

NORTHEAST COMMUNITY COLLEGE POLICY MANUAL

SECTION 5– STUDENT SERVICES SUBSECTION 50 – GENERAL

POLICY NUMBER: BP – 5021

MISSING STUDENT NOTIFICATION

1. POLICY REASON/PURPOSE/INTENT

- 1.1 Northeast Community College (Northeast) is committed to creating and preserving a safe and secure environment for its students. In accordance with this commitment, this policy and the corresponding procedures, establish a framework for action to assist in locating students residing in college-owned or controlled student housing facilities who are reported missing.

2. DEFINITIONS

- 2.1 Missing Student: A Northeast student who resides in a college-owned or controlled student housing facility, who has not been seen by students or staff for 24 hours, or less if circumstances warrant, and whose whereabouts have been questioned and brought to the attention of a Northeast staff member.
- 2.2 Northeast-owned or controlled student housing facilities: Buildings owned by Northeast that provide student housing, buildings owned by a third party that has a written agreement with the College to provide student housing, and/or buildings that house students located on property owned or controlled by the College.

3. POLICY

- 3.1 When a student residing in a college-owned or controlled student housing facility is determined to be missing for 24 hours, or less if circumstances warrant, this policy and the corresponding college procedures will be implemented to assist in locating the student.

4. APPLICABILITY

N/A

EFFECTIVE DATE: 03/08/2018

ORIGINAL ADOPTION DATE: 09/09/2010 (item #10698)

REVISION DATE (AND BOARD OF GOVERNORS' MINUTES ITEM NUMBER): 04/09/2014
(item #11419); 03/08/2018 (item #12240)

PRIOR POLICY/PROCEDURE NUMBER: 5038

SCHEDULE FOR REVIEW: 2023

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Student Services

SPONSORING DIVISION/DEPARTMENT: Student Services

RESCINDED DATE: none

LEGAL REFERENCE: none

CROSS REFERENCE: none

PROCEDURE(S) FOR POLICY: AP-5021.0

RELATED POLICIES/REFERENCES: none

POLICY KEY WORDS: missing student