

**SPRING HILL COLLEGE
MISSING RESIDENT STUDENT
NOTIFICATION POLICY**

Purpose:

The purpose of this policy is to provide the procedures for reporting, investigating, and making emergency notifications regarding any currently enrolled resident student of Spring Hill College who is believed to be missing. This policy is a good faith effort to comply with the Higher Education Opportunity Act (HEOA).

Procedure:

- A student shall be deemed missing when
 1. he or she is absent from the college or has been reported missing by another individual without any known reason, and,
 2. when his/her absence is inconsistent with his/her established patterns of behavior, and,
 3. the deviation cannot be explained.

Before presuming that a student is missing, reasonable measures should be taken to determine whether or not anyone familiar with the student has seen or heard from the person recently or is aware of where they may be.

- Any member of the Spring Hill College campus community, including students, faculty, and staff, who is concerned that a student is missing should contact Student Affairs (251-380-3023), Residence Life (251-380-3028), or the Spring Hill College Department of Public Safety (251-380-4444), as soon as it is determined that the student is missing as defined above. In emergency situations, the Office of the Dean of Students, or the Spring Hill College Department of Public Safety, will contact the Mobile Police Department immediately (911 or 251-208-7211). The Mobile Police Department must be notified if a student is missing for more than 24 hours.
- The Office of the Dean of Students is required by law to inform the individual identified by the missing student as their emergency contact within 24 hours of making the determination that the student is missing.
- If the missing student is under the age of 18, the Office of the Dean of Students is required by law to notify the student's custodial parent or guardian (as contained in the records of Spring Hill College) within 24 hours of the determination that the student is missing.
- The Dean of Students shall initiate whatever action he or she deems appropriate under the circumstances in the best interest of the missing student.

Emergency Contact Information:

- Resident Students – A resident student is any student residing in a Spring Hill College residence hall under a housing contract. All resident students are required to designate two (2) emergency contact persons as part of their “*Residence Hall Personal Record*”. These forms are collected by Resident Advisors from each resident student at the beginning of the semester. Only authorized campus officials as part of their responsibilities, and law enforcement officers in furtherance of a missing person investigation, may have access to this information.

Student Notification of This Policy:

The Vice President for Student Affairs shall have the responsibility to make the provisions of this policy and the procedures set forth available to resident students. This is accomplished by the following methods:

- Posted on the Spring Hill College Residence Life website
- Posted on the Spring Hill College Department of Public Safety website
- Discussed by Resident Advisors with each resident student at the beginning of each semester in residence hall meetings
- Included in the annual Campus Security report
- Included in the annually published Spring Hill College Student Handbook