

Phone Use

Each residence hall room is provided with one telephone and one telephone jack.

On-Campus calls: Dial the last four digits of the College telephone number extension.

Local off-campus calls: Dial 7 to get an outside line then dial the 7-digit Oberlin telephone number.

Long Distance Credit Card calls: You may use a credit card to place a long distance call by dialing 7 + 0 + area code + number. At the sound of the tone, key in your credit card number and 4-digit card expiration date.

Long Distance Calling Card calls: Dial 7 to get an outside line then follow the instructions on the calling card.

Direct Long Distance calling: Students may make long distance calls directly from their room if they participate in the AT&T ACUS Service. For more information, contact the ACUS Customer Service Center at 1-800-445-6063 or the Central Telephone Office at x8178.

The following sources were consulted for historical information:

Altenberg, Lee. "Students Take Over Dormitories." Missing Link 1988. 27 June 2002. <http://dynamics.org/~altenber/PAPERS/STOD/> (Source for general history of cooperatives.)

Baumann, Roland, and Carol Jacobs. "The Memorial Arch an Unfolding Story." Oberlin Alumni Magazine Spring 1987: 15-18. (Source for information on the Memorial Arch.)

Beavers, Herm; David Hoard; Rich Littlejohn; and Larry Spinks. "Rediscovering the Underground Railroad." Oberlin Alumni Magazine March-April 1980: 2-5. (Source for account of Underground Railroad project.)

Bearden, Romare and Harry Henderson. A History of African American Artists from 1792 to the Present. New York: Pantheon Books, 1993. (Source for Edmonia Lewis selection)

Farquhar, Leslie. "Students Back from Journey Slaves Took." Oberlin News-Tribune February 7, 1980. (Source for Underground Railroad project.)

Littleton, Jane M.. "9 Oberlin College Students Trudge through History." The Plain Dealer January 20, 1980: 25+. (Source for Underground Railroad project.)

Menyhart, Russell. "Co-op Changes its Name... ." Oberlin Review 20, Nov. 1998: 1+. (Source for information on Asia House Co-op name change.)

Norris, A.C.. "The Class of '98 Boulder." Oberlin Alumni Magazine March 1954: 13-14. (Source for Class of 1898 gift.)

Ogren, Cassandra. "Historical Photo of the Week." Oberlin Review 13 Apr. 2001: 5. (Source for information about Pyle Inn.)

"Pranksters' Painting of Rock May Backfire" Oberlin News-Tribune December 13, 1962. (Source for tradition of rock painting no by-line or page is not, but the article is available in the archive folder labeled "The Rock".)

Richardson, Marilyn. "Edmonia Lewis' The Death of Cleopatra: Myth and Identity." The International Review of African American Art 12, no. 2(1995): 36-52.

Whitworth, Ariel. "Reunited and it Feels so Good." Oberlin Review April 20, 2001: 2. (Source for history of OSCA.)

"50 Years of History." 27 June 2002.

<http://www.oberlin.edu/~osca/about/history.htm> (Source for detailed OSCA history.)

Special Contributors:

Yvonne Gay, College Relations

- Oberlin at a Glance (concept, research, and development)
- The Rock Rolled into Oberlin (research and writing)
- Cooperative Living (research and writing)
- Students Rediscover the Underground Railroad (research and writing)

Kathleen Yager, College Junior

- Edmonia Lewis/Death of Cleopatra (research and writing)

Graphic Design:

Joe Watson, Saremo, Inc.

The compilers of this handbook extend warm thanks to all who have assisted in its creation. Please direct questions about the publishing process, as well as suggestions and corrections to Kimberly.Jackson.Davidson@oberlin.edu. Specific questions about the content of any entry should be directed to the respective office, department, or organization concerned.



2002–2003
Oberlin College
Student Handbook

Table of Contents

General Information

Table of Contents	iv
How to Travel Inside and Outside of Oberlin	viii
Letter from the Dean of Students	ix
Oberlin at a Glance	x

Division of Student Life and Services

Dean of Students' Office	2
Multicultural Resource Center	5
Women's Resource Center	7
Student Union	10
Student Union Office	11
Wilder Information Desk Services	11
Hales Annex	13

Office of Residential Life and Dining Services	15
Room and Board Assignments	20
College Owned Houses and Apartments	20
College Board Plan	21
Dining Locations	22
Oberlin College Residence Hall Living Guide	23
General Room Care	23
Items Not Permitted	26
Rights and Responsibilities	27
Guide to Getting Along	29
Residence Hall Policies and Procedures	33
Other Important Information for Campus Residents	37

Student Academic Services	42
----------------------------------	----

Counseling Center	45
Frequently Asked Questions	46

Student Health Services	48
Health Center	48
Wellness Center	51

Office of Chaplains	52
----------------------------	----

Office of Safety and Security	54
Campus Safety	55
Frequently Asked Questions	56
Parking	58
Alternative Modes of Transportation	59
Bicycles	59

Additional Resources Supporting Academic Studies, Campus and Community Relations, and Career Development

Academic Advising	61
Advising in the College of Arts & Sciences	61
Advising in the Conservatory	62
Advising for Double Degree Students	62
Office of Dean of Studies	62
Office of International Student Affairs	64
Office of Study Away	64

Office of the Associate Dean of the Conservatory	65
Winter Term Office	67
Office of the Registrar	69
Oberlin College Library	70
Allen Memorial Art Museum	73
Center for Information Technology	74
Office of Student Accounts	78
Office of Financial Aid	78
Office of Student Employment	82
Office of Equity Concerns	83
Office of the Ombudsperson	86
Center for Service and Learning	89
Office of Career Services	92
Recreation Center	96

Student Activities and Organizations

Guidelines for Chartered Student Organizations	98
Directory of Chartered Student Organizations at Oberlin College	98
Executive	101

General Student Organizations	106
2002-03 Student Regulations, Policies and Procedures	120
Introduction	128
General Regulations	131
Student Rights and Responsibilities	149
Housing and Dining Regulations	268
Fines and Penalties	289
Index	292
Academic Calendar	299
Campus Map	Inside Back Cover



Photograph courtesy of Oberlin College Office of College Relations

How to Travel Inside and Outside of Oberlin

- College vehicles may be rented for medical referrals to off-campus destinations; contact the College Transportation Office at **775-8432** to arrange for rental.
- For travel within Lorain County *Dial-A-Ride* offers an inexpensive alternative to taxi service or car rental. Call **324-6955** 4-13 days in advance to schedule your ride. One-way fare is \$1.25 within Oberlin, or to JVS or Wellington; to other places in Lorain County (excluding Vermillion) the one-way fare is \$4.00.
- For travel off-campus, but outside of Oberlin, contact *Lorain County Transit System* at **329-5545** for schedules. The **LCT Route 21** travels regularly through Oberlin north to Elyria and south to Wellington. The **Route 33** allows for a connection with the *Park & Ride Shuttle for Hopkins International Airport*. At the Airport, you can connect with *Cleveland's Rapid Transit System (RTA)*. Both buses can be caught at the **Rax Restaurant bus stop on East College Street in Oberlin**.
- For transportation to *Cleveland Hopkins International Airport*, contact the *Oberlin Inn* to determine the availability and cost of its shuttle service. Or contact the *Airport Limousine Service* at **1-800-543-9912**.

To the Students of Oberlin College:

The Oberlin College Student Handbook is intended to be a comprehensive guide to the out-of-classroom resources of the College and to the principles and policies that shape and regulate our community. Those who matriculate at Oberlin have entered into a unique community, dedicated to the pursuit of knowledge and excellence. By joining this community, you are expected to understand and abide by the principles and policies that enable us to thrive as educators, scholars and learners.

From its inception, Oberlin College has been dedicated to free and open thought and expression. The community's positions on social issues have often been quite varied; our members have included abolitionists, missionaries, libertarians, integrationists and prohibitionists, as well as suffragists, nationalists, communitarians, pacifists and fundamentalists. Although frequently regarded as progressive in their time, Oberlinians have promoted ideas that by some interpretation – or by the terms of another era – may not seem so. What has remained constant is a degree of iconoclasm – a belief in the importance of allowing ideas to flourish, regardless of their popularity at a given moment. Moreover, it is a mark of an Oberlin education to apply the insights and values of the classroom to the understanding and resolution of pressing social issues of the day. And while those issues have frequently changed, the principles of tolerance, self-determination, social responsibility and intellectual integrity have remained constant.

Oberlin College was founded on principles of inclusivity and equal opportunity. As such it has been the country's historical leader in interracial education, as well as co-education. We are dedicated to the promotion and celebration of social diversity in all of its manifestations. All students must be afforded the means of enjoying access to the full range of educational opportunities at the College. Oberlin College is home to the students who attend it, all of whom must feel welcome without regard to race, class, ethnicity, nationality, gender, religion, sexual orientation or disability.

Although this Handbook is as thorough and accurate as possible at the time of publication, officers and committees of the College reserve the right to make changes in the course of the year as deemed appropriate. Students will be notified of any such changes in writing.

Peter Goldsmith
Dean of Students

Oberlin College is steeped in history. Since its inception in 1833, the College has prided itself on being a historical leader in interracial education, as well as co-education. The timeline below highlights a sampling of Oberlin's achievements over the past 170 years.

Oberlin at a Glance

- 1833** 1833: The Oberlin Collegiate Institution is founded
The Graduate School of Theology begins
- 1834** 1834: First Commencement celebration held, Oct. 29
Chemistry Department begins
- 1835** 1835: Hi-O-Hi Begins
Jewish Studies Program is introduced
African-American students are admitted
- 1836** 1836: Oberlin grants its first degrees in the Theological Department
- 1837** 1837: First four A.B degrees were conferred
Oberlin allows women to enroll
- 1839** 1839: Alumni Association is founded
- 1840** 1841: Mary Fletcher Kellog, first woman in country to earn a B.A.
1845: The Oberlin Business College is formed (closed 1973)
- 1850** 1850: The college is renamed Oberlin College
- 1850** 1852: Oberlin awards its first honorary degree
The College seal is adopted
- 1853** 1853: Alumna Antoinette Brown Blackwell becomes first ordained woman preacher
- 1858** 1858: Members of the College and community take part in the "Oberlin-Wellington Rescue"
- 1860** 1862: Mary J. Patterson, first African American woman in the country to be granted a B.A.
1865: The Conservatory is founded and is united with the College in 1867
- 1870** 1871: Oberlin begins education in art history
1872: The Oberlin Review is founded
1874: Union School is built, now New Union Center for the Arts
1876: Edmonia Lewis' sculpture "The Death of Cleopatra" is displayed at the Centennial Exposition in Philadelphia (See page 8-9)
1877: Oberlin's Conservatory gets first of many Steinway pianos
1878: Adelia A. Field Johnston, first female faculty member
- 1880** 1881: Oberlin's first Intercollegiate Baseball Team is formed
1885: Johnson House, now Hebrew House, is built
1886: Professor Charles Hall discovers commercial process for aluminum
Talcott Hall is built
1887: Peters Hall opens
- 1890** 1891: Juanita Breckenridge Bates first woman to receive B.D.
1892: Oberlin's Basketball Program begins
Intercollegiate Football Team is formed
1892-1894: John W. Heisman coaches Oberlin football
1898: Oberlin's famous Rock is placed on Tappan Square (See page 28)
1899: Warner Gymnasium, now Warner Center, is built
1900: Severance Hall is completed
- 1900** 1903: Memorial Arch is dedicated (See page 95)
Illumination ceremony begins
1904: Oberlin Alumni Magazine is founded
Conservatory grants the first Mus.B.
1908: Oberlin-in-Shansi begins
Finney Memorial Chapel Opens
- 1911** 1911: Wilder Hall, a Men's dormitory, is completed (converted to

