



Administrative Policy

Policy Type: Missing Student Notification
Policy Number: LC-1302
Date Adopted: 7/27/2009
Version: 6.0
Review Cycle: Biennially
Date Last Reviewed: 06/25/2024
Office Responsible: Residence Life/Campus Security
Reviewing Committee: Process Effectiveness
Related Policies: 2607 Safety; 2609 Threats of Violence, 2801 Student Record Access
Related Laws: Higher Education Opportunity Act, 2008

Policy Summary

As a participant in the Title IV federal student financial aid program, Jackson College (JC) shall maintain a policy and related procedures for missing student notification specific to students residing on campus.

Scope: This policy applies to housing residents only.

Policy Statement

JC shall comply with Federal regulations for assuring appropriate missing student notification. Procedures shall be adopted by the Director of Residence Life in coordination with Campus Security.

All missing student investigation shall be coordinated with local law enforcement consistent with campus safety policies.

Procedures shall include:

- The official notification procedure for missing students;
- Required documentation for missing student incident reporting and documented release of information.
- Student notice of the procedure and designation and recording of emergency contact information; and
- Campus communications about missing students.

All public and/or media communications about a missing student shall be managed by JC's Chief Operating Officer or their designee. Communications shall be coordinated with local law enforcement to ensure that investigations are not impeded by the release of information.

Change Log:

<u>Date Of Change</u>	<u>Description of Change</u>	<u>Responsible Party</u>
11/17/11	Change log added	A.Goings
12/5/2012	Moved to SS-CV; updated to remove procedural language from the policy; and to add communication expectations	N. Miller
6/13/2017	Title Updates	E. Andrews
12/12/2018	Review	Housing/Security
02/04/2021	Title Updates	Residence Life
06/25/2024	Review	C Allen/D Sullivan