



POLICY STATEMENT 40 MISSING STUDENT

POLICY DIGEST

Functional Classification: Student Affairs

Monitoring Unit: Division of Student Affairs

Initially Issued: July 1, 2026

Last Revised: N/A

Next Review Date: July 1, 2029

I. PURPOSE

The purpose of this policy is to establish procedures for the University's response to reports of missing residential students and to ensure compliance with the Higher Education Opportunity Act of 2008 (HEOA), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), and applicable federal regulations. This policy applies to all students who reside in on-campus housing. "On-campus housing" is defined as any building owned or controlled by the University that is used to house University students.

II. DEFINITIONS

Confidential Missing Person Contact: An individual identified by a residential student to be contacted if the student is determined to be missing. This contact information shall be maintained in accordance with applicable law and University procedures.

Missing Student: A residential student whose whereabouts are unknown and whose absence is contrary to the student's usual pattern of behavior under circumstances that may indicate concern for the student's health, safety, or welfare.

Such circumstances could include, but are not limited to:

1. absence from multiple classes;
2. indicators that a student may be a victim of foul play;
3. expressed suicidal thoughts;
4. indicators of drug dependency;
5. indicators that the student may be in a life-threatening situation or has been with persons who may endanger his or her welfare.

Residential Student: A student residing in University affiliated housing.

University-Affiliated Housing: A housing facility owned, leased, operated, managed, or otherwise designated by LSU New Orleans as student housing.

III. GENERAL POLICY

It is the policy of LSU New Orleans to treat all reports of missing students as serious incidents and to investigate such reports immediately. The LSU New Orleans Police Department will thoroughly investigate all reports of missing students, treating every report as one where the person reported missing may be at risk until significant information to the contrary is confirmed.

The University encourages timely reporting of missing students to the proper law enforcement agency by all members of the University community, to assist in locating students who are reported missing, and to comply with federal law as stated in the Missing Person Procedures of the Higher Education Opportunity Act 488(3) HEA section 485U1.

Students residing in University-affiliated housing shall be provided the opportunity to designate a confidential missing person contact. LSU New Orleans will make notifications to designated contacts, parents or guardians, and law enforcement agencies as required by federal law and University procedures.

IV. PROCEDURES

Reporting a Missing Student

Individuals who have reason to believe that a residential student may be missing shall immediately report the concern to LSU New Orleans Police as soon as possible, by calling 504-280-6666.

Any university employee who receives information indicating that a student may be missing must report this information to the LSU New Orleans Police immediately whether the student is a resident or non-resident student.

Upon receiving a report of a potentially missing student, LSU New Orleans Police shall initiate an assessment and investigation in accordance with applicable law and University procedures and shall coordinate with Residential Life, Student Affairs, and other appropriate officials as necessary.

If a residential student is determined to be missing, LSU New Orleans shall:

1. Notify the student's designated confidential missing person contact within 24 hours;
2. Notify the student's custodial parent or legal guardian within 24 hours if the student is under eighteen (18) years of age and not emancipated;
3. Notify the appropriate law enforcement agency within 24 hours, if such notification has not already occurred; and
4. Take additional actions as appropriate to assist in locating the student and protecting the student's health, safety, and welfare.

Additionally, upon receiving a report of a missing student and conducting a preliminary check of the student's room and other areas on campus the student may frequent, LSU New Orleans Police will notify the Office of the Chancellor and the Dean of Students.

Confidential Missing Person Contact Information

Students residing in University-affiliated housing shall be provided the opportunity annually to

designate a confidential missing person contact. The confidential missing person contact may be different from the student's general emergency contact.

Information regarding a confidential missing person contact shall be maintained confidentially and shall be accessible only to authorized University officials and law enforcement personnel involved in a missing student investigation, except as otherwise required by law.

The University shall maintain procedures for the collection, maintenance, and use of confidential missing person contact information.

V. SOURCES

[Higher Education Opportunity Act](#)

VI. APPENDICIES

OP SS-3 Missing Residential Student