.46(b)(14) of the Higher Education Opportunity Act of 2008 (HEOA).

II. PURPOSE OF POLICY

The purpose of this Missing Student Notification Policy (“Policy”) is to assist in locating FDU students who reside in FDU on-campus housing and who, based on the facts and circumstances known to FDU, have been determined to be missing.

III. SCOPE OF POLICY

This Policy applies to students, faculty, staff, administrators, and trustees of Fairleigh Dickinson University.

IV. POLICY

In furtherance of FDU’s commitment to a safe and secure environment for its students, FDU has established the following responsibilities and processes:

A. Senior Vice President for Student Success and Engagement

At the beginning of each academic year, Fairleigh Dickinson University’s Senior Vice President for Student Success and Engagement, or designee, will inform all students residing in on campus housing that the University will notify either a parent or an individual selected by the student not later than 24 hours after the time that the student is determined to be missing. In accordance with Clery Act regulations, if a student is under the age of 18, and not emancipated, a custodial parent or legal guardian shall be

contacted. Students can register this confidential contact information through the Office of Housing and Residence Life. All provided contact information will be accessible only to authorized FDU officials, and will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

The Senior Vice President for Student Success and Engagement will also ensure that, at the beginning of each academic year, a thorough review of this Policy will be conducted by a Student Affairs leader with all members of the Housing and Residence Life staff, which includes all new and returning Graduate Hall Directors and Resident Assistants.

B. University Department of Public Safety

The Department of Public Safety, upon notification of a missing student, will conduct a thorough investigation which may include but not be limited to the following:

1. The missing student's description, clothes, who they may be with or where they may be, vehicle description and the physical and mental wellbeing of the individual.
2. Public Safety will conduct a quick, but thorough search of the campus buildings and parking lots using the student's class schedule.
3. Public Safety will check access card logs to determine the last time the ID card was used as well as any surveillance video.
4. Public Safety may request assistance from Resident Assistants or others to assist in a search on campus.
5. Public Safety may issue an ID card photograph to assist in the identification of the missing student.

After a search has been conducted and the student is not located, the Department of Public Safety will notify the appropriate local law enforcement agency not later than 24 hours after the time that the student is reported to be missing.

Any member of the FDU community who becomes aware of a report of a missing student must immediately notify the University Department of Public Safety. After investigating the report, if it is determined by Public Safety and/or local law enforcement that the student has been missing for more than 24 hours, the University will initiate the emergency contact procedure in accordance with the student's designation.

C. University Communications

In all cases of a missing student, the local law enforcement agency will provide information to the media that is designed to obtain public assistance in the search for any missing student. Any media requests to the University will be directed to University Communications.