- student union in 1966)
- 1912** 1912: Department of Fine Arts is established
1917: Allen Memorial Art Museum is founded
1921: Oberlin establishes America's first four year college degree program in music education
- 1920** 1925: Allen Memorial Hospital is presented as a gift to the College
1926: Oberlin establishes a dorm system
1932: First Intercollegiate Swimming Team is formed
- 1930** 1935: The new dance hall opens in Wilder (formerly a men's dorm)
Professor Harry Holmes proposes and develops a Vitamin A supplement
1942: Oberlin joins other colleges and develops a war-time program for WWII
- 1940** 1944: Alumnus Horace H. Kent invents racquetball
1949: WOBC begins as KOCN on AM radio (call letters were changed in 1952)
- 1950** 1950: Pyle Inn, Oberlin's first Co-op, is formed (See page 19)
1951: Oberlin's Religion Department begins
1953: Hall Auditorium is complete
1961: WOBC joins FM radio
- 1960** 1962: Robertson Hall, conservatory practice unit opens
1965: Martin Luther King is awarded a honorary degree of humanities
Board of Trustees voted to close the Oberlin School of Theology which subsequently merged with Vanderbilt Divinity School
1968: Winter Term program is instituted
Exco Program begins
- 1970** 1969: FIELD magazine, a poetry publication, is formed
1971: Asian American Alliance forms
Good Food Co-Op is founded
1974: Seeley G. Mudd Learning Center opens
1977: Underground Railroad Sculpture installed as a gift from class of 1977. (See page 91)
1979: Alumnus D.A. Henderson leads W.H.O. campaign in eradicating smallpox
- 1980** 1980: Students rediscover the Underground Railroad (See page 91)
1987: Archbishop Desmond Tutu is awarded honorary doctor of divinity degree
Alumna Johnetta Cole (Class of '57) becomes first black female president of Spelman College
1988: The Conservatory Jazz Program Begins
- 1990** 1989: Oberlin Lambda Alumni is formed
1990: Oberlin's Drag Ball begins
1994: Oberlin Music Coalition begins
Nancy Schrom Dye becomes Oberlin's first woman president
1995: Alumnus Dennis Barrie opens Rock and Roll Hall of Fame and Museum
1998: The Oberlin Computer Recycling Program is formed
Members of Asia House Co-op voted to change the name to Pyle Inn Co-op (See page 19)
- 2000** 2000: The Lewis Center opens
2001: Environmental Studies breaks ground for Land Laboratory
2001: Oberlin dedicates New C.B. Fisk Organ
2002: Construction on the new Science Center is complete

** The above timeline was compiled with the help of the Oberlin Alumni Magazine archives.

If you would like to learn more about Oberlin's history, please visit:

<http://www.oberlin.edu/~EOG/gbslides/AShortHistory.html>
<http://www.oberlin.edu/~EOG/OHIO/O.H.I.O.tour.html>
<http://www.oberlin.edu/archive/>
<http://www.oberlin.edu/EOG/HistoricPreservation/HPRedSchoolhouse.html>
<http://www.oberlin.edu/EOG/Organizations.html>



Photograph courtesy of Oberlin College Office of College Relations

Division of Student Life and Services

Dean of Students' Office

Wilder Hall, Room 105

135 West Lorain Street

Phone: (440) 775-8462

Fax: (440) 775-6848

Email: dean.of.students.office@oberlin.edu

Web Site: www.oberlin.edu/~stlife

Purpose

The role of the Office of the Dean of Students is to help ensure the success of Oberlin students in their pursuit of knowledge and learning, in the cultivation of their talents, and in the formation of their best adult selves. The resources of the constituent offices within Student Life and Services are intended to

- help students learn most effectively
- help eliminate impediments to academic success
- maintain a campus environment conducive to study and the reasoned exchange of ideas
- ensure and promote students' health and safety
- encourage a balanced and whole approach to life

Student Life and Services helps and encourages students to create a rich life outside the classroom. In those settings where they eat, sleep, recreate, and socialize, students are able to test and apply the insights and values they have encountered in the classroom. Our intention is to encourage students to acquire the habits of heart and mind which contribute to the formation of an engaged citizenry. We believe these habits include a self-conscious balance between personal freedom and community responsibility, between the celebration of social diversity and the exploration of our common humanity, between passionate engagement and civil discourse. Through multitudinous opportunities inside and outside the classroom, Oberlin students are prepared for lives of creativity, intellectual curiosity, professional accomplishment and social commitment.

The Division of Student Life and Services includes the following departments:

- Safety and Security
- Residential Life and Dining Services
- Student Academic Services
- Student Union
- Office of the Chaplains
- Multicultural Resource Center
- Counseling Center
- Student Health Services

All of these departments function to complement and support the core teaching mission of the institution. The Dean of Students represents student life issues to the President's Senior Staff and to the College's Board of Trustees.

Staff

Peter Goldsmith	<i>Dean of Students</i>
Bill Stackman	<i>Associate Dean of Students/ Class Dean for the Class of 2006</i>
Todd Rasmussen	<i>Business Manager & Coordinator of Information Technology</i>
Kimberly Jackson	<i>Assistant Dean of Students/ Dean for the Class of 2005</i>

Rachel Beverly *Assistant Dean of Students/
Director of the Multicultural Resources
Center*

Barbara Kirby *Administrative Assistant*

Barbara Lucky *Administrative Assistant*

Other Department Heads Reporting to the Dean of Students

Kim LaFond *Associate Dean of Students/
Director of Residential Life
and Dining Services*

Linda Gates *Associate Dean of
Student Academic Services/
Director of Student Support
Services*

Charles Ross *Director of the Counseling
Center*

Robert Jones *Director of Safety and Security*

Laura Hieronymus, ANP *Health Service Director*

Selected Services Provided through the Dean of Students' Office

Office of the Judicial Coordinator

The Judicial Coordinator is an agent of the College and of the Dean of Students and acts on behalf of the College and the Dean of Students in carrying out all judicial functions. Members of the College community are encouraged to bring complaints to the attention of the Judicial Coordinator.



For a fuller understanding of the Coordinator's role and responsibilities, please consult the *2002-03 Student Regulations, Policies, and Procedures*, found on page 187 in this Student Handbook

The Advising Deans System

In the fall of 2000, Oberlin College instituted a system of *advising deans* in order to provide students with an additional administrative layer of help and support. Each class has its own Class Dean. These deans are available to help students solve various academic, social, and

personal problems. They do not replace one's faculty advisor. Instead, they work in concert with faculty advisors to support students as they navigate the transitions of college life. The Class Deans are located in two offices on-campus: The Dean of Students' Office, Wilder 105 and the Office of Student Academic Services, Peters 118. The people who serve as class deans are

Brenda Grier-Miller *for the Class of 2003*

Linda Gates *for the Class of 2004*

Kimberly Jackson Davidson *for the Class of 2005*

William Stackman *for the Class of 2006*

Kay Knight *for fifth year plus*

Off-Campus Student Advising

While the College does not intercede with landlords on behalf of students, the College will help students identify their options and resources. If a student would like to consult with someone before signing a lease or as issues arise in his or her house or apartment, he/she should make an appointment to see the Off-Campus Student Advisor in Wilder 105.



For more information about issues related to off-campus housing, please consult the *Off-Campus Student Handbook* at

www.oberlin.edu/~stlife/ofcpconc.

Multicultural Resource Center

Wilder Hall, Room 208

135 West Lorain Street

Phone: (440) 775-8802

Fax: (440) 775-6848

Email: mrc@oberlin.edu

Web Site: www.oberlin.edu/~mrc

Purpose

The Multicultural Resource Center (MRC) helps coordinate and oversee projects and programs on diversity at Oberlin College. The purpose of this office is

to serve as a resource for people who have been historically disenfranchised from higher education. The MRC constituency includes people of color, and lesbian, gay, bisexual and transgender people. The MRC also strives to address the concerns of low-income, international and first-generation college students.

The MRC is staffed by one Director and four Community Coordinators who provide support for students and student organizations, organize and implement social and cultural programs, as well as advocate for their respective communities. This office also acts as a resource for those generally interested in issues of diversity and multiculturalism, including faculty, staff, and students. At the MRC, the goal is to provide the institutional and administrative structures necessary to support Oberlin's commitment to a diverse social and liberal arts environment.

Staff

Rachel Beverly	<i>Assistant Dean of Students/ Director of Multicultural Resource Center</i>
Barbara Kirby	<i>Administrative Technician II</i>
Peter Meredith	<i>Lesbian, Gay, Bisexual, Transgender Community Coordinator</i>
Elizabeth Jones	<i>Latino/a Community Coordinator</i>
Grace Han	<i>Asian/Pacific American Community Coordinator</i>
To Be Hired	<i>Africana Community Coordinator</i>

Women's Resource Center

Women's Resource Center

124 Woodland Avenue

Phone: (440) 775-6466

Fax: (440) 774-6848

Email: women's.resource.center@oberlin.edu

The Women's Resource Center, located at 124 Woodland Street, is a facility staffed primarily by students to address the needs of all students who share an interest in gender issues and feminist thought. The goal of the Center is to serve as a source of information, education and support for Oberlin College community members interested in issues related to women, gender, and feminism.

Edmonia Lewis



Photograph courtesy of Smithsonian American Art Museum, Gift of the Historical Society of Forest Park, Illinois

The Death of Cleopatra

From saloon to Smithsonian, this is the path of *The Death of Cleopatra*, a sculpture that is currently on exhibit at the Allen Memorial Art Museum. The masterwork is on loan to AMAM while the Smithsonian undergoes renovation. The artist, Edmonia Lewis, attended Oberlin College between 1859-1862, although she never received her diploma because of a scandalous affair surrounding the sculptor that kept her from gaining entrance to her last semester of college. Edmonia Lewis was accused of poisoning two of her classmates. After a two-day trial in the neighboring town of Elyria, she was acquitted of the charges.

Lewis was a neo-classic sculptor who eventually expatriated herself to Rome where she spent much of her time with a group of eight female artists including Harriet Hosmer. Lewis, an activist of African American and Native American descent, created works of art that were response pieces to other artists of her time who exoticized women and people of color. *The Death of Cleopatra* was a piece designed in response to William Wetmore Story's depiction of Cleopatra. Story's sculpture portrayed the Queen of the Nile as a femme fatale, a weak woman unable to survive without her man. Lewis answered this depiction with a rendering of Cleopatra that restores dignity to the powerful Queen.

To learn more about Edmonia Lewis and her sculptures visit the Art Library, the archives department of Oberlin College, and the Smithsonian Magazine at www.smithsonianmag.com/smithsonian/issues96/sep96/object_sep96.html. Sources consulted are listed on page ii of this Handbook.

The Student Union

Wilder Hall

135 West Lorain Street

Phone: (440) 775-8106

Fax: (440) 775-8480

Email: student.union@oberlin.edu

Web Site: www.oberlin.edu/~student.union

Purpose

The Oberlin College Student Union serves as a gathering place for students, faculty, staff, alumni, and guests. The Student Union Board and staff work to create a sense of community within the college environment and to provide

- opportunities that support the development of the whole student outside the classroom
- programs and services that meet the social, cultural, educational, spiritual, and recreational needs of all members of the Oberlin College community
- opportunities for students to develop leadership skills and abilities
- opportunities for creativity and the free exchange of ideas and opinions

Three vital sources of information regarding Student Union services and activities are the Student Union Office, the Wilder Information Desk, and the Hales (Student Union) Annex:

Staff

William Stackman	<i>Director</i>
Chris Baymiller	<i>Assistant Director</i>
Tom Reid	<i>Assistant Director</i>
Tina Zwegat	<i>Assistant Director</i>
Kathleen Drennan	<i>Administrative Technician/ Scheduling Manager</i>
John Miess	<i>Concert Sound Technician</i>
Shirley Sikora	<i>ID Checker</i>
Harold Stout	<i>Building Manager</i>

Student Union Office (Wilder 111)

The Student Union Office manages the Student Union and its services. Scheduling of rooms in Wilder (including Wilder Main Lounge and the 'Sco) is done through the Student Union Office. In addition, the office is responsible for scheduling Finney Chapel, Wilder Bowl, Tappan Square (including the bandstand and the fire pit), Carnegie Root Room, Carnegie Fowler Room, The Science Center (Craig Auditorium and West Lecture), and King 106 and 306 for non-academic events. Non-academic sound reinforcement is also scheduled through the Student Union Office. The Student Union Office staff is also available to assist with student conference planning.

The Student Union Office maintains the student organization database; is the starting point for the chartering process; and is responsible for the student organization offices in Wilder.

The three Assistant Directors of the Student Union are responsible for signing all contracts for performers or lecturers invited to campus. They also produce their own events (concerts, parties, festivals, and lectures) and assist student organizations and other departments with their programs throughout the school year.

