

	Athletic Training Department Academic and Clinical Education Policy & Procedure	Approved Signatures & Date: Department Chair: _____ College Dean: _____			
	Policy Title: Address and Telephone Changes (ATEP.Academic P&P.Address and Telephone Changes.wpd)	Date Effective: 08.01.02	Date Replaces: N/A	Policy Number: 04.24	Page: 1 of 1

Section: Academic Policies and Procedures

Subject: Address and Telephone Changes

Purpose: To define behavioral expectations of students as applied to the Athletic Training Education Program.

Policy:

It is the responsibility of each student to maintain a current local address, telephone number and school e-mail address with the ATEP.

Students should provide the Registrars office with the address of choice to receive notice of grades, semester bills, and all other correspondence sent by the ATEP.

Any formal changes should be made with the Registrars office and the ATEP.

SBU and the ATEP will not be held responsible for consequences incurred due to address changes that are not reported.