

# Missing Student Policy

For SUA students residing on campus, the federal Higher education Opportunity Act, Section 485(j) requires Soka University to comply with the information and requirements regarding missing students:

SUA students, 18 years of age or older, have the option to identify an individual to be contacted by SUA's Dean of Students office not later than 24 hours after the time circumstances indicate that you, as a student, may be determined missing. If you are a student who is under age 18 and not emancipated, the institution is required to notify the custodial parent or legal guardian.

The confidential contact is a person designated by the student in addition to the emergency contact listed with the SUA Registrar's Office. In cases where a confidential contact is not designated, or the confidential contact cannot be reached at the number provided by a student, the emergency contact provided to the SUA Registrar will be used.

You may register a person who you designate as a confidential contact during the check-in period at the beginning of each academic year by filing a form provided by the Office of Residential Life. You are solely responsible for the accuracy of the information, as well as any update of information regarding your confidential contact. Updates of information you provided may be filed with the Dean of Students office during business hours at any time during the semester.

All SUA officials are required to notify the Director of Campus Security immediately of any suspected missing person, so that an investigation can be initiated. The Director of Campus Security will initiate the Missing Student Report as soon as all means to contact the student have been exhausted. If circumstances or criminality or safety are involved, confidential contact will be notified immediately. The Dean of Students office will initiate the notification to the confidential and/or emergency contact person provided to SUA. Every report of a missing person is very serious and will generate a response and investigation, so it is extremely important for students to inform their friends and family if they expect to be away from campus for a period of time. This will help ensure that energy and resources are applied only to genuine emergencies.