Wilder Information Desk Services (Wilder Hall Lobby)

Faxing

The Information Desk can receive faxes for student organizations and send faxes for students with ACUS numbers and calling cards.

Dollies

Dollies are available for loan with a college ID.

Banner Supplies

Paper to make paper banners and cloth for cloth banners are available for purchase.

Cash Box

With an account number a cash box with change can be set up. Then, all the money (minus the set-up change) can be deposited into the organization's account when the event is over. Twenty-four hour notice is required. Empty cash boxes are also available.

Cash Deposit

Student organizations and/or departments can make miscellaneous deposits into their accounts through the front desk.

Ticket Box Office

Tickets to campus events and Regal Cinema discount tickets are available for purchase.

NY Times Subscription

The NY Times subscription service (usually weekday service) will be available. Individuals can go to the Information Desk to obtain subscription forms and pickup their paper every morning after 9:00 a.m..

Lost and Found

Items are turned in regularly to the Information Desk. Those items not claimed are given away to students before each break.

Photocopies

Photocopies can be made in the lobby of Wilder and paid for at the Desk or charged to an authorized account.

Events Bus Tickets and Information

A bus goes to areas in Cleveland once a month (if there are enough riders). The bus normally stops at Great Northern Shopping Mall, Coventry, and University Circle.

Student Organization Office Keys

Keys to organizational offices are distributed to authorized individuals.

Lounge/Meeting Room Reservations

Walk-up reservations are taken for same day or next day use of all Wilder Hall meeting rooms.

Information Tables

A student group may borrow a table to be used to distribute information in the Wilder lobby alcove, Wilder basement hallway, or Wilder Bowl.

Supplies Sold

A limited number of office supplies are available for sale.

The Dionysus (Wilder Basement)

The Dionysus Club, affectionately called the 'Sco by students, is a dance club and bar located in the basement of Wilder Student Union. A student run operation, the 'Sco is open Tuesday through Thursday from 10:00 p.m. - 1:00 a.m., Friday and Saturday from 10:30 p.m. - 1:30 a.m. as well as hosting afternoon programs on Thursdays and Fridays, 4:00 p.m. - 6:00 p.m. It provides a variety of musical performances, including many well known bands and student DJs. The 'Sco also houses performances ranging from sketch comedy to student written theater. DJ applications are accepted at the beginning of each semester.

Hales Annex

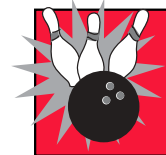
180 West Lorain Street

Phone: (440) 775-8562

(440) 775-8565

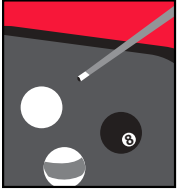
Building Representative: Tom Reid

The Student Union satellite facility in Hales Annex houses the College Lanes, the Pool Room, and the Cat in the Cream Coffeehouse. Most of the wholesome fun that happens at Hales is open to the general public.



College Lanes has six tenpin bowling lanes. Organized campus programs include: Athletics activity courses, the Intra-College Keglers intramural league, and the

Intercollegiate Bowling Team. The center is decked out with black lights and a sound system making Glow Bowling an excellent party choice for dorms and student organizations. Call to book a bash or to find out when to show up and bowl. It is usually free for Oberlin College students on Tuesday afternoons and half-price on Thursdays. The lanes also host traditional leagues, youth instruction programs, birthday parties, and church groups.



The Pool Room houses four nine-foot pocket billiards tables in a variety of colors. The room is generally staffed on Thursday, Friday, and Saturday nights. (On Thursday nights there is usually no charge for Oberlin College students.) At

other times, it might be possible to check-out a rack of balls from the bowling lanes. Call the College Lanes to arrange for a group rental rate of the pool hall.

The Cat in the Cream Coffeeshouse is run by the student organization of the same name. It presents or hosts a great many FREE programs including the traditional coffeeshouse fare of folk music, jazz and poetry, as well as improv and sketch comedy, student theater, dance, storytelling, religious services, and a traditional end-of-semester performance by Oberlin Steel (formerly the Can Consortium). The process for requesting a date with the Cat is to complete and submit a form that is available in Wilder 111 or the coffeehouse.



Photograph courtesy of Oberlin College Office of College Relations

Office of Residential Life and Dining Services

Peters Hall, Room G 8/10

50 South Professor Street

Phone: (440) 775-8472

Fax: (440) 775-8149

Email: dreslife@oberlin.edu

Web Site: www.oberlin.edu/~reslife

Mission Statement

In recognizing that active learning is a process that continues beyond the classroom, the Department of Residential Life and Dining Services exists to

complement the academic mission of Oberlin College. We strive to create positive residential and dining communities, which will intentionally challenge and support the personal growth of all students. Our focus is on maintaining communities committed to diversity, civility, and personal responsibility. This is accomplished through providing quality programming, efficient services, and safe and comfortable facilities.

Diversity Statement

Oberlin College has a history of developing respect for the individual and active concern for the larger society. The Department of Residential Life and Dining Services is committed to this heritage, through fostering an atmosphere of inclusivity and celebrating our rich diversity.

The diversity of our communities takes many forms. It includes, but is not limited to, differences related to culture, race, national origin, gender, sexual orientation, religion, age, ability, and personal values.

Therefore, we seek to educate students in aspects of diversity and respect for others; to empower students to examine their own beliefs, attitudes, actions, and stereotypes; to address acts of intimidation and harassment; and to celebrate the uniqueness of individuals and groups.

Staff

Central Office Administrative Staff

Kim LaFond	<i>Associate Dean of Students/ Director of Residential Life & Dining Services</i>
Donita Pace	<i>Interim Assistant Dean of Students/ Associate Director of Residential Life & Dining Services (North Campus)</i>
Kevin Williams	<i>Interim Assistant Dean of Students/ Associate Director of Residential Life & Dining Services (South Campus)</i>

Michele Gross *Associate Director of Residential
Life & Dining Services/Business
Affairs & Operations*

Sandra Houglund *Assistant Director of Residential
Life & Dining Services/
Housing Assignments*

Ehrai Adams *Assistant to the Director*

Residence Hall Professional and Student Staff Positions

Area Coordinator

An Area Coordinator (AC) reports to the Assistant Dean of Students/Associate Director of Residential Life & Dining Services. The AC works directly with the in-hall professional staff, student staff and is responsible for all administrative tasks in a given area. An AC also provides oversight for area specific programming, counseling, and the supervision of the in-hall professional and student staff.

Resident Hall Director

The Resident Hall Director (RD) reports to an Area Coordinator and works directly with student staff and the AC to support the administrative, programming, counseling, and supervision of a designated residence hall or hall cluster.

Graduate Assistant Resident Director

A Graduate Assistant Resident Director (GARD) is enrolled in another institution's masters degree program, usually in the field of college student personnel. As part of their degree requirements, GARD are employed part time. The Graduate Assistant Resident Director reports to an Area Coordinator and works directly with student staff and the AC to support the administrative, programming, counseling, and supervision of a designated residence hall or hall cluster.

Resident Assistant

A Resident Assistant (RA) is a student hired by the Department of Residential Life and Dining Services to

work as a member of a staff team assisting in the development of positive community in a residence hall or hall cluster.

Senior Resident Assistant

Senior Resident Assistant (SRA) is an experienced student staff member who works collaboratively with an in-hall professional staff member and assists them in planning for and implementing the overall goals of the residence life program.

Housing Loose End Coordinator

The Housing Loose End Coordinator (HLEC) is an Oberlin Student Cooperative Association (OSCA) appointed position in the housing cooperatives. The position is roughly equivalent to the Resident Assistant position in college-run housing.

Cooperative Living



Photograph courtesy of Oberlin College Archives

Pictured above is Pyle Inn, Oberlin's first co-op. Pyle Inn stood at the site of the current Mudd Center parking lot. In 1998, members of Asia House Co-op voted to change the name to Pyle Inn.

According to Lee Altenberg of the Institute of Statistics and Decision Sciences at Duke University, the first U.S. co-ops began in Gainesville, Florida and Austin, Texas in the 1890s as eating clubs. The concept developed further during the Great Depression out of economic necessity. Campus co-ops cropped up during the 40s and 50s, but the largest growth occurred during the 60s and 70s.

Oberlin's first co-op, Pyle Inn, was established in 1950 in response to student desire for more economical dining options and improved quality of service. Years later the demand for alternatives to the traditional room and board options grew and Grey Gables was established. In 1962 Gables and Pyle joined to form the Inter-Cooperative Council, which would later become the Oberlin Student Cooperative Association (OSCA).

Since 1962 several cooperatives have opened and closed. At present, OSCA operates 8 dining and 4 residential co-ops that serve about 20 percent of the student population as members. According to Altenberg, at times, as many as 20 percent more students have been on waiting lists for co-op membership.

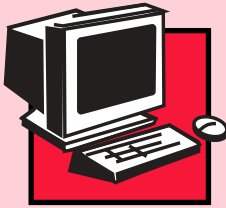
To learn more about the housing and dining cooperatives at Oberlin, visit the Oberlin College archives located on the 4th floor of Mudd Library. Sources consulted are listed on page ii of this Handbook.

Room and Board Assignments

New student housing is guaranteed. Space is reserved in most residence halls for new students. Assignments are made on the basis of the Housing Application in order of its receipt. Returning students select rooms based on an assignment system set by the Housing and Dining Committee that gives priority to upperclass students and group applications (for two to sixteen people) over individual ones.

Priority for assignment is based upon the student's individual class rank for fall semester and randomly assigned number. Housing assignments are made in stages, each of which has a deadline. A student who is offered a room assignment at a particular stage must sign a housing and dining agreement before the deadline or the offer is forfeited. Housing assignment stages are completed in the following order:

- Off-campus
- Single Rooms
- Co-op Membership
- Program House
- Group Housing
- Individuals without requested roommates and students unassigned



For rising juniors and seniors interested in living off-campus visit www.oberlin.edu/~stlife/ofcpcon/ for tips about selecting off-campus housing.

College Owned Houses and Apartments

Noted below is a list of houses and/or apartments owned by the College. The facilities are located in different neighborhoods in and around the Oberlin College Campus. These facilities are only available to those students who have Junior or Senior class status. For more information and to learn about the rules and

regulations as they pertain to these facilities, please stop by the Office of Residential Life and Dining Services located in the basement of Peters Hall.

Rental Housing 2002-03 Addresses

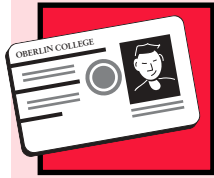
20 East Lorain St.	136 Woodland St.
22 East Lorain St.	142 Woodland St.
132 Elm St.	148 Woodland St.
148 S Professor St.	152 Woodland St.: first floor
92 Union St.	160 Woodland St.
98 Union St.	170 Woodland St.
152 West Lorain St.	190 Woodland St.
108 Woodland St.	
116 Woodland St.	

College Board Plan

Students are required to be on either the Campus Dining Service or Oberlin Student Cooperative Association dining plan. Access to dining halls will be permitted only when students present a valid ID card. ID cards may be used one time per meal. It is understood that credit will not be given for meals missed and that board is not transferable. Misuse of an ID card or the board program may result in fines, charges, and/or judicial action.

Campus Dining

Oberlin is a residential college, and, as such, common dining experiences are an important programmatic component of students' academic lives. It is over meals that students exchange ideas with one another and with their teachers, and dining is a primary means of fostering a sense of community. It is for this reason that we require all students to take their meals in College or co-op dining halls. The only exceptions to this policy are for students older than the traditional undergraduate, married or part-time (five hours or less) students, students commuting from their parents' home, or students with severe medical conditions that require a medically prescribed diet.



What is CDS Flex?

CDS Flex is a declining balance account built into the ID card. Since this is part of the CDS board plan, these “points” or “dollars” may be used to purchase food from DeCafe/Market, or additional meals at any of the five CDS dining facilities.

What are Obie Dollars?

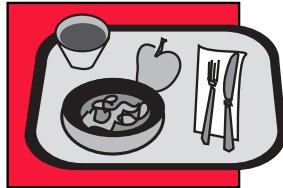
Obie Dollars are available through a declining balance account that students voluntarily purchase in advance.



