

## Policy Statement

In compliance with The Higher Education Opportunity Act (HEOA), Terra State Community College (TSCC) will implement the following notification guidelines in the event of a missing student. The Missing Student Notification Policy can also be found in the TSCC Annual Security Report. TSCC Annual Security Report can be found at [Annual Campus Safety, Security and Fire Report](#) The Higher Education Opportunity Act (HEOA) can be found at [HEOA](#)

## Procedures

- In the event it is believed a student (residential or commuter) is missing, especially if the student has been missing for 24 hours or more, the Campus Safety & Security Office should be contacted immediately (419) 559-2253 and the Fremont Police Department (419) 332-6464. If the student is a residential student, the resident assistant and the manager of housing and student relations and or designee will also be contacted by the appropriate staff members.
- Any student living in an on-campus housing facility has the option to register a confidential contact person to be notified in the case that the on-campus student is determined to be missing. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information, unless otherwise specified by the student. The student should include any other information in his or her registration. Registration forms may be completed in the office of Residence Life.
- All students should be advised that even if they have not registered a contact person in the office Residence Life, local law enforcement officials will be notified to aid in an investigation, as will other agencies as necessity dictates.
- Parents or guardians of any student less than 18 years of age and not emancipated will be notified immediately, regardless of registration status.
- Any reports or notification of missing students will be referred immediately to local law enforcement officials.
- If a student residing in a campus housing facility is determined to have been missing for 24 hours or more, the following procedures will be implemented:
  - Local law enforcement will be contacted immediately as will the President, or his /her designee and the President's Executive Team. The President and the President's Executive Team will receive notifications of the investigation from the Director of Campus Safety & Security, and or, a designee.
  - Campus officials will aid local law enforcement in whatever capacity, as well as aid in seeking and obtaining information from any campus sources, such as roommates, classmates, teammates, professors, staff members, and any other campus constituents who may have information pertinent to the investigation.
  - The President will coordinate all media efforts with the Senior Vice President of Innovation and Strategic Planning, and the Vice President of Academic Affairs.

- The Dean of Student Success and or designee or student services staff will work with family members to keep them apprised of the situation and to offer support.
- The President will determine and coordinate any other responsibilities as needed.
- NOTE: This procedure may be implemented in less than 24 hours if circumstances warrant a faster response.

**For International Students:**

**Initial Attendance:**

- An international student attending Terra State Community College on an F-1 visa is required to report to school no sooner than 30 days prior to the start of classes and no later than 7 days after the start of classes. The Primary Designated School Official (PDSO) or designee is notified when a student successfully obtains his/her F-1 visa. From this point, the Senior Vice President of Innovation and Strategic Planning or designee requires a flight itinerary from the student that shows the departure and arrival time of the flight, the flight number, and contact information. The flight itinerary paperwork is required to be submitted at least 2 weeks before the student arrives at the airport. The paperwork has contact information for the Senior Vice President of Innovation and Strategic Planning or designee.
- The Senior Vice President of Innovation and Strategic Planning or designee or a member of the staff greets every student at the airport. If the student fails to report to the airport, the Senior Vice President of Innovation and Strategic Planning or designee first attempts to contact airport security to notify authorities of the missing student. Attempts to contact the parents or guardian of the student or the recruiting agent from the student's home country follow if no contact is made through airport security. If all attempts to contact the student prove unsuccessful, the PDSO is required to terminate the student's I-20 document and notify the United States Customs and Immigration Services (USCIS) and The Department of Homeland Security via the Student and Exchange Visitor information Services (SEVIS) database of the failure to report. At this point, the student is considered an illegal alien to the United States and subject to deportation.

**Active Status International Student:**

- International students are required to supply the Senior Vice President of Innovation and Strategic Planning or designee with a phone number, off-campus address, as well as, contact information for parents or guardians in case of emergency. This information is available to the staff of the Student and Enrollment Services division. If an international student is missing from the college, the Senior Vice President of Innovation and Strategic Planning or designee in conjunction with the Office of Residence Life, will investigate the circumstances surrounding the disappearance. The family members of the missing student will immediately be notified in attempt to locate the student's whereabouts. If the student is missing for more than 24 hours, the local authorities will be notified.
- If the student does not report back to campus, the PDSO is required to terminate his/her I-20 document and notify the United States Customs and Immigration Services (USCIS) and The Department of Homeland Security via the Student and Exchange Visitor information Services (SEVIS) within 30 days.

**Resources**

N/A

**Definitions**

<b>Term</b>	<b>Definition</b>
<i>Residential</i>	Living on campus or in campus housing
<i>Commuter</i>	A person who travels some distance to the college on a regular basis

**Approval History**

<i>Date</i>	Policy/Procedure or Entire Document	Notes (Types of Actions)	**Approved by
2018	Created		
2023	Policy	Updated Policy	Director of Campus Safety and Security
4/4/23	Policy & Procedure	Updated Document	President
1/9/2024	Policy and Procedure	Reviewed	Director of Campus Safety and Security
1/6/2025	Entire Document	Title changes, reviewed and updated	Director of Campus Safety and Security

\*\*Full name of CASA Committee Chair, signatory, or designee

**Next Review Date:**

3/7/2026