

- **MISSING STUDENT POLICY AND PROCEDURE**

Hope International University takes student safety very seriously. To this end, the following policy and procedure is to assist in locating Hope International University student(s) living in campus dorms, who based on the facts and circumstances known to the university are determined to be missing.

*This policy complies with Section 488 of the Higher Education Act of 2008. (For students reported missing who live off campus, see Item 6 below.)*

Most missing person reports in the university environment result from students changing their routines without informing their roommates and/or friends of the change. Anyone who believes a student to be missing should report his or her concern to Campus Security, the Residence Life staff or the Student Affairs staff.

An immediate investigation will follow every report made to the university once a student has been missing. Parents of a missing student under the age of 18 or not emancipated will be notified. In the event that parental notification is necessary, the Vice President for Student Affairs or designee will place the call.

At the beginning of each academic semester, residential students will be required to complete/update the “**Emergency Contact**” portion of our student portal. The information provided will be used in the event a student is reported missing while enrolled and living on campus at Hope International University. Hard copies of this emergency information will be in each Residence Life Coordinators’ Office and in the Office of the Vice President for Student Affairs.