



Campus Administrative Policy

Policy Title: **Missing Student Notification Policy – CU Denver**

Policy Number: 7018D Functional Area: Student Affairs

Effective: August 10, 2026

Approved by: Kenneth Christensen
Chancellor, University of Colorado Denver

Applies to: CU Denver Campus

A. Introduction

In compliance with Senate Bill 26-120 Concerning Law Enforcement Procedures Related to Missing Persons (SB 26-120), when a current student attending University of Colorado Denver (CU Denver) who was last known to reside in Colorado is reported to CU Denver as missing or cannot be located, CU Denver must either:

- A. Immediately make a report to Auraria Campus Police Department (ACPD); or
- B. Within six (6) hours of the report, conduct a **preliminary wellness assessment** and document the information. If the student is not located within six (6) hours of CU Denver receiving the report or if, at any point, CU Denver determines that there is evidence of a credible risk to the student's safety, CU Denver must notify ACPD and contact the student's confidential/emergency contact.

Pursuant to the requirements of SB26-120, this policy describes the following:

- A. The categories of employees or agents who are authorized to conduct a residential verification;
- B. The process for escalating a missing person report to an employee responsible for initiating a preliminary wellness assessment;
- C. The record-keeping requirements for the preliminary wellness assessment; and
- D. Other preliminary wellness assessment steps, as established by CU Denver.

B. Policy Statement

If a current CU Denver student is believed to be missing or cannot be located, a report should be made immediately using the following process for escalating a missing person report:

A. If a Missing Student report is being made within regular business hours (Monday-Friday 8 AM - 5 PM), a written report should be made through Maxient. A report may also be made to Dean of Students Office by phone call.

B. If a Missing Student report is being made outside of regular business hours, during University Holidays, or other campus closures, a report should be made to Auraria Campus Police Department by phone call.

Contact information for reporting a missing student is located on the Missing Students section on the CU Denver Dean of Students webpage. In the event of an active emergency or threat, please contact 911.

If a current CU Denver student who was last known to reside in Colorado is reported to CU Denver as missing or cannot be located, CU Denver will either immediately notify law enforcement, or conduct a preliminary wellness assessment to locate the student.

Preliminary wellness assessments include the following steps:

A. A digital contact attempt;

B. A residential verification; and

C. An academic and social inquiry.

CU Denver may conduct the steps of a preliminary wellness assessment simultaneously.

Authorized employees within the Division of Student Affairs who may conduct a residential verification include:

A. Housing & Dining staff who are available during business hours and non-business hours;

B. Vice Chancellor for Strategic Enrollment and Student Success staff; and

C. Assistant Vice Chancellor for Student Health, Wellbeing and Advocacy/Dean of Students Office staff.

If a student is located during a preliminary wellness assessment, CU Denver will document the steps taken and notify the student of the contact information of the

person who made the report. If it is determined that the student is a disengaged student and not missing, the preliminary wellness assessment will be concluded without notification to the emergency contact or ACPD (or other law enforcement).

If a student is not located during a preliminary wellness assessment, before the conclusion of the six-hour period, CU Denver will first attempt to contact the student's confidential contact, as defined in the Clery Act. If the student is not found following a confidential contact attempt, or if a confidential contact is not listed, CU Denver will contact the student's emergency contact, unless the confidential contact and emergency contact are the same person.

Records of preliminary wellness assessments will be maintained through the case management database utilized by the Office of Case Management. Records must be maintained for a minimum of three years after the missing student report was received by CU Denver, must be available to law enforcement upon request and in compliance with applicable law, and must include the following information:

- A. The date and time the missing student report was received and the name and role of the employee who received it;
- B. The date, time, method and outcome of each attempt made to contact the student;
- C. The date, time, method and outcome of each attempt made to contact the confidential contact and emergency contact as designated by the student;
- D. The name and role of each CU Denver employee or agent who participated in the preliminary wellness assessment;
- E. The reason any step of the preliminary wellness assessment was not completed in the six-hour period; and
- F. The date and time a missing student report is made to ACPD (or other law enforcement).

