

Students' Rights and Responsibilities (cont.)

Services. Students and Alumni choosing to use the Interfolio service will agree to the terms outlined in the Interfolio Service Agreement.

11. All Oberlin College offices that maintain educational records shall keep a log of instances in which a student's records are disclosed pursuant to a request by persons who are not otherwise authorized to have access to the records. The access log shall include the following: date the educational record was examined; name and title of the reviewer; and the legitimate educational purpose of the disclosure. The access log shall be available for inspection by the student.

12. A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with Federal law pertaining to the maintenance of educational records. The name and address of the office responsible for educational record issues is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

BB. Grievance Procedures

As a first step, students are urged to go directly to the person(s) concerned and discuss the source of their problem as openly as possible. If this confrontation of the difficulty and airing of a grievance leads to no resolution, or when it seems inappropriate, a number of formal and less formal avenues are open to students, depending upon the nature of the complaint. These are outlined below. At times, a grievance may involve a number of different areas and students may feel uncertain which procedure to follow; in this case they should seek advice from the Office of the Dean of Students, The Office of the Ombudsperson, or the deans of Residential Education and Dining Services. At any stage in the process students are welcome to seek counsel and support from members of the faculty or staff as well as the student body, and should feel free to bring an advisor to any meetings they may have as part of an adjudication process. Some suggestions are made under the following sections.

1. GRIEVANCES RELATED TO ACADEMIC AFFAIRS OR OTHER MATTERS INVOLVING THE TEACHING FACULTY

- a.** A student with a complaint should first attempt to resolve the issue through discussion with the instructor.
- b.** If this fails to resolve the issue, the student may present the grievance to the director of the division, or the chair of the department or program, and request his/her assistance in resolving the issue.
- c.** If the director of the division or the chair of the department or program is unable to resolve the

matter, the student may present the complaint to the Associate Dean of the Conservatory or to the Dean for Arts and Sciences, as appropriate to the faculty appointment of the instructor. The dean will invite the opinions of all parties involved, will ascertain matters of fact, and will make a determination about the disposition of the matter. Final judgment rests with that dean.

d. In matters of academic dispute, students may find it useful and appropriate to consult with their academic advisors and/or a dean in the Office of the Dean of Studies. Students studying applied music in the conservatory should present their grievances to the Associate Dean of the Conservatory.

2. STUDENT INFRACTIONS OF THE HONOR CODE

Any form of academic cheating should be referred to the Student Honor Committee. (See Students' Rights and Responsibilities, section I.).

To report a suspected violation of the Honor Code, or to ask questions about how the Honor System functions, contact:

Student Honor Committee
Wilder Hall Suite 105/ Student Union Box 22
(440) 775-8462
ohonor@oberlin.edu

Coordinator: Issac Katz

Cochairs: Harriette Carrington,
Dimitri Macris

Secretary: Fajer Saeed

Treasurer: Dimitri Macris

3. NONACADEMIC COMPLAINTS AGAINST STUDENTS REQUIRING ADJUDICATION AND POSSIBLE DISCIPLINARY ACTION

(Violations of the student regulations, of college policies, or of the tenets of the Constitution of the Association of Students and its student governing bodies.)

Complaints may be brought before the all-student Judicial Board by filing a complaint with the Judicial Coordinator in the Dean of Students Office. (See Students' Rights and Responsibilities, section IV. F.). Students are encouraged to seek the advice of the

Judicial Coordinator at any time. Where both parties agree to this, complaints can often be mediated rather than handled through formal adjudication.

4. GRIEVANCES UNDER SECTION 438 OF THE GENERAL EDUCATION PROVISIONS ACT ("BUCKLEY AMENDMENT")

Rights to review and inspection of educational records maintained by the college that contain information

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directly related to the student. (See the Student Records section, V. AA.).

5. GRIEVANCES AGAINST OFFICERS OF STUDENT ORGANIZATIONS AND GOVERNING BODIES

Such grievances should be taken first to the executive body of the group concerned. Students are encouraged to consult with the advisor of the organization. In some cases complaints of this nature may appropriately be brought before the Judicial Board for final adjudication, but they are most often effectively dealt with by the internal procedures of the organization itself.

6. COMPLAINTS RELATED TO HEALTH SERVICES OR OBERLIN COUNSELING CENTER

Complaints may be taken to any faculty or student member of the Student Life Committee. Complaints concerning services provided by the Student Health Services or the Oberlin College Counseling Center may be initiated by pursuing any of the following options: (1) the student may discuss his/her complaint directly with the health care professional concerned; (2) the student may discuss his/her complaint with the providers' supervisor/department head; (3) the student can request that a Student Life Committee member discuss the complaint with the health care professional and inform the student of the outcome; (4) the student may request that a Student Life Committee member be present when he/she discusses the complaint with the health care professional concerned; (5) the student may request that the Student Life Committee assign a second health care professional to conduct an informal inquiry into the complaint and report back to the student; (6) the student may request that a formal inquiry of the complaint be conducted.

