

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Student Affairs Deanship Procedures Manual		Related Policy	SA-04
	Subject		Effective Date	01-Sep-2014
	Missing Resident Student		Most Recent Review Date	01-Dec-2013
	Responsible Office: DVC for Students Affairs & Enrollment		Due Date for Next Review	01-Sep-2016
			Pages of these Procedures	1 of 1

Procedures of Policy No. (4) - Missing Resident Student

1. If anyone believes a resident student is missing, it is essential for the safety and wellbeing of the University community that the proper authorities are notified immediately.
2. When a resident student is reported missing to the housing representatives, the Student Housing Director must be informed immediately. The housing representatives will attempt to locate the missing resident student. If the missing resident student is not found, the Student Housing Director must immediately inform the Dean of Students who will notify other appropriate authorities.
3. The Dean of Students will notify the resident student's emergency contact or the next of kin no more than 24 hours after the resident student has been reported missing.
4. The Dean of Students has the right to inform the authorities if the student is missing for more than 24 hours.
5. If the student is found not to have been missing, accordingly the Dean of Students will investigate the matter. The student may be subject to disciplinary action should it be determined that he/she has broken the Code of Conduct and/or other regulations.