



## 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.
- III. **Responsible Executive and Office:**

Responsible Executive: Vice President for Student Affairs and Registrar.

Responsible Office: Student Affairs and Registrar’s Office
- IV. **Entities Affected by this Policy:** All University students.
- V. **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