For more information about how to purchase Obie Dollars see the *Resident Dining Guide* on page 3 or contact the Office of Residential Life and Dining Services.

Dining Locations & Hours: See hours of operations listed in each building.

- Stevenson
- Talcott
- Lord/Saunders
- Dascomb Food Court
- Wilder DeCafe/Market



Campus Fasts



The policy regarding proposals for campus fasts appears in *2002-03 Student Regulations, Policies, and Procedures*, page 288 in this Student Handbook.

Release from Housing and/or Food Service

All students are expected to live and take meals on-campus unless released in writing by the Assistant Director of Residential Life and Dining Services/Assignments. **Students should not sign an off-campus**

rental lease or pay a security deposit without written notification of release. Any student who remains enrolled in the College, but leaves the residence and/or dining halls during the academic year without a release, continues to be liable for the charges for the full academic year. Students who accept the off-campus option and then chose to return to the residence hall system will be eligible to select only from rooms available at the time of their return.



For more details about room assignments, board plans and wait lists see *2002-03 Student Regulations, Policies, and Procedures*, page 270 in this Student Handbook.

Every spring the Residential Life Office publishes an informational brochure, which presents a detailed time line of the Housing and Dining Request process. Additional helpful information is available online at www.oberlin.edu/~reslife/ or in the following three brochures:

- *Housing and Dining at Oberlin*
- *Resident Dining Guide*
- *Co-ops* (published by OSCA)

Oberlin College Residence Hall Living Guide

This section serves as a guide to residence hall living. Its purpose is to provide some basic information about living in the Oberlin College residence halls. **This chapter highlights (but does not supercede) Oberlin College’s housing regulations as they appear in *2002-03 Student Regulations, Policies and Procedures*, found on page 268 in this Student Handbook.** If there are any questions, or if clarification is needed, please call upon the residence hall staff or contact the Office of Residential Life and Dining Services.

General Room Care

The resident is responsible for the condition of the room and its furnishings during the occupancy period and shall reimburse the College for all damages/losses

to the room or furnishings above normal wear and tear. The resident is responsible for acknowledging the condition of the room by reviewing and signing the room condition report (RCR) presented by the residence hall staff member during the first week of residency. The description will be used as the basis for comparison and charges at checkout. The College agrees to provide a desk, desk chair, chest of drawers, bed frame and mattress (36 x 80) for each student. As well, each room is provided with one lounge chair. The resident is expected to provide bed linen, including blankets, pillows, towels, toiletries, soaps, cleaning supplies and non-flammable wastebasket.

Only the appropriate College Service employees may paint and make alterations to the room or furnishings. No furniture is to be removed from any room or lounge. Room furnishings may not be stored in Residence Hall Storage areas or in any public areas including hallways, bathrooms, kitchens, laundry rooms, and/or lounges. Furniture in one room may not be exchanged for furniture in another room. Any lounge furniture found within a student's room will be considered theft and judicial charges will be filed against the students assigned to the designated room. Windows may not be used as room entrances or exits except in the case of an emergency. Window screens must be kept on windows in residence and dining halls as a safety factor. If screens are removed or damaged, students will be billed for labor to rehang or replace the screens. **Any missing, damaged room items and/or surfaces will be billed to students assigned to the room.** Residents have the right to contest charges by documenting concerns and sending the appeal to the Office of Residential Life and Dining Services. **If residents do not check-out in person, they will not be able to contest any charges reported in their absence and will be charged a \$25 failure to check-out with a staff member fee.**

Decorations

Duck and packing tape, screws, nails, etc. may not be

used on walls, doors, woodwork, or furnishings due to the damage that may occur to walls or finishes. Materials that are specifically designed to not damage walls or surfaces may be used to hang room decorations (such as "sticky tack," a rubbery substance that is usually blue in color). Some campus rooms have bulletin boards or corkboard strips, while other rooms have molding strips on which molding hooks may be used. The College does not provide molding hooks.

Excessive wall coverings including posters and pictures are not permitted. (No more than 50% wall service may be covered). Cloth wall hangings, tapestries, and flags suspended from ceilings or walls are not permitted.

Room Safety

All on-campus residents must abide by state, local, and College regulations regarding fire-safety and sanitation. Failure to comply with these regulations jeopardizes the safety of others and will result in fines, judicial action, and/or room transfer or residence hall eviction. Residents may not limit access to or block fire escapes, room windows and doors, or other exits with furniture or other obstacles.

Items NOT permitted for use in residence hall rooms:

- All upholstered furniture not provided by the college
- Curtains (other than provided by the College)
- Wooden structures, including lofts and room dividers
- Flammable waste baskets
- Ungrounded extension cords
- Candles, incense, or anything with an open-flame
- Live Christmas trees or artificial Christmas trees over 4 feet tall
- Lights that are not UL-approved
- Light bulbs of higher wattage than the specified rating of the fixture

- Refrigerators exceeding 5 cubic feet
- More than one refrigerator per room
- Combustible fluids (gasoline, kerosene, paint thinners)
- Poisonous, hazardous, or unstable chemicals
- Weapons including rifles, shotguns, pistols, air pistols, spring powered weapons, and any other fire arms, ammunition, gun powder, and mace
- Fireworks or explosives
- Marshal arts weapons, knives, or dangerous instruments
- Electric blankets or electric mattress pad covers
- Electric, kerosene or other portable heaters
- Cooking appliances including immersion heaters, coffee pots, popcorn poppers, hot plates or burners, water heaters, toasters, toaster ovens, and microwave ovens
- Clothing iron without automatic shut off device
- Water-filled furniture
- Bicycles blocking egress
- Motorcycles
- Air conditioners (unless documentation provided by medical physician for allergies and approved by the Department of Residential Life & Dining Services)
- Halogen Lamps
- Humidifiers

Items permitted for use in residence hall rooms:

- Ergonomic chairs (office chair type, and computer bench types) and bean bag chairs (which must be fire retardant and so stated on the tag)
- Refrigerators not exceeding 5 cubic feet (1 per room in singles, super singles, doubles and divided doubles. Up to 1 in each room (3 being the total possible within triples and quads)
- Metal, wood, and plastic file cabinets, bookshelves, and crates
- Small tables (15" x 15")
- Clothing iron with automatic shutoff device

- Personal computers, telephones, and televisions
- Study lamps
- Hairdryers
- Decorative/holiday lights that are UL approved
- Small area/throw rugs (must be fire retardant and stated on the tag)

Personal Safety/Security

Residents are responsible for ensuring security for themselves and their personal property in their assigned room. Room doors should be locked at all times. Oberlin College is not responsible for damaged, loss, and/or stolen items from student rooms.

Rights and Responsibilities

Student Code of Conduct

Residents are responsible for understanding and complying with the social conduct standards as stated in the *Oberlin College 2002-03 Student Regulations, Policies, and Procedures*, which begins on page 203 of this handbook. Behavior that threatens or endangers the well-being of others or substantially interferes with the rights of others may result in eviction or room transfer, as well as other College disciplinary actions. In general, Oberlin students are expected to have the good judgment and the sense of responsibility to regulate their lives in ways that make a positive contribution to the community in which they live. Students are expected to be good citizens as well as scholars and to be conscious of and respectful toward the basic needs of others.

The Rock is Rolled into Town



Photograph courtesy of Saremo, Inc.

It is hard to know what the class of 1898 had in mind when 39 of their members struggled to pluck a seven-ton glacial rock out of Plum Creek, roll it to campus, and then present it to the College as a gift. Over a century later, "the rock," as students and Oberlinians affectionately call it, has seen its share of "artistic" expression.

Many passing by the 6-foot-tall stone (which is situated in Tappan Square across from the Conservatory) are compelled to look and see if the latest design painted there is a pumpkin, a personal message, or a political statement.

The tradition began in 1962, when the largest rocks in Tappan Square were brightly painted one day before Easter. A nearby sign read: "Glacial Easter Eggs Laid by the Class of 1964." More incidents followed. Frustrated, the College spent hundreds of dollars sandblasting the stone clean, while others suggested placing it inside the Allen Memorial Art Museum. Finally the institution admitted defeat. Today, the painted rock, with messages from town and gown, remains a thriving Oberlin tradition.

To learn more about the rock and the tradition of painting it visit the Oberlin College archives located on the 4th floor of Mudd Library. Sources consulted are listed on page ii of this Handbook.



A Guide To Getting Along Roommate Relations 101

Who needs a guide to getting along?

All roommates encounter stumbling blocks at some time in their relationship. This guide will help you recognize potential problems and give you ideas for overcoming them.

Start Early

You are more likely to have a positive relationship with your roommate if the two of you communicate openly. The process of learning about one another begins with your very first meeting.

These topics provide a good beginning for your initial meeting.

- My high school was unique in that ...
- My friends at home tend to be ...
- My home town is ...
- I am looking forward to ...
- I am nervous about ...

Likes and Dislikes

Once you have introduced yourselves, it is time to talk about what you like and what you do not like. Discussing some of the following topics will help you discover what your roommate feels passionate about and finds really annoying.

- When I study I ...
- For me, a clean room means ...
- Loud music and noise are okay when ...
- For me, making new friends is ...
- I value ... the most ...

- I fear ... the most ...
- Are you a morning person?
- Do you like to study with the stereo on?
- Do you hope to study in the room?
- Do you like to be asked what you are thinking or feeling?

Safety and Security

Sharing a room means sharing the responsibility of making it a safe place. Remember room doors should be locked at all times. You and your roommate may have different ideas about what safety means. Discussion topics should include:

- Carrying keys
- Hosting overnight guests
- Sharing equipment
- Allowing people in the room when neither of you is present
- Knowing College policy

Diversity and Difference

If you and your roommate have been talking and sharing then you have already discovered some differences between you – and some similarities too. These topics will help you further explore issues important to your relationship.

- My cultural background is ...
- My faith/spiritual life involves ...
- My lifestyle choices include ... (i.e. vegetarianism, commitment to abstain from alcohol, etc.)
- We are similar/different in that ...

When Conflict Occurs

The majority of roommate conflicts occur when communication breaks down. You are more likely to have a positive relationship with your roommate if you communicate openly.

Tip #1 Agree to Disagree.

A difference in opinion is fine as long as you respect one another's perspective.

Tip #2 Talk through it.

Commit to working out your conflict verbally.

How to talk with your roommate:

- Use "I" statements. Take ownership of your feelings.
- Maintain eye contact.
- Keep it between you two.
- Do not gossip.

Managing Emotions

Situations that cause you or your roommate to react emotionally can be difficult to resolve. It is important that you hear each other accurately and that you are honest with yourself as well as with your roommate.

- When I am depressed or upset I ...
- When I get angry I ...
- Times I prefer to be left alone ...
- When things are going great I ...
- Most of the time my mood is ...
- When it comes to expressing my feelings I ...
- I feel pressure when ...
- Something that is difficult for me is ...

Tip #1 Do not argue in the heat of the moment.

Tip #2 Enlist the help of a Resident Assistant.

Compromise

Sharing a space requires flexibility and equal consideration. Learning to live in close quarters with a person you probably do not know very well presents a challenge.

Talk about these things:

- I will assert myself in situations where ...
- I feel taken advantage of when ...
- What compromise means to me is ...

Living Together

The idea that roommates need to be best friends is a myth. Different people can be compatible roommates. Even if your roommate is a friend from home, the relationship between the two of you will be different

once you move in together. With tact, respect, care, and communication, your chances of developing a solid roommate relationship are great.

Getting help

College life can be difficult at times. If your roommate experiences difficulty, you will want to help. Before you try, be sure you recognize your limitations.

Tip #1 Do not take on more than you can handle.

Tip #2 Be sure to take care of your needs.

When in doubt you can always ask your Resident Assistant.

Residence Hall Policies and Procedures

Responsibility for Public Areas

Residents may be held responsible for the upkeep of public areas including hallways, baths, stairwells, elevators, lounges, studies, utility rooms and lobbies. Residents are expected to take every precaution to assure that communal property is not abused. It is the responsibility of the residents to keep laundries, bathrooms, and kitchenettes clean. In halls or sections in which the College determines that a majority of the residents are tolerating undue abuse of College property (in excess of normal wear), and the responsible individual(s) cannot be identified, all residents of the area will be held responsible for a proportional amount of the cost of repairing or replacing damaged items and/or the cost of fines.

