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## Student Permanent Address Policy

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**Version:** 1.0

**Responsible University Official:** Provost

**Version Effective Date:** July 1, 2024

### 1.0 Introduction

A variety of state and federal regulations, in addition to institutional and program-specific accreditation requirements, are premised on SLU soliciting and maintaining a “permanent address” for all prospective and matriculated students. This policy governs the definition, solicitation, and maintenance of all student permanent addresses in University records.

### 2.0 Scope

- 2.1 This policy applies to all SLU student – current and prospective (inquiries, applicants, admits, confirmed) – in all academic programs, at all SLU locations nationally and internationally.
- 2.2 This policy applies to the Office of Enrollment and Retention Management, the University Registrar and all individuals to whom the respective leaders of those offices delegate any authority to edit/maintain any student’s “Permanent Address” fields in the University’s official student information system(s).

### 3.0 Definitions

- 3.1 **Student Permanent Address.** Each student’s *permanent address* is their non-SLU “home” address; no student’s permanent address may be a SLU campus address or any SLU-owned residence. Each of the following is a “permanent address”:
  - a. the address at which the student lives when the student is not living on SLU’s campus or in a SLU-owned residence;
  - b. the address at which the student lives when the student is not enrolled in SLU courses;
  - c. the address at which the student lives with the student’s parent(s) or legal guardian(s) (if unemancipated, under the age of 26, or otherwise still living with a parent(s) or legal guardian(s));
  - d. the address at which the student lived immediately prior to initial matriculation to SLU, if that address is concurrently any of the addresses noted above in 3.1.a, 3.1.b, or 3.1.c.
- 3.2 **Student Location.** For the purposes of compliance with state and federal professional licensure regulations, a student’s “permanent address” is also their “student location.”

## 4.0 Policy Statements

- 4.1 Each student's permanent address will be solicited as a required field on all SLU applications for admission to any SLU academic program.
- 4.2 When feasible, each student's permanent address should be solicited as a required field on any SLU advertisement, inquiry form, or its equivalent to which a prospective student responds.
- 4.3 Whenever a student's permanent address is provided to SLU per 4.1 or 4.2, it will be recorded as the permanent address in SLU's official student information system(s).
- 4.4 The permanent address recorded in the official student information system(s) per 4.1 or 4.2 will remain unchanged until an updated permanent address is provided by the student per 4.1, 4.2, or via any other written communication by the student to either the Office of Enrollment and Retention Management or the University Registrar (or their designees).
- 4.3 Students may change their permanent addresses at any time per 4.1, 4.2, or via any other written communication by the student to either the Office of Enrollment and Retention Management or the University Registrar (or their designees). The current "Change of Student Address" process is maintained in and shared with students annually via the updated [Student Handbook](#).
- 4.5 When a submission of a permanent address differs from a permanent address previously submitted for the same student, the most recently-submitted permanent address will be recorded in the official student information system(s) and will replace the previously-submitted address.
- 4.6 Each student's permanent address as recorded in the official student information system(s) will be used in accordance with all applicable state and federal regulations and accreditation requirements.
- 4.7 All enrolled students must have a permanent address in SLU's official student information system(s) at all times.

## 4.0 Approvals

### **This policy was:**

1. Approved by the Provost: June 30, 2024