



#### Administrative Policy

Policy Type:	Missing Student Notification
Policy Number:	1302
Date Adopted:	7/27/2009
Version:	2.0
Review Cycle:	Biennially
Date Last Reviewed:	12/5/2012
Office Responsible:	Student Services – Campus View
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 Community College (JCC) shall maintain a policy and related procedures for missing student notification specific to students residing in Campus View housing.

**Scope:** This policy applies to student residing in Campus View housing.

### **Policy Statement**

JCC shall comply with Federal regulations for assuring appropriate missing student notification. Procedures shall be adopted by the Director of Campus View 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 JCC's Vice President of Administration or their designee. Communications shall be coordinated with local law enforcement to insure 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