



Policy Title: Missing Student Notification		Policy Number: UAD0008	
Document Owner: LaTonya Gunter		Approver(s): Julie Hoff	
Date Created: 11/10/2015	Date Approved: 01/16/2025	Date Updated: 05/27/2026	Sunset Date: 01/16/2028
Applies To: RUMC ☐ RMG ☐ ROPH ☐ RCMC ☐ RU ☒			

Printed copies are for reference only. Please refer to the electronic copy for the latest version

Initiating authority (name, title) Director, Security Services (312) 947-0001	Responsible authority (name, title) Vice Provost, Student Affairs Rush Security Services) (312) 942-5678
☐ New ☒ Supersedes existing (give name & number) UAD0008	
Purpose/Introduction/Background: <i>The purpose of Rush University's Missing Persons Policy is to establish procedures for the University's response to a report of a missing student in accordance with the Higher Education Opportunity Act (HEOA) of 2008.</i>	
Definitions: <i>For purposes of this policy, a student is defined as missing once Rush Security Services is notified and initiates a missing person investigation.</i>	
Policy Statement: <i>This policy applies to any student enrolled in Rush University who has been missing or absent from the University for a period of more than 24 hours without any known reason. A student will be considered missing immediately if their absence has occurred under circumstances that are suspicious or cause concerns for their safety. Such circumstances could include, but are not limited to, reports or suspicions of foul play, suicidal thoughts, drug use, any life-threatening situations, or where a student may be known to be with individual(s) who may endanger the welfare of the student.</i> <i>Rush University will contact the local law enforcement when a student is determined to be missing, even if the student has not registered a contact person.</i> <i>Efforts to locate the student will be directed through collaboration of Student Life & Engagement, Rush Security Services, local authorities, and friends and family members of the missing student. When information is received by the University regarding a missing student, there will be no waiting period before an investigation is initiated.</i>	
Procedures: <i>If any member of the University community has reason to believe that a student may be missing, they should immediately notify Rush Security Services at 312-942-5678.</i> • <i>Rush Security Services shall contact the University on Call (UOC) person 312-942-6000 (Pager ID – 1844)</i> • <i>Rush Security Services shall initiate an investigation per Security Services procedures.</i>	



Policy Title: Missing Student Notification		Policy Number: UAD0008	
Document Owner: LaTonya Gunter		Approver(s): Julie Hoff	
Date Created: 11/10/2015	Date Approved: 01/16/2025	Date Updated: 05/27/2026	Sunset Date: 01/16/2028
Applies To: RUMC ☐ RMG ☐ ROPH ☐ RCMC ☐ RU ☒			

Printed copies are for reference only. Please refer to the electronic copy for the latest version

Once a determination has been made that a student is missing, Rush Security Services will contact and coordinate with the Chicago Police Department and/or other local law enforcement agencies within 24 hours.

The UOC may bring together the Incident Command group for purposes of coordinating the investigation, resources, logistics, and communications.

All students are required to provide an emergency contact to Rush University. In efforts to pursue a missing student investigation, authorized campus officials and law enforcement officers may have access to this confidential emergency contact information.

If the missing student is under the age of 18 and not emancipated, notify the student's custodial parent or guardian as contained in the records of the University within 24 hours of the determination that the student is missing.

For use by the P & P Committee only:

Policy Number: UAD0008
Policy Category: Administrative
Suggested Title: Missing Student Notification
Date approved by P&P Committee: 1/16/2025; 9/30/2019; 11/10/2015

Date of initial adoption: 11/10/2015
Effective date: 1/16/2025
Date of Revision: 1/16/2025; 11/10/2019; 9/30/2019
Sunset Date (2 yrs from date of adoption/revision): 1/16/2027

Comments:

Name P & P Committee Chair: LaTonya Gunter