

MISSING STUDENT POLICY

Guilford College students have the right to come and go as they please and to choose to let others know if they will be gone from campus.

While in most cases of unexpected absence reported by friends or acquaintances, the student returns or contacts someone within a short time, there may be cases when an unexpected absence is more serious, resulting in a concern the student is missing and their safety is at risk.

Guilford College defines a "Missing Student" as a person absent contrary to their usual pattern of behavior and unusual circumstances may have caused the absence, or known facts indicate their safety may be at risk. Such factors could include, but are not limited to:

- a report or suspicion of foul play,
- suicidal or self-destructive comments or behavior,
- alcohol or drug dependency, or
- association with persons who may endanger the student's welfare.

Any member of the Guilford College community having knowledge or suspicion that a student's circumstances fit these criteria, of a student absent or missing under unusual or unexplained circumstances, should make a report immediately to the Department of Public Safety by calling 336.316.2909, available 24 hours a day, 7 days a week. Reports may also be made to: The Office of Academic and Student Affairs, 210 Founders Hall, 336.316.2186, open Monday-Friday 8:30am-5pm.

If the College is advised of the unusual or unexpected absence of a student, steps will be taken to gather information in order to locate the student or establish their well-being. The Department of Public Safety and/or Residential Education and Housing are responsible for conducting an inquiry and making a determination whether the student is "missing." As part of an inquiry, instructors, advisors, parents, friends, law enforcement officials, and others may be contacted.

Any student is given the opportunity to list a confidential "Emergency Contact" whom the College will notify within 24 hours of a determination by the Department of Public Safety that the student is missing. The Office of Academic and Student Affairs will maintain the confidential contact information. The information will be accessible only to authorized campus officials and will not be disclosed except to law enforcement personnel as part of an investigation. Regardless of whether or not student lists an emergency contact, the Department of Public Safety will inform the Greensboro Police department within 24 hours of the determination that a student is missing.

If a student is under 18 years of age and not emancipated (legally independent of his/ her parents), the College will notify the student's custodial parent or guardian in addition to any emergency contact person listed by the student.

When the Department of Public Safety notifies the Greensboro Police department of the missing student report, the Greensboro Police will become the lead agency on any investigation. The Department of Public Safety will assist them with continued inquiry within the campus community.