

# SKSP111: MISSING STUDENT PROTOCOL

## Issued by:

Student Services & Career

## Established:

February 1, 2017

## I. GUIDELINE

1. The Protocol steps are as follows:
  - A. The student does not respond to the Resident Assistant (RA) for more than 24 hours after a roll call.
  - B. The RA reports the missing student to the Residential Hall Director (RHD).
  - C. The RHD attempts to communicate with the student via phone, email and visiting the student's dorm room.
  - D. If no response is established by the RHD within 24 hours, the missing student's emergency contact is notified.

## II. IMPLEMENTATION

1. Implementation of this policy will commence the spring semester in 2017. All students are also required to review and adhere to the policies and regulations of the State University of New York, Korea.

## III. RESPONSIBLE OFFICER

1. The Dean of Department of Academic and Student Affairs is responsible for the development, compliance monitoring and review of this procedure and any associated guidelines.

## IV. IMPLEMENTATION OFFICER

1. Student Services & Career Team is responsible for the promulgation and implementation of this procedure in accordance with the scope as outlined above. Inquiries about interpretation of this procedure should be directed to the implementation officer.

## V. REVIEW

1. This procedure is to be reviewed by June 30, 2018.

## VI. VERSION HISTORY

Version	Approved By	Approval Date	Effective Date	Sections Modified
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Version	Approved By	Approval Date	Effective Date	Sections Modified
1	Dean, Academic and Student Affairs	February 1, 2017	February 1, 2017	New
2	Dean, Academic and Student Affairs		April 1, 2018	Format change; name of the Student Affairs Team has been changed to Student Services & Career Team.

**Direct Questions to:**

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**Revised:**

March 19, 2018