Residence hall lounge furnishings are designated for the collective use of the hall residents; therefore, they may not be redistributed for use in student rooms. Judicial action will be taken against students who remove residence hall furniture to student rooms, and another building on or off-campus.

In hallways, lounges or stairwells, students may not conduct games, sporting events/activities or other behaviors that may cause damage or injury to any other person or property or limit egress from the building. This includes using rollerblades, roller skates, skateboards, or scooters within the residence halls.

Noise and Quiet Hours

Residence halls are students' homes and must inevitably accommodate a wide range of lifestyles, freedoms, and values. Hall councils and other groups with the responsibility for hall governance will establish rules and guidelines for noise in the residence halls. It is the responsibility of the hall staff and residents to observe, monitor, and enforce these rules and guidelines as well as College policies regarding noise.



All stereo systems, televisions, radios, etc. must either be used with earphones or at a level which does not disturb others.

The practicing or playing of musical instruments and the use of amplified equipment is not permitted in the residence halls except where the hall council has designated particular times and areas for such activity.

24-Hour Courtesy Policy: At all times, students have the responsibility for showing consideration for roommates and neighbors, for cooperating when reasonably requested to reduce the volume of noise and for negotiating agreements with neighbors and other concerned parties about appropriate guidelines for the playing of music or any other activity that has the potential to be a noise disturbance.

Parties

All parties held in residence halls must be approved and registered with the Residential Life and Dining Services Office by filing a Party Permit no less than seven working days before the planned date of the party. All College policies and federal, state, and local laws must be observed. If alcoholic beverages are to be served, the sponsoring group or person must require proof of age of all party attendees and must either exclude all persons under the age of twenty-one (21) or must not serve them alcohol. Hall Council determines policy regarding in-room and spontaneous parties.



For more information regarding party planning, see *2002-03 Student Regulations, Policies, and Procedures*, page 284 in this Student Handbook.

Alcohol and Drugs

Oberlin College cannot condone the illegal possession, consumption, provision, or sale of alcohol or drugs, and Oberlin College cannot protect members of the community from prosecution for crimes under federal, state, or local laws. Ohio state law (Section

4301.69) provides that no person shall sell intoxicating liquor or beer to a person under the age of twenty-one (21) years, unless given by a physician in the regular line of his/her practice, or by a parent or legal guardian. Students who are found severely intoxicated are in violation of the College's Alcohol Policy. Drugs are defined as including marijuana as well as the following, all of which are illegal except when taken under a doctor's prescription: barbiturates, amphetamines, prescription tranquilizers, LSD compounds, mescaline, psilocybin, DMT, cocaine, and other narcotics or opiates.

Smoking

Smoking is limited to designated smoking lounges not in proximity to student rooms and outdoor areas that are away from building entrances and exits.

Safety Violations

Life Safety Equipment:

Tampering with, misuse of, or vandalism to life safety equipment in any College building is a violation of state law. Life Safety Equipment includes fire extinguishers, heat sensors, pull boxes, fire doors, exit signs, smoke detectors, door closers, and fire hoses.

False Alarms:

Intentionally causing a false fire alarm to sound is against the law and may result in disciplinary action.

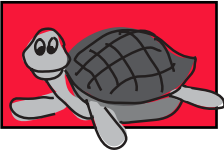
Fire Alarm Evacuation:

All residents and guests must exit a building when a fire alarm sounds. Failure to evacuate is a violation of state law and College policy and may result in disciplinary action.

Use of Fire Escapes and Roof Tops:

Use of fire escapes is permitted in emergency situations only. Presence on the rooftop of any College building without written authorization is forbidden. Any unauthorized presence on a rooftop or non-emergency use of a fire escape will be considered an act of trespass.

Pets



Fish and turtles are the only pets permitted in the residence halls. Failure to comply will result in disciplinary action.

Visitation Policy

It is Oberlin's philosophy that the residence halls should provide a living environment that fosters mature and responsible behavior among students and which protects the rights and needs of individuals. To this end, it is the policy of the College that each section or residence hall should determine its visitation policy.

Guests

Currently, a resident may have an overnight guest for not more than seven consecutive nights and only if the presence of the guest does not inconvenience the other roommate(s) or interfere with residence hall life. Hosts are responsible for their guest's actions and must be present for the duration of the visit. Resident Assistants should be notified of all overnight guests.

Murals

Students are permitted to design and apply murals in the residence halls with the approval of the Hall Council, and the in-hall professional staff from Residential Life and Dining Services. Specific information and guidelines regarding murals is available at the Residential Life and Dining Services Office.

Use of Residence Hall Space for Art Installations or Performances

If residents wish to use residence hall common areas for art installations or performances, they must have approval from the residence hall community via Hall Council and the in-hall professional staff from Residential Life and Dining Services. Residents must obtain a Space Reservation Form from the Assistant Director of Residential Life and Dining Services for Facilities and submit the completed form to the Office

of Residential Life and Dining Services before initiating the project in the requested space.

Other Important Information for Campus Residents

Oberlin College Identification Cards (OCID)

All students are expected to carry their OCID cards with them at all times, and they are required to show their OCID cards to College officials when asked to do so. Students may not lend or give their OCIDs to anyone else and are not permitted to alter the cards in any way. Misuse of, altering, forging, contributing to the fraudulent use of, or failing to show an OCID card may result in a fine and/or disciplinary action.

A lost or stolen OCID must be reported immediately to the Residential Life and Dining Services Office, or to Safety and Security, so that it can be deactivated. OCID cards may be replaced at the Campus Dining Service Office in Daub House between 8:00 a.m. - 5:00 p.m. at a cost of \$10.00. Temporary replacement cards are available evenings and weekends from the Safety and Security Office 159 W. Lorain Street.

Residence Hall Security/Access

Residence halls are locked 24-hours each day. Student identification cards (OCID) are programmed to unlock residence hall access doors.

Tampering with a residence hall exterior door system or propping a residence hall exterior door open may result in disciplinary action. Residents may not allow people who are not their guests into the building.

Storage

As a courtesy, residents are permitted to store some of their belongings **in residence hall storage** over the summer. There is a 5 item limit including trunks, luggage or boxes measuring up to 3 cubic feet. Each item stored must meet UPS shipping requirements and must include an identification tag, which will be provided when you arrive at storage. UPS requirements

are indicated below:

- Full name and home address
- Maximum measurements = 3 cubic feet
- Maximum weight = 70 lbs
- Contents must be in a sturdy box wrapped with packing tape

Resident-owned furniture, refrigerators, rugs, empty boxes, etc. **may not be stored** in residence hall storage areas. The College will dispose of unauthorized items in storage or possessions left more than one year. Residents will be billed for the removal of non-authorized items found within storage. The owner of refrigerators found in storage will be billed \$60 for its removal and disposal. Residents may not store personal items after they have graduated from Oberlin College. There is no access to storage areas over vacation periods or during the summer recess. Residents store items at their own risk.

Oberlin College assumes no risk or liability for lost, stolen or damaged items.

Residents taking leaves or planning to study abroad may **only** store their belongings in East Field Storage. Items may only be stored in East Field for a period of up to 1 year. Resident-owned furniture, refrigerators, rugs, empty boxes, etc. **may not be stored** in East Field Storage. Residents will be billed for the removal of non-authorized items found within storage. **Each item stored must meet the UPS shipping requirements listed above.**

TV Lounges

Most halls have television lounges available for student use. Residents who wish to reserve a TV lounge for a specific day and time may do so on the TV Lounge sign-up sheet posted in the lounge. If no sign-up sheet is posted, see an RA.

Laundry Facilities



Coin operated washers and dryers are available in each hall. Washers are \$1.00 per load and dryers are 25¢ for 15 minutes. Report any problems to the

posted number.

Do not leave laundry in machines or in the laundry areas unattended or for extended periods of time.

Vending Machines

Snack and beverage machines are available in many halls. Report any vending machine problems to the posted number.

It is unlawful to tamper with coin operated machines and such infractions are punishable according to State law and may also result in College judicial action. Vandalism to laundry or vending machines may be charged back to the building residents as public area damage if those responsible for the damage are not identified.

Mail

The College will assign each student a mailbox located in Wilder Hall. You will have the same box for as long as you are enrolled at Oberlin College (unless you take a leave of absence). Your address is:

Your Name
135 W. Lorain St.
OCMR # ____ (OCMR = Oberlin College Mail Room)
Oberlin, OH 44074

Computer Access

Each residence hall room is equipped with one computer port for each student residing in the room. Contact a Resident Computer Consultant (RCC) or the Computing Center for connection and usage information.

Cable Television

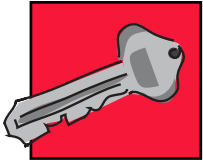
Cable television is available in designated TV lounges within each residence hall. Residents may have cable service connected in their room by contacting the local cable company. Residents will be billed directly.

Maintenance

Items in a resident's room or building that are in

need of repair or other maintenance needs should be reported to an RA or SRA, who will then initiate a Service Request. The College will be responsible for making all appropriate and necessary repairs in a timely manner. For emergency repairs (an overflowing toilet, an exterior door with broken glass, etc.), report the problem to an RA or contact the Office of Residential Life and Dining Services or Safety and Security after office hours.

Keys: Locked Out or Lost Keys



Residents who are locked out of their rooms and need to get in may sign out temporary keys at the Residential Life and Dining Services Office between 8:30 a.m. - 5:00 p.m.. After 5:00 p.m. and on weekends, residents should call Campus Safety and Security at **(440) 775-8444** to be let into their rooms if an RA cannot be located.

Residents are responsible for their room keys and should carry them at all times. Lost keys should be reported to an RA or SRA or to the Residential Life and Dining Services Office immediately. A lost key or failure to return a temporary key will result in a \$45.00 charge for the cost of a lock change.

It is unlawful to duplicate a College key.



For more information about fines for habitual room lockouts see page 289.

Room Changes

Residents who wish to change rooms must apply by filling out a wait list card and be granted permission from Residential Life & Dining Services prior to moving from one room to another. As space becomes available, residents who apply for room changes will be sent a confirmation notice with procedural instructions. Residents who complete an unauthorized room change or fail to complete an approved room change may lose their preferred room assignment, be required to

relocate, be charged a fine, and/or be charged with disciplinary action. Residents authorized a room change at the end of fall semester must vacate their current room prior to leaving Oberlin in December. **This regulation applies even if those students plan to be on-campus during Winter Term.** Students are given 48 hours to completely move and sign all administrative paperwork. Residential Life & Dining Services reserves the right to freeze room changes throughout the academic year.

Room Vacancies

All vacancies will be filled at the discretion of the Office of Residential Life & Dining Services. If a resident's roommate moves out he/she may find a new roommate or apply for a room change. After ten business days the College may consolidate assignments (the resident may be reassigned), assign a new roommate to the empty space, or bill the remaining resident at a prorated room rate to occupy a double room without a roommate provided that the option of having a roommate is available to them.

Vacating a room

Upon vacating the room due to a room change (which must take place with 48 hours of the paperwork being processed), withdrawal from school, or at the end of the school year, a resident should review the room condition report (RCR) that he/she completed with the RA during check-in and sign it to verify the condition of the room. Residents must check-out in person and return their room key at that time. **If they do not check-out in person, they will not be able to contest any charges reported in their absence.**

Charges for Room Damage

Upon vacating their rooms, residents will be charged for any missing furnishings and room damages above normal wear and tear. Damage and missing items information will be recorded on the RCR and then billed.

If one resident of a room accepts responsibility for missing items or room damage, he or she will be charged for repair or replacement. Otherwise, the repair or replacement costs will be divided equally among all residents of the room and billed accordingly.

Student Academic Services

Peters Hall, Room 118

50 North Professor Street

Phone: (440) 775-8464

Fax: (440) 775-6724

Email: student.academic.services@oberlin.edu

Web Site: www.oberlin.edu/~SSS

Purpose

The mission of Student Academic Services is to maximize the academic success and persistence to graduation of all students at Oberlin College. Student Academic Services provides comprehensive support through Learning Assistance Programs and Guidance Services to all students enrolled in the College of Arts and Sciences and in the Conservatory of Music. Focused services are provided for low-income students, first-generation students, students with disabilities, and other students typically underrepresented in higher education.

