

FROSTBURG STATE UNIVERSITY  
STUDENT EMERGENCY CONTACT AND LOCAL ADDRESS

I. PURPOSE

The University seeks to locate students in the event of an emergency and contact them to conduct University business.

II. POLICY

A. All students are required to provide the University with the following information, which must be updated each academic year.

- i. Emergency contact information
- ii. A current local address
- iii. A current permanent address

B. Students are required to confirm and/or update the information in II (A) above, in the electronic student record system (PAWS) at least annually, and within ten (10) days of a change of contact information or address.

III. IMPLEMENTATION

A. Students will be notified annually of the requirement to provide emergency contact information, and local and permanent address, through the PAWS system.

B. Students who provide false information may be referred to Student and Educational Services for disciplinary sanction.

Internal