

## **Student Local Address Policy**

Accommodations for individuals with disabilities in accessing these policies are available upon request by emailing [accessiblepolicy@wcupa.edu](mailto:accessiblepolicy@wcupa.edu).

### **Purpose and Scope**

The Student Local Address Policy supports operative communication channels between West Chester University (WCU) and students. The policy is also written in accordance with the State Authorization Federal Regulation § 600.9(c)(1)(i), § 600.9(c)(2)(ii-iii).

### **Policy Statement**

All enrolled students must provide the University with their current local address. This information must be reviewed/updated each semester and within 10 days of a change of local address.

### **Procedures**

- At the start of each fall/spring semester a student is prompted to update or confirm their local address as part of their start of term tasks in Student Information System (myWCU/RamPortal).
- Students have access to update their local address at any time via Student Information System (myWCU/RamPortal).
- The Registrar's office will periodically contact students who do not indicate they have recently reviewed their local address for accuracy.
- Individuals who do not provide information and/or provide false information will be referred to the Office of Student Conduct.
- Please refer to [WCU's Student Privacy and FERPA policy](#) which governs how address information is shared.

### **Definitions**

Student Local Address: The physical location and address where a student is living while enrolled at the University and actively attending classes.

myWCU/RamPortal— WCU's student information system in which all student contact information is retained.

Start of Term Tasks—An electronic to-do list required of students at the start of each fall & spring term.

## References

[State Authorization Federal Regulation](#): An institution must determine in which state a student is located while enrolled in a distance education or correspondence course and make such determinations consistently and apply them to all students.

[WCU's Student Privacy and FERPA Policy](#): WCU is committed to protecting the privacy of its students and to maintaining the confidentiality of student education records in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA)

**Reviewed by:** Registrar's Office, Dean of Students, Student Conduct, Institutional Research, and Fraternity & Sorority Life

**Policy Owner:** University Registrar

**Approved by:** 

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Deputy Provost and Vice President for Academic Operations

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— UNIVERSITY POLICY —

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