Staff

The professional staff seeks to provide academic and guidance services to help all students in the College of Arts and Sciences and the Conservatory of Music to develop the skills and attitudes that have proven beneficial to students in their pursuit of excellence at Oberlin.

Linda Gates* *Associate Dean and Director of Student Academic Services and SSSP/ESL and Study Skills Instructor*

Phyllis Yarber Hogan *Administrative Assistant*

Melissa Ballard *Study Skills and Reading Skills Instructor*

Kay Knight* *Developmental Mathematics Instructor and Tutor
Coordinator for Mathematics and Computer Science*

Kimberly Jackson Davidson* *Writing Instructor*

Lynda Lee *Tutor Coordinator*

Sammie Davis-Dyson *Special Advisor and Coordinator of Special Advising*

Brenda Grier-Miller* *Special Advisor*

Carol Sedgwick *Coordinator for Advising for Health Professions and Fellowships, Study Skills Instructor*

Jane Boomer *Coordinator of Services for Students with Disabilities/Reading Instructor*

Noriko Shimizu *Assistant to the Coordinator of Services for Students with Disabilities*

** These individuals also serve as class deans. The class dean system is explained at length on page 4.*

Services

Learning Assistance Programs

Learning Assistance Programs coordinated by the Office of Student Academic Services include courses, workshops, seminars, and individualized instruction for students who wish to improve their proficiency in reading, mathematics, study skills, basic computer skills, communication skills, and English as a Second Language (ESL). In addition, peer tutoring is provided in nearly all 100 and 200 level courses for students in the College and Conservatory. The Learning Resource Center is staffed by educational professionals to assist those who are experiencing academic difficulty.

Individual conferences with the staff of Student Academic Services may involve the development of specific learning strategies, a study plan, and further communication with faculty and advisors.

Special Advising

Special advising that relates to academic, personal, and social issues is available to all Oberlin students through Student Academic Services. The professional staff is especially responsive to the needs of students of differing social and cultural experiences.

Personal advising sessions with professional staff are available on a walk-in basis and by appointment throughout the academic year.

Peer Liaison Program

Peer Liaisons, junior and senior students, are trained to provide mentoring for a limited number of first-year students who qualify for the Student Support Services Program through a federally funded TRIO grant.

Advising for Health Professions and Fellowships

The Coordinator of Health Professions and Fellowships Advising works with students, faculty advisors, the Health Professions Committee, and the Fellowships Committee to apprise students early in their college career of opportunities and requirements for these post-graduate opportunities. The coordinator works collaboratively with faculty and advisors and oversees and guides the entire application process.

Services for Students with Disabilities

Student Academic Services coordinates services for students with disabilities, working with faculty and administration to meet students' needs and ensure compliance with federal ADA guidelines.

Counseling Center

247 West Lorain Street

Phone: (440) 775-8470

Fax: (440) 775-8868

Email: counseling.center@oberlin.edu

Web Site:

www.oberlin.edu/~counsel/counselhome.html

Purpose

The Counseling Center's primary purpose is to provide psychological support for students as they pursue their academic and personal goals, and to enhance the quality of their experiences at Oberlin College. The Center provides counseling and psychotherapy services to students. Counseling is a collaborative educational process in which students can gain new perspectives of themselves and others, and acquire skills that enable them to function more effectively.

At the Counseling Center, students may discuss and explore in confidence any problems, feelings, or fears that are important to them. The ultimate goal is to help students grow in self-understanding so that they can better cope with their immediate situations and with future decisions.

Staff

The Center staff has extensive experience and specialized knowledge in college-age developmental issues, as well as a broad range of clinical expertise. Staff have received training in diversity, and continue to educate themselves and be sensitive to these complexities in counseling. The Center also provides training and supervision for a limited number of students from graduate programs in counseling and clinical psychology, who work under the close supervision of senior staff.

Charles Ross, Ph.D. *Director*

Diane Britt, Ph.D. *Psychologist*

Harry Pepper III, Ph.D. *Psychologist*

Barbara Y. Thomas, Ph.D. *Psychologist*

Cheryl Switalski *Administrative Assistant*

Lynn Williams *Post Doctoral Resident*

Psychiatric/Medication Counseling

Our consulting psychiatrist, Dr. Diab Almhana, provides services to students in the Oberlin College Counseling Center each Friday. Students who are currently prescribed medications by a physician at home for psychiatric conditions may contact him directly to schedule an appointment at 1-800-544-7076 or 440-960-4730. Students who are considering medications for the first time should schedule an appointment at the Counseling Center with one of the staff psychologists to explore this option and expedite a referral to the psychiatrist, as needed. Dr. Almhana is an independent practitioner and is not employed by Oberlin College. All fees for services are the responsibility of the student, parent, and/or their private insurance carrier.

Frequently Asked Questions

How do I access the services of the counseling center?

Students may call or stop in to make an appointment to see a counselor. In most cases, initial appointments are available within a few days of the students' requests. The wait may be slightly longer especially during the months of October, November, March, and April when the demand for services tends to increase.

Walk-in appointments are available to students when scheduling prohibits them from seeing their regular counselor, when they feel the wait is too long for an initial appointment, or when they feel a pressing need for a brief consultation. Students are seen on a first-come, first-served basis. The Counseling Center staff rotates walk-in coverage throughout the week. (Staff can also facilitate referrals to private practitioners in the community.)



Office Hours:

M-F 8:30 a.m.–12:00 noon
1:00 p.m.–4:30 p.m.

Walk-in Times:

M & Tu 11 a.m.
W, Th & F 1:30 p.m.

What if a student needs to talk to someone after office hours?

If a student believes he or she needs professional support after office hours, the student should contact the Residential Life Area Coordinator; call Safety & Security at 775-8444; or call the Lorain County Mental Health Hotline 1-800-888-6161.

What kind of problem can be explored through counseling?

Through a joint effort a student and therapist can explore a wide range of questions and problems that often concern students. Some of these may be stated as:

- I can't concentrate or study
- I have no confidence
- I feel tense, confused, depressed, anxious
- I'm struggling with eating concerns
- I want to talk with someone about a personal relationship
- I sometimes feel alienated because of racial or ethnic issues
- I feel left out or lonely
- I'm concerned about substance use/abuse issues
- Sometimes I think I'm going "crazy"
- I need support for coming out to my family
- I'm too sensitive to what others think of me
- Abuse issues from my past are interfering with my current life
- I have difficulty making friends
- I don't know which career path to take

Will the things that I reveal be kept in confidence?

Besides the fact that the Counseling Center staff has a strong commitment to maintaining the confidentiality of the information that students share, Ohio law requires it. The law

states that counseling information must remain confidential unless an individual gives permission in writing that the information be communicated to specific persons outside the Center. The only exceptions are that psychologists are required to report current child abuse and to make appropriate notifications when there is an imminent risk to health or safety. Counseling Center records *do not* become a part of a student's college record as is clarified by the Buckley amendment.

Student Health Services

Health Center

247 West Lorain Street

Phone: (440) 775-8180

Fax: (440) 775-6404

Email: Laura.Hieronimus@oberlin.edu

Web Site: www.oberlin.edu/~health

Purpose

Student Health Services of Oberlin College is a primary care facility. Our team of providers is experienced in treating common medical problems seen on college campuses. Initial diagnosis and treatment for a broad spectrum of illnesses and injuries, and appropriate follow-up care is offered. Students with health problems are encouraged to see Student Health Services first so that they can find the attention and advice they require.

For eligible students there is no charge for routine visits to the center. Other services are available for a small fee. Students may be responsible for complex labs, X-rays, and specialty service costs.

In order to make each visit as efficient and easy as possible, a student should call to discuss his or her case with a nurse and schedule an appointment. By letting Student Health Services assist them in advance, students will spend less time in the waiting room and be better matched with the expertise of providers.

Staff

Laura Hieronymus, ANP *Health Services Director*

Frequently Asked Questions

Besides primary care what other services are provided?

- **Specialty Care:** referrals to a variety of specialists
- **Immunizations:** preventive and overseas immunizations
- **Laboratory Testing:** limited laboratory services (complex lab services referred out)
- **Pharmacy Service:** over-the-counter medications as well as an appropriate range of prescriptions drugs
- **Allergy Injections:** allergy shots are available, by appointment only, using the antigen supplied by the student's allergist and with his or her physician's instructions
- **Health Education and Wellness Programming:** informative programs are sponsored to promote students' health and well-being. [See the description of the Wellness Center on page 51 for more information.](#)

What if I need health advice when Student Health Services is closed?

Health care advice is always just a phone call away with the *Nurse Access/Medical Information Service*, our 24-hour, 7-day-a-week toll-free telephone service **800-322-9679**. This service puts students in touch with a Registered Nurse who can help assess any health issues or medical problems, provide self-care information, or offer appropriate referrals. This number also connects students to a medical information audio library that provides practical, easy-to-understand recorded information on more than 450 health-related topics.

Does Student Health Services provide any services specifically for women? specifically for men?

Gynecological care services are available by appointment. Services include assessment and treatment of infectious diseases, annual examinations, pregnancy testing, and birth control. Student Health Services can also counsel, diagnose, and support the specific needs of men. Student Health Services also provides information on contraceptive education and screenings for sexually transmitted diseases (STDs) and testicular and prostate cancer.

What should I do if I do not have insurance or am underinsured?

Oberlin College offers a *Sickness and Accident Insurance Plan* as a supplement to a student's individual or family policy, or for students who are uninsured or underinsured. All undergraduate students are automatically included in this plan and will have an annual charge included on the first semester term bill. The charge will be removed upon receipt of a signed waiver by the Student Accounts Office declining this coverage by the due date specified. The plan provides protection against the expenses of sickness and accident, both at Oberlin and off-campus, which require urgent or emergency treatment, hospital confinement, the services of a surgeon, specialty care, or extended treatment resulting from serious illness or injury and which are not covered by Student Health Services. The annual charge for this coverage is \$335 for the year commencing August 15, 2002.

If treatment is received somewhere other than the Student Health Services the student must file a claim with the insurance company providing his/her coverage. Claim forms for the Oberlin College *Sickness and Accident Insurance Plan* are available at the Student Health Services. The student is responsible for initiating all insurance claim forms for payment of bills.



For specific information regarding the *Sickness and Accident Insurance Plan* plan, as well as other student insurance related questions, call the Student Health Services at 440-775-8180 (8180 on-campus).

Student Health Services recommends that all students purchase the *Sickness and Accident Insurance Plan*. This policy will help fill in many of the gaps for out of state coverage that can occur when students rely upon their HMO or PPO. It also provides coverage for counseling services with local therapists in case prolonged counseling is needed.

Who has access to my medical records?

Medical records are strictly confidential. Information about

a student will not be released without his or her written authorization-except by a court order. Student Health Services can provide students with authorization forms.

If I want to express my satisfaction with the service I have received or wish to make a suggestion what should I do?

The Student Health Services staff always wants to know how to improve its service. Students with suggestions may contact Laura Hieronymus, Health Services Director at (440)775-8180 or at laura.hieronymus@oberlin.edu.

Wellness Center

Wilder Hall, Room 314

135 West Lorain Street

Phone: (440) 775-6577

Email: wellness.center@oberlin.edu

Web Site: www.oberlin.edu/~wellness

Purpose

Staying healthy takes knowledge. Consistent with this belief, the Wellness Center provides health education and wellness programming. The Wellness Center assists students in achieving greater personal well-being, building stronger interpersonal relationships, and forging a strong sense of community. The Wellness Center offers individual help on a variety of topics such as alternative health care, alcohol, tobacco, and other drugs; sexual health; fitness and nutrition; eating disorders; and stress management. Other programs also reach residence hall students, clubs, organizations and academic classes.

Staff

Lori Morgan Flood *Health Promotion
Coordinator*

Office of Chaplains

Wilder Hall, Room 217

135 West Lorain Street

Phone: (440) 775-8103

Fax: (440) 775-6896

Email: Suzanne.Overstreet@oberlin.edu

Web Site: www.oberlin.edu/~chaplain

Purpose

The Office of Chaplains is an ecumenical interfaith resource center that provides programs and services of a diverse nature to the campus and to the wider community. It is responsive to the needs of individuals of a wide array of faith orientations, including non-theists. It maintains supportive, effective working relationships with a great many campus and local groups ranging from religious to social action organizations. The work of the office is supervised by a team of chaplains, and associates, each of whom is affiliated with one of the three major religious constituencies at Oberlin (Protestant, Catholic, and Jewish), but with overall responsibility for nurturing campus religious life as a whole for students, faculty, and staff.

