

MISSING STUDENT NOTIFICATION POLICY

As an educational institution that provides on-campus student housing, New England College recognizes its responsibility to monitor the well being of students residing on campus. Accordingly, New England College has instituted a missing student notification policy adhering to Campus Safety and Security Reporting Requirements (Clery Act) by the Higher Education Opportunity Act (Public Law 110-315).

The New England College missing student notification policy requires that any individual who has information that a student has been missing for 24 hours must notify any one of the following: Residence Life staff (director, area coordinators, graduate assistants, resident assistants), Dean of Student Services, Associate Dean of Student Services and personnel in the Department of Campus Safety (58 Union Street, Tel. No. (603) 428 – 2323). The Department of Campus Safety will work with campus offices, the reporting person and the student's acquaintances to gather all essential information about the student (description, clothes last worn, where student might be, etc). Appropriate campus staff will be notified to aid in the search for the student. If the above actions are unsuccessful in locating the student, or it is immediately apparent that the student may be endangered, the following personnel will meet to determine that the student is missing:

- Dean of Students (603) 428-2241
- Associate Dean of Students (603) 428-2241
- Director of Campus Safety (603) 428-2411
- Director of Residence Life and Housing (603) 428 - 2303

No later than 24 hours after determining that a student is missing, the Department of Campus Safety will contact the appropriate law enforcement agency to report the student as a missing person and the local law enforcement agency will take charge of the investigation. The Dean of Student Services or his designee will notify the *emergency contact person (for students 18 and over) or the parent/guardian (for students under the Age of 18) that the student is believed to be missing. For missing students 18 years of age or older who did not designate an individual to be contacted, the Dean of Student Services, or designee, will act in accordance with FERPA guidelines and College policy. The Department of Campus Safety will assist external authorities with these Investigations as requested.

Note: Students age 18 and above and emancipated minors will be given the opportunity during each semester registration period to designate an individual or individuals to be contacted by the College in case of emergency. For students under the age of 18 determined to be missing, the College will notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing. A list of emergency contact persons will be maintained at the Department of Campus Safety building and only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information. An emergency contact designee will remain in effect until changed or revoked by the student.

*Emergency Contact Person: A confidential contact person to be notified in the case that a student is determined to be missing.