



Missing Student Notification Policy

POLICY INFORMATION

Policy#:

Original Issue Date: Campus Safety

	Campus Safety
Associate Dean	Residence Life

(Select a Policy Type)
<input type="checkbox"/> Organization Policy
<input type="checkbox"/> Legal Policy
<input type="checkbox"/> Education Policy
<input type="checkbox"/> Marketing Policy
<input type="checkbox"/> Finance Policy
<input type="checkbox"/> Technology Policy
<input checked="" type="checkbox"/> Compliance Policy
<input type="checkbox"/> HR Policy
<input type="checkbox"/> Enrollment Policy
<input type="checkbox"/> Advancement Policy
<input type="checkbox"/> Operations Policy

SCOPE

Constituency	Campus Locations
(Select all that apply)	(Select all that apply)
<input checked="" type="checkbox"/> Staff	<input checked="" type="checkbox"/> Hyde Park
<input checked="" type="checkbox"/> Faculty	<input checked="" type="checkbox"/> California
<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> San Antonio
<input type="checkbox"/> Contractors	<input type="checkbox"/> Singapore
<input type="checkbox"/> Visitors	

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A. PURPOSE

In accordance with requirements of the Higher Education Act, The Culinary Institute of America's (CIA) Missing Student Notification Policy establishes a formal notification process in the event that a Student is determined to be Missing.

B. POLICY STATEMENT

In compliance with the Federal Higher Education Opportunity Act, The Culinary Institute of America (CIA) has established a Missing Student Notification policy in the event that a student who resides in on campus housing is determined to be missing. The CIA will initiate the Missing Student Notification process no later than twenty-four (24) hours after a Student residing in on campus housing has been determined to be Missing.

C. AUTHORITY

Higher Education Opportunity Act of 2008, 20 U.S. Code, Subchapter IV, Part G, Section § 1092(j)

D. DEFINITIONS

Student: An individual who is registered in a credit or degree program at the CIA and resides in an on campus housing residence.

Emancipated: Under the age of 18 who has been legally released from parental control.

Missing: Absent for more than 24 hours without notification or notice and the absence is contrary to his or her usual pattern of behavior.

Missing Student Contact: A person or persons that a Student may confidentially identify to be contacted in the event that the Student is determined to be Missing.

E. PROCEDURE

1. **Missing Student Contact Information:** A Student may confidentially identify through the Residence Life online housing application a person or persons that the CIA will contact if such Student is determined to be Missing. This contact may be different and separate from the Student's emergency contact. All Missing Student Contact information

registered in the Residence Life system is confidential and only accessible by a limited number of authorized CIA officials.

2. If any individual suspects that a Student is Missing, the individual should contact any of the following departments:

Hyde Park	Greystone	San Antonio
Office of Campus Safety – Hyde Park	Office of Campus Safety – Greystone and Hyde Park	Director – Education and Office of Campus Safety – Hyde Park
Office of Student Affairs – Hyde Park	Assistant Dean - Student Affairs	Manager - Student Services
Office of Residential Life – Hyde Park	Residence Life and Housing Coordinator	Managing Director – San Antonio

3. Any Employee or student who receives a report of a potential Missing Student should immediately contact the Office of Campus Safety in Hyde Park, NY at 845-451-1268 or x 1111 (Hyde Park on-campus extension). The Campus Safety Office along with the Office of Student Affairs and/or Branch Campus Administrators will immediately investigate any report of Missing Students and initiate the Missing Student Notification process.

The Campus Safety Office may coordinate with the Office of Student Affairs (845-451-1111) and the Office of Student Services (845-451-1111).

4. Notification Process:

Within 24 hours of officially determining that a Student is Missing, the following will take place:

- a. If a Student has provided a confidential Missing Student Contact the Office of Student Affairs or Campus Safety will contact the Missing Student Contact.
 - i. The Campus Safety Office will maintain records of attempts and contacts with the Missing Student Contact.

- b. The Office of Campus Safety will contact a local law enforcement agency to report the Student as a missing person.
 - ii. The local law enforcement agency will take charge of the investigation with the Office of Campus Safety assisting in an investigation as requested.
 - ii. The CIA may release the Missing Student Contact information to law enforcement officials to assist in the furtherance of an investigation.

5. If a Missing Student

POLICY HISTORY

Policy Editorial Committee & Responsible Cabinet Member Approval to Proceed: 6/24/13;
9/16/2019

Policy Advisory Committee (PAG) Approval to Proceed: 9/26/2019

Board Approval to Proceed (if required), Date

Cabinet Approval to Proceed: 8/7/2013

Policy Revision Dates: 9/26/2019

Scheduled Review Date: 7/1/2021