The Office of Chaplains is a center for religious counseling, for supporting religious activities, and spiritual life, and for a wide range of educational, social, service and political action projects. Staff are available to join others in expressing and examining religious and moral perspectives on such issues as spirituality, race, sex, relationships, work, vocations, the economy, environment, government, education, and peace.

Staff

Rev. Fred Lassen *Protestant Chaplain*

Rabbi Shimon Brand *Jewish Chaplain*

Mr. Bill Miller *Catholic Chaplain Associate*

Suzanne Overstreet *Administrative Assistant*

Affiliates

Revs. Steve and Mary Hammond *Protestant Chaplaincy Affiliates*

Contact at: Steve.Hammond@oberlin.edu
Mary.Hammond@oberlin.edu

Marc Davidson *InterVarsity Christian Fellowship
Campus Minister*

Contact at: Marc.Davidson@oberlin.edu

The Office of Chaplains:

- supports a variety of campus religious groups and political and social service projects
- assists in inter-group understanding and cooperation
- facilitates increased college-community interaction
- provides pastoral counseling for students of many different backgrounds, encompassing the entire range of religious/moral concerns and life crises experienced in a diverse college community
- offers regular public worship services, performs weddings, assists in emergencies (for example deaths, notification of deaths, sickness, accidents, and hospitalizations)
- receives and lends many religious and political publications
- identifies and illuminates ethical and religious issues on-campus and in society at large
- organizes and interprets movements for peace and social justice
- arranges contacts with seminaries and graduate schools of divinity
- maintains a seminary catalog library
- provides a network of communication with the town clergy

Office of Safety and Security

159 West Lorain Street

Emergencies Only (24 hours daily)

Phone: (440) 775-8911

Non-emergency Services (24 hours daily)

Phone: (440) 775-8444

Administrative Offices (business hours)

Phone: (440) 775-8877

Fax: (440) 775-8886

Email: safety.security@oberlin.edu

Web: www.oberlin.edu/~security

Purpose

The Office of Safety and Security strives to provide the College community with the highest possible degree of public safety and security services. Included are general support and emergency response services, life and property protection, as well as educational programs and public information. As the only twenty-four hour office on-campus, the Safety and Security staff alerts appropriate representatives of the College when they are needed after regular business hours.

Staff

Director

Robert Jones

Assistant Director

Marjorie Burton

Office Manager

Laura Policz

Admin. Supervisors

Gary Kriesen

David Alvarez

Ralph Francis

David Bender

Campus Security Officers

Bruce Wohleber

Dianne Mahar

Louis Kacso

Mark Hoyt

George Locklear

Amy Eckhart

Mark Wiegand

Leondist Duvall

Sidney Small

Museum Security Officers

Christine Groff

Michael Gilbert

Frances Moorman

Communications Officers

Jane Macarthy

Mark Box

Eiesha Robinson-Brooks

Sadaf Sibtain-Barnes

Lorraine Quinones

Campus Safety

The issue of safety on college campuses has become an increasingly important concern in the last ten years. Oberlin College and the town of Oberlin are relatively safe environments. However, it is important for students to know that crimes do occur within the town of Oberlin and on-campus, very occasionally including assaults. Safety and Security officers are not sworn police officers, but work closely with Oberlin City Police and Fire Departments to carry out their responsibilities in a diligent and courteous manner. Safety and Security officers patrol buildings, residence halls, and grounds by foot, vehicle, and bicycle; provide walking safety escorts; work with the shuttle service; and offer crime prevention programs in the residence halls throughout the year. Personal property and bicycle thefts are the most common type of crime report received by the department.

The Oberlin College annual security report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings owned or controlled by Oberlin College; and on public property within, or immediately adjacent to and accessible from the campus. The report includes institutional policies concerning campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by contacting the Safety and Security Office or accessing the web site at <www.oberlin.edu/~security>.

Frequently Asked Questions

How do I report an emergency?

Move to a place of safety and contact the Office of Safety and Security in person or by telephone at campus extension 8911, or via an Emergency Blue Light Phone. Potential criminal action and other emergencies may also be reported directly to the Oberlin Police Department by phone at 7-774-1061 (or by dialing 911).

How can I contribute to a safe campus?

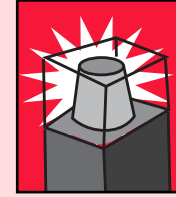
All students are encouraged to be aware of their surroundings at all times to minimize risks to themselves and others.

Residence hall room doors must be kept locked at all times, and exterior doors must never be propped open.

Some Services Provided by the Office of Safety and Security

- **Campus alerts and weekly media** reports notify the community of serious crimes
- **CAMPS (Community Action Makes Public Safety)** programming encourages the community to contribute to their safety
- **Community Education Programs** promote awareness and good safety practices
- **Annual Lighting Walk** invites the community to assess exterior lighting and landscaping for changes necessary to enhance safety
- **Fire Safety** information and regular residential hall fire drills

- **American Red Cross First Aid/CPR** assistance in case of injury or illness
- **Walking Safety Escorts** provided from dusk to dawn for anyone walking alone on-campus
- **Operation Identification** discourages property theft through loan of engravers to mark personal items
- **Employment opportunities** with Student Patrol/Shuttle Driver support programs



Emergency Phone System provides highly visible “Blue Light” and residential entrance phones that provide direct contact with Safety and Security.

By pushing the red button on the face of the phone front panel a caller may report suspicious circumstances or request assistance. All members of the campus community should become familiar with the location of these phones.

The Office of Safety and Security and other departments of the College cooperate to insure the campus safety in many other ways, including:

- The College limits the access of the general public by locking academic buildings to anyone except faculty, staff, and designated students during times when the College is officially closed.
- Residence Halls are secured 24-hours a day allowing card access to all students and some staff as necessary. (Access cards reported lost or stolen may be programmed out of the system for security purposes.)
- Computer-based life safety systems including campus fire-safety alarms are monitored continuously through the Safety and Security office. (Trained security personnel, in conjunction with the Facilities Maintenance Department, routinely

inspect and test security systems.)

- The Division of Student Life and Services maintains a system of appropriately trained deans on-call. (The Safety and Security Office contacts the appropriate dean-on-call to respond to significant events affecting the College community that occur after normal business hours. In addition, a system of on-call personnel responds to significant incidents which might affect the mechanics or security of facilities after hours.)

Parking

Students, faculty, staff, and visitors using campus lots are required to register motor vehicles and display parking permits for assigned areas. There is a \$60 fee for a student to register a vehicle. Students may park only in designated student spaces or during permitted hours on city streets as posted. Students are not permitted to park in reserved spaces, employee lots, fire lanes, service driveways, or on sidewalks or lawns anywhere on-campus. All vehicles must be removed from campus at the end of the academic year. Students who live off-campus must register their vehicles and display their parking permits anytime their vehicle is parked on-campus.

Frequently Asked Questions

Will I be able to park near my residence and drive to class?

Oberlin College is a walking campus where central campus can be reached within a five to ten minute walk. All central campus parking lots are reserved for faculty/staff parking. Having a parking permit does not guarantee availability of a parking space in an individual's immediate area of business or residence. The responsibility of finding a permitted space in which to park lies with the operator of the vehicle. Inability to find a legal space will not be accepted as a defense for violating parking regulations. Bicycles are encouraged on-campus, and bike racks are readily available near all College buildings. The Safety and Security office supports a bike rental program provided by the Bike Co-op.

Are first-year students allowed to have cars on-campus?

Each Oberlin College student may register a car with the Office of Safety and Security in order to obtain a campus parking permit. First-year students are discouraged from bringing cars to campus.

What are the penalties for parking illegally or not obtaining a permit?

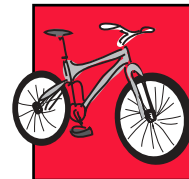
The College reserves the right to tow, immobilize, issue citations, fine, and revoke parking privileges for violations of any parking regulations. Additional fees or costs are assessed when vehicles are immobilized or towed, or parking fines are not paid within required time limits. Oberlin City police officers may also issue tickets and tow for handicapped parking space and fire lane violations.

Alternative Modes of Transportation

Listed below are alternatives for traveling on and near campus. Other alternatives exist for getting around off-campus.

For more details about such options please consult *How to Travel Inside and Outside of Oberlin* on page viii.

- The *Student Shuttle System* is a student-operated service and is available to all members of the College community from 9:00 p.m. to 2:00 a.m. daily, when classes are in session. The Student Shuttle travels a predetermined route around the perimeter of the campus with limited off-campus residential stops. To request service from on- or off-campus, dial **7-775-RIDE**.
- Limited medical transports are available through Safety and Security for illness or impaired mobility from injury.
- Biking is an enjoyable, healthy, and pollution free alternative to driving



Bicycles

It is required by law that all bicycles be registered with the Oberlin Police Department before they can be ridden in the City of Oberlin and on-campus.

Licensing helps find the owner of lost, stolen, or abandoned bikes. **In an effort to promote crime prevention, there is no charge for licensing and a license may be obtained any time from the Safety and Security Office.** A reflective tag bearing a registration number will be attached to the bicycle for identification. Information on required equipment and operation of bicycles may be obtained when a bicycle is registered. Utilizing a good lock to secure a bike when parked is recommended.

Bicycles may not be locked or chained to any building structure or in any public spaces on-campus including: stairwell railings, radiators, fences, fire escapes, etc., and may not block exits or other means of egress. Any bicycle found in an unauthorized space will be removed by Safety and Security. Residential hall staff coordinates bicycle storage. Bicycles stored outdoors on-campus after the academic year ends are considered abandoned and will be removed.



For more information about Campus Safety and Security, contact the Director of the Safety and Security Office in person, by phone, at 775-8877, or by e-mail. More information is available via the Web at www.oberlin.edu/~security or by asking any of the officers on duty. Pamphlets detailing services are widely distributed and are also available in the office at 159 West Lorain Street.

Additional Resources Supporting Academic Studies, Campus and Community Relations, and Career Development

The preceding segment of the Handbook describes services provided by the Division of Student Life and Services that complement the academic mission of Oberlin College. This segment outlines other important services for student support outside of the Division of Student Life and Services. *The 2002-03 Student Handbook* is not comprehensive in its descriptions of the services provided nor the policies administered by various offices. **For complete information regarding academic policies and the College's rules and regulations consult the 2002-03 Course Catalog; Winter Term Handbook; 2002-03 Student Regulations Policies and Procedures, which begins on page 120 of this publication, and literature published by individual offices.**

Academic Advising

There are two offices that oversee the academic advising of students at Oberlin: in the College of Arts and Sciences, it is the Office of the Dean of Studies; in the Conservatory of Music, it is the Office of the Associate Dean of the Conservatory. Both offices provide academic information and advice to Double-Degree students. Each office is responsible for the assigning of students to faculty advisors within its division.

Advising in the College of Arts and Sciences

Arts and Sciences students are assigned a general advisor until they formally declare a major. A student's expressed academic area of interest is taken into account, as much as possible, in the initial assignment of a general advisor. Typically, a student will have the same advisor for the first two years of college, although it is very easy to change advisors. (Students may complete and submit a change of advisor card in the Office of the Dean of Studies, Peters 205.) When a student declares a

major, a member of the major department assumes the role of advisor. If a student declares an individual major, one or more faculty members will supervise the student's progress and serve as advisors.

Advising in the Conservatory

A performance major's advisor is usually his or her principal private study teacher. A music education, music history, TIMARA (technology in music and related arts), composition, jazz studies, or music theory major will be assigned to a faculty advisor who is a member of that department.

Advising for Double-Degree Students

Double-Degree students have two advisors. One is assigned by the Conservatory, in the appropriate Conservatory major. The other advisor is assigned from the Arts and Sciences faculty in the field of the student's expressed interest and ultimately in the major field. Double-Degree students are required to get permission from both advisors before registering for courses.



