University Policies and Procedures

05-01.03 – LOCAL ADDRESS POLICY

I. **Policy Statement:** Towson University (the “University”) requires all students to provide both a current local address and a permanent address. This information must be updated each semester and within 15 days of a change of address.

II. **Reason for Policy:** To assist the University in locating students in case of emergency and in contacting them when necessary and appropriate to conduct University business.

III. **Definitions:**

   A. Local Address: The address where a student lives while enrolled at the University and actively attending classes.

   B. Permanent Address: The address which a student considers a permanent home (typically the address where the student’s family resides). This is the primary address where official University correspondence will be sent unless otherwise notified.

IV. **Responsible Executive and Office:**

   Responsible Executive: Vice President for Student Affairs and Director of Registrar's Office

   Responsible Office: Student Affairs and Registrar’s Office

V. **Entities Affected by this Policy:** All University students.

VI. **Procedures:**

   A. Students will be required to confirm and/or update their Local Address online at the time of registration, at the start of each semester and, when the Local Address changes (within 15 days of change). A reference to the policy and a screen to update addresses will be noted on the University’s online services page “Self-Service – Student Center.”

   B. The Registrar’s Office will periodically write reports identifying incorrect addresses. The University may also learn through its normal business processes that a student has not provided a current Local Address. Individuals who do not provide information and/or provide false information will be
referred to the Office of Judicial Affairs for possible adjudication and sanctions.

Related Policies: None.

Approval Date: 04/14/2009

Effective Date: 04/14/2009

Approved by: President’s Council 04/03/2009