As permitted by applicable law, if the student is not located within 30 days after CU Denver receives the report, CU Denver shall make required preliminary wellness assessment records available upon request by the missing student's designated emergency contact. The permissible disclosure must be limited to information reasonably necessary to locate the student and must be made solely for the purpose of informing the student's emergency contact of CU Denver's efforts to locate the student.

This policy will be reviewed and updated at least every three years.

C. Roles and Responsibilities

Auraria Campus Police Department (ACPD):

This is the default law enforcement organization that CU Denver will notify when it is unable to locate a current student within 6 hours, or immediately if there is credible evidence of risk to the student's safety.

Residence Life:

Residence Life staff are primarily responsible for the residential verification when a student lives in housing managed by CU Denver Housing & Dining.

Office of Case Management (OCM):

OCM staff are primarily responsible for the preliminary wellness assessment.

Dean of Students (DOS) staff:

Dean of Students staff are primarily responsible for oversight of the preliminary wellness assessment process and are able to conduct preliminary wellness assessments when other staff are not available.

D. Definitions

Academic and social inquiry: A query by CU Denver of faculty and residential staff about the student's most recently known attendance. This includes, at a minimum, checking activity in online academic tools, CU Denver Lynx Card usage, and inquiring with faculty.

Business hours: The hours during which CU Denver administrative offices and services are open for operation; typically 8 am – 5 pm (MT), Monday – Friday.

Confidential contact: The person listed by the student as the student's authorized contact in the event that a student is missing, pursuant to the Jeanne Clery Campus Safety Act (Clery Act).

Current student: For the purposes of this policy, current students include all persons taking for-credit courses at CU Denver, either full time or part time, pursuing undergraduate, graduate, or professional studies, as well as non-degree seeking students.

Digital contact attempt: An attempt by CU Denver to contact the student through all institution-provided communications available including, but not limited to, a CU Denver email, Navigate 360 advising portal, and a phone call and a text message to the number previously provided by the student.

Disengaged student: A student about whom CU Denver has some indirect evidence of recent activity (e.g., card swipes, system logins or administrative records) but with whom CU Denver has no direct communication or confirmation of well-being. The student's presence is suggested through data, but their current status or safety cannot be verified.

Emergency contact: The person listed by the student as the student's authorized contact in case of emergencies.

Missing student: A student for whom CU Denver has no verifiable activity, contact, or confirmed presence within a defined timeframe across academic, social or residential

contexts. There is no communication by the student with known contacts and CU Denver has not been able to confirm the student's safety or location within six hours of the initial report.

Non-business hours: Any time outside of CU Denver's business hours; typically, outside of 8 am – 5 pm (MT), Monday – Friday, University Holidays, or other campus closures.

Residential verification: A physical check of the student's residence if the student resides in CU Denver-controlled housing, completed by an authorized representative of CU Denver.

Notes

1. History:

- January 1, 2010: Initial Policy Adopted and Effective
- Supersedes: Missing Residential Student Notification Policy (January 1, 2010, January 1, 2012)
- April 12, 2019: Revised to reflect a Campus-wide effort to recast and revitalize Campus policy sites into a standardized and more coherent set of chaptered policy statement organized around the several operational divisions of the university. Article links, University branding, and formatting updated by the Provost's office
- July 16, 2020: Modified to reflect forthcoming university housing, changed offices and updated procedures
- August 10, 2026: Revised to reflect legislative requirements of Senate Bill 26-120

2. Cross References/Appendix:

- Higher Education Opportunity Act
- C.R.S. §23-5-141(5), Preliminary Wellness Assessment policy

3. Responsible Office(s):

- Office of Dean of Students within the Division of Strategic Enrollment & Student Success