7. GRIEVANCES RELATED TO THE ADMINISTRATION OF HOUSING AND DINING POLICIES

a. Students who have requested exception to the Housing and Dining policy and have had this request denied by the Assistant Director for Housing Administration may appeal the decision to the Appeal Board of the Housing and Dining Committee. All appeals must be submitted in writing to the board in care of the Office of Residential Education and Dining Services. Students may request that their name remain confidential from members of the Appeal Board. The Appeal board will hear a case within 30 days of receipt of the appeal or, if the appeal is received after December 1 or May 1, within 30 days after the beginning of the next semester.

b. The Appeal Board will be furnished the student's original request for exception and the Assistant Director's letter of denial. Members of the Appeal Board will gather at the appointed place and time and conduct the business of the Appeal Board. The

chair of the Appeal Board will indicate whether additional information is needed from the student, ask the Office of Residential Education and Dining Services for information related to the case, including the relevant policy, and will then call the board into session. A student has the option of attending the appeal meeting to make an oral request to supplement the written request and/or respond to questions.

c. The function of the Appeal Board is to hear and act on grievances related to the administration of housing and dining policies, not to change policy. If the Board decides that the student has been dealt with unfairly with regard to process, it may overrule the judgment made by the Director of Residential Education and Dining Services or the Assistant Director for Housing Administration.

d. The action of the board will become effective when the board or its chair reports the judgment of the board in writing to the Director of Residential Education and Dining Services or the Assistant Director for Housing Administration within 48 hours.

e. The director or assistant director may request a meeting with the Appeal Board to reconsider a case to clarify the distinction between policy and process. The judgment of the board, however, will be final in all cases and will be sent to students in written form within 48 hours of a final decision.

8. GRIEVANCES RELATED TO PROCEDURES OR BILLINGS OF THE OBERLIN STUDENT COOPERATIVE ASSOCIATION

a. A student with such a problem should first bring it to the treasurer of his/her individual co-op, or to the OSCA treasurer for resolution.

b. If this does not result in resolution, the student may appeal to the OSCA financial manager.

c. The student may make a final appeal to the OSCA Board.

9. SERVICES PROVIDED BY THE OFFICE OF THE OMBUDSPERSON

a. The Ombudsperson can listen, offer information about Oberlin's policies and procedures, accept suggestions from people who seek confidential channels for raising responsible concerns, and work for orderly and responsible change in systems.

b. The Ombudsperson is a good source of support for those who may want to examine their options for dealing with a particular concern or who may wish to learn how to resolve problems on their own.

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- c. The office provides feedback on trends, issues, policies, and practices equitable to all parties without breaching confidentiality.
- d. The Ombudsperson does not act as an advocate for either side in dispute, but strives to consider and fairly present all sides of a situation.

- any other activities which are not consistent with state and local law (including legal drinking age), or the regulations and policies of the college.

The college prohibits all individuals from soliciting, aiding, or agreeing or attempting to aid another person in planning or committing acts of hazing. It is not a defense to a violation of this policy that the hazing victim consented to or acquiesced in the hazing activity. The college prohibits all hazing activities whether conducted on or off the college premises.

Violations of this policy can be reported to Safety and Security, the Director of Athletics, the Dean of Students, or a Class Dean. The Office of the Dean of Students will investigate the complaint in accordance with the student disciplinary procedures. The college provides sanctions for violation of this policy (see K. Sanctions in this section).

CC. Hazing Policy

Oberlin College's Policy on Hazing

This policy was approved by vote of the General Faculty on May 21, 2008.

Oberlin College prohibits hazing of any member of the college community by campus organizations, clubs, intercollegiate or intramural athletic teams, students, employees and volunteers.

The state of Ohio acknowledges hazing as a crime. The Ohio Revised Code defines hazing as "doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person." (2307.31) The college further defines hazing as any activity that is expected of someone to join or maintain membership in an organization, club, team and/or any other group that is affiliated with the college that humiliates, degrades, abuses or endangers him or her, regardless of intention or willingness to participate.

The activities in the following list constitute hazing if they humiliate, degrade, abuse, or endanger participants, regardless of the intention of the activity or the willingness of the participants. The list is not intended to be comprehensive:

- use of alcohol or other controlled substances;
- nudity or partial nudity;
- physical violence in any form;
- branding, tattooing, piercing or shaving;
- excessive calisthenics or creation of unwarranted fatigue not associated with practice or competition;
- consumption of excessive and/or an unusual combination of food and/or drink;
- physical and psychological shocks;
- wearing of apparel which is conspicuous;
- engaging in public and/or private stunts and activities that put people at risk;
- sleep deprivation;
- line-ups or any interrogation for information that is not consistent with legitimate testing;
- engaging in degrading or humiliating games and activities;
- requiring personal errands of participants, such as driving to class, cleaning room, laundering clothes;

DD. Oberlin College Missing Student Policy

The following information and requirements regarding missing students is provided in accord with the federal Higher Education Opportunity Act of 2008, section 485(j).

1. Each Oberlin College student, 18 years of age or older, has the option to identify an individual to be contacted by the office of the Dean of Students not later than 24 hours after the time circumstances indicate that the student may be determined missing. For each student who is under age 18 and not emancipated, the institution is required to notify the custodial parent not later than 24 hours after the time that the student, may be determined missing.
2. A confidential contact is a person designated by the student in addition to the emergency contact listed with the Office of the Registrar. The contact information will be registered confidentially, and this information will be accessible only to authorized campus officials. It may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.
3. Each student, 18 years of age or older, may register a person whom he or she designates as a confidential contact during the first two weeks of each semester by completing and filing a form in the Office of the Dean of Students, Wilder Hall 105, weekdays between 8:30 a.m. and 5:00 p.m. The student wishing to register a confidential contact is solely responsible for the accuracy of the information, as well as any update of information regarding the confidential contact. Update of information provided may be filed with the Office of the Dean of Students during business hours at any time during the semester.