



College Policy 4.07

Emergency Student Contact

Part 1. Purpose

The purpose of this policy is to provide guidance for staff regarding contacting students for family emergencies.

Part 2. Definitions

Family emergency is defined as an extreme crisis such as a death in the family, and injury requiring hospitalization, or an emergency contact from child care facilities, etc.

Part 3. Policy

Minneapolis Community and Technical College will attempt to notify an enrolled student in the event of a family emergency. On campus requests and telephone calls should be referred to the counseling/advising receptionist T2250 or 612-659-6700 during regular Counseling and Advising hours. After hours and weekend contacts may be directed to Campus Public Safety at 612-659-6910. The name of the person requesting the notification, the telephone number, relationship to the student, and the nature of the emergency must be provided. An attempt will be made by the College to deliver a message to the student. Due to scheduling issues and student attendance, the College cannot guarantee that the student will be notified of the emergency.

In accordance with data privacy, the location of the student and/or the student's class schedule will not be provided to the requesting person. The requesting person can be notified that the message was not delivered, but they may not be provided any information about the student's class attendance.

Date of Adoption: 7/1/1999

Date of Implementation (if different from from adoption date):

Date of Last Review: 7/1/1999

Date and Subject of Revisions: