



## The American University of Kurdistan Policy of Missing Student Notification and Procedure

Policy Number: AS033  
Effective Date: May 28, 2023

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#### I. INTRODUCTION

- a. **Authority:** The Board of Trustees (herein referred to as “Board”) at The American University of Kurdistan (herein referred to as “AUK” or “University”) is authorized to establish rules and regulations to govern and operate the University and its programs.
- b. **Purpose:** The purpose of this policy is to assist the AUK community to report, investigate and take the necessary steps when a Residential Student is deemed missing.
- c. **Scope:** This policy applies to members of AUK community including faculty, staff and students to urgently report Residence Facility student missing cases to AUK Office of Student Affairs.

#### II. ROLES AND RESPONSIBILITIES

- a. **Responsible Executive:** President
- b. **Responsible Administrator:** Director of Student Affairs
- c. **Responsible Office:** Office of Student Affairs
- d. **Policy Contact:** Director of Student Affairs

### III. DEFINITION

- **Residential Student** – A student who resides in the on-campus Residence Facility and is currently enrolled at the University.
- **Missing** – A Residential Student is presumed missing if s/he is overdue in reaching home or campus for more than 24 hours past their expected arrival and a check of their residence supports that determination.
- **Residence Facility** – An on-campus building intended or used principally for long-term sleeping accommodations for students.
- **Residence Assistants** – AUK staff members who are responsible for supervising and assisting students who live in the Residence Facility. The Residence Assistants' offices can be found on the ground floor open from 8:30 – 12:00 am every day, and on-call in cases of emergency.

### IV. POLICY STATEMENT

The safety of students living on campus is of utmost priority for AUK. The Policy is intended to assist the AUK community to report, investigate, and take the necessary steps when a Residential Student is deemed missing.

Students will be considered missing if a roommate, classmate, faculty member, or other campus person has not seen the student in a reasonable amount of time. A reasonable amount of time may vary with the time of day and information available regarding the missing person's daily schedule, habits, punctuality, and reliability. Individuals will be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety. Therefore, it is the responsibility of all members of the AUK community to report actual and suspected cases of a student missing to the Office of Student Affairs.

### V. DESIGNATION OF MISSING PERSON CONTACT AND EMERGENCY CONTACT INFORMATION

- Each Residential Student, upon applying/registering and/or checking into their Residence Facility room, is required to provide a "missing person contact" plus an additional emergency contact for AUK to notify, within 24 hours, of when the student has been determined to be missing. The names and information regarding these two contact persons will remain confidential and will be accessible only to authorized University officials, and when required, to law enforcement personnel in furtherance of a missing person investigation.
- The missing person contact(s) shall be provided during the Residence Facility check-in process.

## VI. PROCEDURES FOR REPORTING AND NOTIFICATION

- The Office of Student Affairs will frequently notify all Residential Students of the provisions of the Missing Student Notification Policy and will actively investigate or assist in the investigation of all missing student reports involving Residential Students.
- All members of the AUK community who have reason to believe that a Residential Student is missing should immediately report their concerns to the Office of Student Affairs and/or Residence Assistants at +964 750 809 0889.
- Residence Assistants will engage the Office of Student Affairs or other University officials in immediate efforts to locate the missing student.
- An attempt will be made to locate the student on Campus and/or their belongings, if any.
- Attempts will be made to contact the student via their telephone, email, and other social media accounts.
- The Office of Student Affairs will contact the student's roommates, classmates, members of the Residence Facility, and others who may have relevant information.
- If the missing student is not located within 24 hours, as determined in consultation with the Office of Student Affairs, the following will notify the student's designated missing person contact and/or emergency contact.
- The Office of Student Affairs and/or Residence Assistants will notify AUK Security, the Legal Office and Campus Service Department. The President and Vice-Presidents will be informed. It may be decided to notify law enforcement agencies.

## VII. POLICY HISTORY

- a. **Approved by:** Board of Trustees
- b. **Adopted:** May 28, 2023