

# McLennan Community College

## POLICIES AND PROCEDURES

Reference:	E-XXXIX	Effective Date	10/01/2018
Subject:	Missing Student Notification Procedure		
Source:	President		
Approval Authority:	President	Approval Date	10/01/2018
History:	Replaced policy dated 10/01/2018		
Remarks:	Policy updated to new format.		

McLennan Community College establishes this policy and procedure to address missing student notification as required by the Violence Against Women's Act, 34 CFR § 668.46 (h)(1). This policy relates solely to students residing in facilities that meet the federal definition of on-campus housing.

Students missing for 24 hours should be reported immediately to both:

Drew Canham,  
Chief of Staff for Diversity, Equity and Inclusion/Title IX Coordinator  
McLennan Community College  
Administration Building, Room 408  
1400 College Drive  
254-299-8645 | FAX: 254-299-8654  
[dcanham@mclennan.edu](mailto:dcanham@mclennan.edu)

Clayton Williams  
Director, Public Safety/Chief of Police  
McLennan Community College  
Student Services Center, Room 132  
1400 College Drive  
254-299-8844  
[rwilliams@mclennan.edu](mailto:rwilliams@mclennan.edu)

Students residing in facilities on-campus are provided the option to identify a contact person upon applying to McLennan Community College. This information will remain confidential. The listed person(s) will only be contacted in the event of a missing person investigation. Only college officials with authorization will have access to this information. The parent or guardian, in addition to the listed contact person of any student under the age of 18, will be contacted within 24 hours of being determined missing.

Within 24 hours of the determination of a missing student, local law enforcement will be notified by the Director, Public Safety/Chief of Police or their designee.