

Students' Rights and Responsibilities (cont.)

right to correct fire regulation violations or other violations of its agreement with insurers.

There is a charge for 10 or more pieces of personal mail between students per day.

Students should receive mail at the college ONLY during the academic semesters or year of attendance. It is the student's responsibility to notify each correspondent of the complete change of address at the end of the academic semester or year of attendance, or if leaving during the year or semester, i.e. withdrawn, enrolled off-campus, leave of absence.

Z. State Laws Governing Coin Machines

Section 2911.32 Tampering with coin machines. No person, with purpose to commit theft or to defraud, shall knowingly enter, force an entrance into, tamper with, or insert any part of an instrument into any coin machine.

Whoever violates this section is guilty of tampering with coin machines, a misdemeanor of the first degree. If the offender has previously been convicted of a violation of this section or of any theft offense as defined in section 2913.01 of the Revised Code, the offense becomes a felony of the fourth degree.

AA. Student Records

1. Pursuant to section 438 of the General Education Provisions Act and its implementing regulations, with the exceptions noted in item 2 below, presently or formerly enrolled* students of Oberlin College have the right to review and inspect their educational records. An "educational record" is any record, file, document, or other material that contains information directly related to a student and that is maintained by the college.

*"Enrollment" is defined as beginning when the student first attends classes at Oberlin College for credit. No student applying for admission to the College of Arts and Sciences and the Conservatory of Music, nor a student transferring from one division to the other, may see his/her admission file until he/she is formally admitted to that particular division of the college (e.g., the College of Arts and Sciences or the Conservatory of Music).

2. The right to review and inspect educational records does not extend to the following categories of records:

- a. Financial records, including any information in those records pertaining to the student's parents.
- b. Records that are maintained in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except as a temporary substitute for the maker of the record.
- c. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or para-professional acting in his or her professional capacity or assisting in a para-

professional capacity that are made, maintained or used only in connection with the treatment of the student, and disclosed only to individuals providing treatment to the student. However, the student may have these records reviewed by a physician or other appropriate healthcare professional of the student's choice. **Note:** Medical records are also available for review pursuant to federal law. (Call 440-775-8180 to learn more about procedures for obtaining medical records from the Student Health Center.)

d. Records that only contain information about an individual after he or she is no longer a student at the college (e.g., alumni records).

e. Confidential letters and statements of recommendation that were placed on file before January 1, 1975.

f. Confidential letters and statements of recommendation that were placed on file after January 1, 1975 in which the student has waived his or her right to inspect and review those letters and statements pursuant to the guidelines delineated in Part 6 below, and that relate to the student's admission to an educational institution, an application for employment, or receipt of an honor or honorary recognition.

3. Offices keeping records that may be reviewed by the student include Career Services, Communications, the Conservatory, Financial Aid, the Registrar, the Dean of Students, Residential Education and Dining Services, and Student Academic Services.

4. In order to inspect a student's educational records, the student must submit a signed and dated written request addressed to the supervisor of the office in which the records are maintained on a form prescribed by the college. The request form must describe the records sought and the purpose for which access is being requested. The responsible college official will make arrangements within a reasonable period, but not more than 45 days from the date of receipt of the written request, for the student to review the records at an appropriate office at Oberlin. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

a. Oberlin will not destroy educational records if it has received a proper request to inspect the records from a student, until such time as the student has had an opportunity to access the records.

b. Pursuant to federal law, only those records directly related to the student will be made available for review. To the extent that a student's record contains references to another student, all personal identifiers pertaining to the other student will be