

MISSING STUDENT NOTIFICATION POLICY:

The Higher Education Act requires that all institutions that provide on campus student housing must establish a missing student notification policy and procedures. Hibbing Community College takes student safety very seriously and the following policy and procedure has been established to assist in locating students who have been determined to be missing.

Students, residing in Cardinal Hall, have the option of identifying an individual to be contacted no later than 24 hours after the time that the student has been determined to be missing. Students will register this contact information during the move-in process or within the first few weeks of classes. If the student is under 18 years of age, and not an emancipated individual, a custodial parent or guardian will be notified no later than 24 hours after the time that the student is determined to be missing. All notifications will be done by a member of HCC's Administrative Team (Provost, Dean of Academics and Student Services, Associate Dean of Student Services, Chief Financial Officer, or Cardinal Hall Director.)

Upon notification of a missing student, an investigation will begin to obtain all necessary information including person's description, clothes, class schedule, who they may be with or where they may be, vehicle description and the physical and mental well being of the individual. Assistance may be requested from Resident Assistants or others and an ID card photograph may be issued to assist in the identification of the missing student. After a search has been conducted with negative results, local law enforcement agencies will be notified.

Any reports of missing students are to be referred immediately to a member of the Administrative Team or Cardinal Hall Director. If it is determined that the student has been missing for more than 24 hours, the individual identified by the student or the custodial parent or legal guardian will be notified.