

POLICY	Fundación Universidad de las Américas, Puebla	DATE: 31/05/18	
POL-099-02	RESIDENTIAL COLLEGES MISSING STUDENTS	P.1/5	ED.1.0
REVIEWED BY: María del Carmen Palafox Ramos Vice President of Student Affairs Samuel Kim Mun Security Director		AUTHORIZED BY: Dr. Luis Ernesto Derbez Bautista President	

I. Objective

To establish the guidelines and criteria that will regulate Universidad de las Américas Puebla in reporting missing students who live in the Residential Colleges.

II. Definitions

- **Pertinent Authorities.** Federal or state authorities that are legally responsible for investigating missing person cases.
- **Emergency Contact.** Data of the person designated by the resident to be contacted by Universidad de las Américas Puebla in case of emergency.
- **Missing Student Determination.** Internal confirmation that a resident student is missing.
- **Missing Student.** Resident student who is absent, according to what is established in the Residential Colleges Regulation, - under unusual circumstances, without prior notice, and for more than two consecutive nights - and whose whereabouts are unknown.
- **Resident Student.** Licenciatura or bachelor student enrolled in the current school term in a University on-campus study program, who is a member of the Residential Colleges of Universidad de las Américas Puebla.
- **Missing Student Report.** Formal notification of the Legal Department of Universidad de las Américas Puebla about a missing student before the pertinent authorities.

POLICY	Fundación Universidad de las Américas, Puebla	DATE: 31/05/18	
POL-099-02	RESIDENTIAL COLLEGES MISSING STUDENTS	P.2/5	ED.1.0
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- **Missing Student Notification.** Warning, advisement or notification of a possible disappearance of a Residential Student.
- **University.** Fundación Universidad de las Américas Puebla.

III. Regulations

1. This policy will apply in cases where a “resident student” is reported as missing during Residential College operations, according to what is established in the ***Residential Colleges Regulation***.
2. All “resident students” must name an “emergency contact” that will be recorded by the Department of Residential Colleges, and which can be modified when requested according to the ***Procedure for Follow up of Missing Student Reports in Residential Colleges***.

For underage “resident students”, the “emergency contact” will be parents and/or guardians, based on the information provided to the Department of Residential Colleges.

It is responsibility of the “resident student” to keep the “emergency contact” information updated.

3. The “emergency contact” information will be protected according to what is stated in the ***Policy of Protection of Personal Data*** and its corresponding ***Privacy Notice***.
4. It is responsibility of the Department of Residential Colleges to verify that the “emergency contact” information provided by the “resident student” is the same as that provided to the Registrar’s Office.

POLICY	Fundación Universidad de las Américas, Puebla	DATE: 31/05/18	
POL-099-02	RESIDENTIAL COLLEGES MISSING STUDENTS	P.3/5	ED.1.0
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5. The authorities allowed by the “University” to receive “missing student reports” are the following:
- a. Head of the Security Department.
 - b. Head of the Security Operations Office.
 - c. Head of the Security Office.
 - d. Head of the Residential Colleges Department.
 - e. Heads of the Residential Colleges Offices.

The abovementioned authorities can assign a substitute to receive these reports in case of absence. The substitute must notify the Residential Colleges Department in writing according to what is established in ***Procedure for Follow up of Missing Student Reports in Residential Colleges.***

6. The person who suspects that a student is missing may file a “missing student report” before the authorities mentioned in this Policy, providing any information available that helps locate the “missing student”, according to the criteria defined in the ***Procedure for Follow up of Missing Student Reports in Residential Colleges.***

A student or employee that has knowledge that a “resident student” could be missing has the obligation to file a “missing student report.”

7. The Security Department will be responsible for carrying out the internal investigation of a “missing student report” and, if applicable, make the “missing student determination.”

POLICY	Fundación Universidad de las Américas, Puebla	DATE: 31/05/18	
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8. The Legal Department is responsible for the “missing student notification” and the communication with the “pertinent authorities” regarding the “missing student.”

The Legal Department, as it deems necessary, will be able to intervene in the report, investigation or at any stage of the procedure in order to ensure that the information is handled correctly, with discretion and according to the law, always safeguarding UDLAP and its community.

9. The Communications Department will be responsible, if applicable, for giving information to the media about the “missing student report”. Any information provided by the Communications Department must be previously authorized by the Legal Department.
10. “University” employees and students are strictly forbidden to provide any information regarding the investigation of a “missing student report” without previous authorization from the Legal Department.
11. A breach of any regulation of this Policy will be sanctioned according to what is established in the university regulations, regardless of the legal consequences that the offender may incur.
12. Any situation unforeseen in this policy will be analyzed and authorized by the President.

IV. Transitory

This Policy will enter into effect a day after its approval by the University’s Administrative Board.

V. Directly Related Documents

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PRO-099-02 Procedure for Follow up of Missing Student Reports in Residential Colleges.

POL-006-03 Policy for the Protection of Personal Data and its corresponding Privacy Notice.

REG-099-01 Residential Colleges Regulation

VI. Change History

Number	Change Description	Change Date
1.0	New Document	May 2018

VII. Annex

This document has no annex.