

Notification Policy for Missing Students Who Reside On-Campus

This policy contains the official notification procedures for Benedictine University concerning missing students who reside in on-campus housing, in accordance with the requirements of the Higher Education Opportunity Act of 2008 (HEOA). The purpose of this policy is to promote the safety and welfare of members of the university community through compliance with HEOA requirements. This policy should be adhered to by all university faculty, staff, and students.

1. In the event that a member of the college community has reason to believe that a student who resides in on-campus housing is missing, he or she shall immediately notify the Benedictine University Police Department (“University Police”) at 630-829-6666. University Police will generate a missing person report and initiate an investigation. In addition, University Police will report the missing person to appropriate staff on campus.
2. During the course of the investigation, staff will determine if the student has been missing more than 24 hours. In such event, University Police will confer with the surrounding law enforcement agency and the student’s emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, staff will notify the student’s parent or legal guardian immediately after they determine that the student has been missing for more than 24 hours.
3. In addition to registering emergency contacts, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by the university in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the university will notify that person no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact can do so by completing the appropriate paperwork during check-in procedures.
4. This policy is effective from the date of issuance and will be made available to all members of the campus community.