For complete lists of academic requirements, procedures, and regulations for both divisions, please consult the *2002-03 Course Catalog*, online at www.Oberlin.edu/catalog. For all concerns related to advising or other academic issues, please contact the Office of the Dean of Studies, the Associate Dean of the Conservatory, or the appropriate class dean.

Office of the Dean of Studies

Peters Hall, Room 205

50 North Professor Street

Phone: (440) 775-8540

Fax: (440) 775-6369

Web Site: www.oberlin.edu/eacadaff/

Purpose

The Office of the Dean of Studies provides information about academic requirements, regulations, and procedures for Oberlin students pursuing course

work in the College of Arts and Sciences. The office also processes applications related to many of these academic requirements and regulations. In addition, the Office of the Dean of Studies supports all international students and students interested in off-campus study.

Staff

Kathryn Stuart	<i>Dean of Studies</i>
Ellen Sayles	<i>Associate Dean and Advisor to International Students and Study Away</i>
Kuatpin Hee	<i>International Student and Study Away Assistant Advisor</i>
Claudia Bredlau	<i>Administrative Assistant</i>
Jan Blanco	<i>Administrative Assistant</i>
Donna Young	<i>Administrative Assistant</i>
Cleo Lamphere	<i>File Clerk</i>

The Office of the Dean of Studies serves students in both divisions by:

- assisting with exploration of off-campus study options
- providing information about Winter Term
- providing information and processing requests for personal, medical, and academic leaves of absence
- granting enrolled-not-in-residence status

The Office of the Dean of Studies serves Arts and Sciences and Double-Degree students by:

- assigning initial faculty advisors
- providing academic advising
- helping to resolve graduation problems
- resolving Winter Term issues
- facilitating grade changes
- providing information on Individual Majors
- arranging necessary changes in final examination schedules
- granting permission for part-time and over-load study and emergency or academic incompletes at the end of the semester

Leaves of Absence

For information concerning academic leaves, enrolled-not-in-residence, and personal leaves, see the *2002-03 Course Catalog*, page 19. For additional information and assistance, please contact the Office of the Dean of Studies, Peters 205. Conservatory students should consult with Marci Alegant, Conservatory Assistant Dean.

Office of International Student Affairs

Peters Hall, Room 205
50 North Professor Street
Phone: (440) 775-8540
Fax: (440) 775-6369
Web Site: www.oberlin.edu/~oiss

This office assists international students with a range of topics including immigration, cultural adjustment, travel advice, housing, financial aid, and various types of counseling—academic, career, and personal. The office also sponsors social activities and trips for new and continuing international students. Associate Dean of Studies Ellen Sayles serves as the Advisor to International Students. Kuatpin Hee is the Assistant Advisor.

Office of Study Away

Peters Hall, Room 205
50 North Professor Street
Phone: (440) 775-6499
Fax: (440) 775-6369
Email: study.away@oberlin.edu
Web Site: www.oberlin.edu/acadaff/Study_Away/

Purpose

The Oberlin Study Away Office and Library provides Oberlin College students access to the resources and advice they need to plan and realize a successful study

away experience in the United States or abroad. The Library is a clearinghouse of information on topics related to off-campus study. The director, Associate Dean of Studies Ellen Sayles and her staff, along with faculty assigned as liaisons to certain programs, advise students on all phases of planning—from selecting a program to arranging for the transfer of credit. (Conservatory students should also consult Marci Alegant, Assistant Dean of the Conservatory, about their study away plans.)

A Partial Listing of Resources:

- a listing of Oberlin Affiliated Programs and faculty liaisons to these programs that receive both federal and Oberlin aid
- information on Oberlin College Affiliated Programs, as well as programs that are not affiliated with the College
- applications for programs that Oberlin students use regularly
- advice for planning a study away experience, including financing tips and the College's regulations regarding Study Away
- student evaluations of their study away experiences
- relevant forms can be downloaded from the office's extensive web page
- suggestions and requirements for students planning to study outside of the United States, and more...

Office of the Associate Dean of the Conservatory

Bibbins Hall, Room 123
77 West College Street
Phone: (440) 775-8293
Fax: (440) 775-8942
Web Site: www.oberlin.edu/~con

Purpose

The Office of the Associate Dean of the Conservatory

provides oversight, support, and information regarding academic requirements, procedures, and regulations to all Oberlin students pursuing course work in Music.

Staff

David Stull	<i>Associate Dean</i>
Marci Alegant	<i>Assistant Dean</i>
Sharon Brown	<i>Academic Program and Facilities Coordinator</i>
Jennifer Gendics	<i>Administrative Assistant</i>

The Office of the Associate Dean of the Conservatory serves Conservatory and Double-Degree students by providing assistance and information in the following areas:

- advising
- studio assignments for private study
- transfer of credit and permission for credit overload
- change of degree and change of major
- advice about summer study and study abroad options
- chamber music opportunities
- academic and personal leave
- academic standing process

Auditions

Conservatory and Arts and Sciences students are assigned to both ensembles and private lessons following an audition. For more information about auditions, private lessons, and ensembles, consult the Oberlin College *2002-03 Course Catalog*.



For information about use of Conservatory facilities consult the *2002-03 Student Regulations Policies and Procedures*, page 134 in this Student Handbook.

Winter Term Office

Peters Hall, Room G23

50 North Professor Street

Phone: (440) 775-8497

Fax: (440) 775-6369

Email: winter.term@oberlin.edu

Web Site: www.oberlin.edu/~wintertm

Purpose



The Winter Term Office provides all the Winter Term information and forms. The Winter Term administrative assistant is available to provide assistance with matters related to Winter Term. Completed grant application forms should be returned to this office.

Staff

T.S. McMillin *Associate Professor of English, Director*

Donna Young *Administrative Assistant*

Frequently Asked Questions

What is Winter Term?

The purpose of Winter Term is to enable students to pursue academic interests outside of Oberlin's regular course offerings. During the month of January students complete individual or group projects of their choice, either on or off-campus. Projects may be proposed by faculty, students, and occasionally by members of the administrative and professional staff and alumni.

What are the goals of Winter Term?

- to provide opportunities for intensive and/or unusual educational activities which might be difficult for students or faculty to fit into their fall and spring schedules;
- to encourage students to conceptualize and pursue self-directed educational projects, in consultation with the faculty;
- to provide faculty with increased opportunities for educational experimentation, collaborative work with students, interdisciplinary projects, scholarly and artistic

activity and development, and the exploration of areas of expertise not reflected in their usual course offerings;

- to encourage students to test and apply knowledge in off-campus settings through internships, community service, applied research, or career-related experiences;
- to promote educationally valuable interactions among students, faculty, members of the administrative and professional staff, and alumni;
- to provide educational flexibility.

What kinds of Winter Term projects do students choose?

During Winter Term a student might:

- pursue a subject related to a first-semester course
- work with a particular faculty member
- study a musical instrument
- take an intensive foreign language course
- explore a potential career field through an internship
- volunteer with a community group
- participate in a theatrical or musical production
- explore a field of inquiry that is new to the student
- pursue a hobby or physical skill

Where can I find more information about Winter Term?

- The most important collection of information about Winter Term is the *Winter Term Electronic Guidebook*, available online at www.oberlin.edu/~wintertm. It lists general policy information; describes how to choose and plan projects, how to find a project sponsor, and how to apply for a Winter Term grant.
- In late October, the Winter Term Supplement to the *Course Catalog* will be available online and in a limited number of paper copies. The Supplement lists projects offered for Winter Term. All forms are available electronically at www.oberlin.edu/~wintertm. (Hard copies are available from the Winter Term Office, Peters 205.)
- Additional information may be found in the *2002-03 Course Catalog*. Students are encouraged to review the *Course Catalog* Winter Term section, and also to see project descriptions that appear in most departmental sections of the Arts and

Sciences portion of the *Course Catalog*.

Office of the Registrar

Carnegie Building, Room 124

52 West Lorain Street

Phone: (440) 775-8450

Fax: (440) 775-8800

Email: registrar@oberlin.edu

Web Site: www.oberlin.edu/~regist

The Registrar's Office provides services to students from the time a student is admitted through graduation and beyond. Liz Clerkin, Registrar, and staff members assist with all of the changes that occur during a student's career; for example, changes of major, names, addresses, updates to enrollment status, application for transfer of credit, and readmission to the college. The office staff supports enrollment and registration activities by maintaining the course offerings file and publishing that information in advance of registration as well as supervising the enrollment and registration processes each semester. The office staff collects and enters grades from the faculty so that they are available for retrieval by students in PRESTO, Oberlin's student online information system. When students approach graduation, the registrar's staff certifies that degree requirements have been met, orders diplomas, and supports commencement activities. Staff members complete transcript requests and certify enrollment status for insurance purposes.

The Office of the Registrar website contains a complete listing of staff and their areas of responsibility, resources for students, and timely information about upcoming deadlines. The office welcomes communication by telephone, e-mail, or in person.

Oberlin College Library

Main Library (440) 775-8285

Art Library (440) 775-8635

Conservatory Library (440) 775-8280

Science Library (440) 775-8310

Web Site: www.oberlin.edu/library/

Oberlin's library collection of books and periodicals, scores, government publications, sound and video recordings, and software contains over 2 million separate items. In addition, the library has access to a strong and growing collection of online resources. The collection is housed in facilities across campus, including the Main Library (Mudd), the Art Library, the Conservatory Library, and the Science Library. In addition, there is a 6-story storage facility in the Carnegie building.

The **Main Library** is the primary location for materials in the humanities (with the exception of art and music), social sciences, mathematics, and computer science. It also houses interdisciplinary and general interest works, and a large collection of U.S. government publications.

Special Collections, on the 4th floor of Mudd, houses works and collections of a rare, valuable, or fragile nature. Among the wide variety of materials in Special Collections are works on the anti-slavery movement, the making and playing of stringed instruments, materials written by and about Oberlin and Oberlinians, and the history of the book.

Administrative and most technical services staff for the library system are located in the Main Library.

The **Clarence Ward Art Library** is located on the top floor of the Allen Art Building. The collection covers all of the visual arts fields including architecture, painting, sculpture, drawing, prints, photography, and the decorative arts, as well as related materials in such fields as anthropology, archeology, landscape architecture, and

urban planning. The collection covers all periods, prehistoric through modern, and all nationalities, with special emphasis on Western, European, Chinese, Japanese, and American art.

The **Conservatory of Music Library**, which is one of the finest music libraries in the country, is housed in the heart of the Conservatory of Music buildings. The collection includes a substantial foundation of Western music, music from all historical periods, complete editions of the works of major composers, and an ever-growing collection in the areas of women musicians and American, ethnic, contemporary jazz, folk, and popular music. In addition, the Conservatory Library provides access to listening stations equipped to play CDs, LPs, DAT tapes, and other audio cassettes, and listening/viewing rooms equipped to play video cassettes, laser discs, reel-to-reel tapes, and LPs.

The **Science Library**, housed in the new Science Center, is the location for current materials in the chemical, physical, earth, and life sciences including neuroscience, as well as materials on technical aspects of environmental science and biomedical aspects of psychology. Science-related materials of an interdisciplinary nature, such as history and philosophy of science, science education, science for the general reader, and most aspects of environmental studies, are housed in the Main Library.



Services

For a more complete list, see www.oberlin.edu/library/services/

Course Reserves

Reserve items are required and recommended readings that are made available to be shared by Oberlin College students. Professors identify books, scores, periodical articles, recordings, homework assignments, or other course-specific materials that are necessary for the completion of class assignments. These materials are shelved in central, secure locations in each library

on-campus, and can be checked out for a short loan period (typically 3 hours during the day) so that all students in a given class have equal access to the materials. Many reserve materials are available online 24 hours a day through ERES, the library's electronic reserve system.

Reference and Instructional Services

Reference and instructional services are designed to assist students in the successful retrieval of information for their curricular and research needs while at Oberlin, and to prepare them to be effective, life-long users of information in its many forms and contexts.

A wide range of reference and instructional services is offered at the Main, Art, Science, and Conservatory libraries, including in-person, telephone, and e-mail reference assistance, individual research appointments, and classroom instruction for specific courses.

OhioLINK and Interlibrary Loan Services

Although the Library has a large collection students sometimes need publications and other materials that the Library does not own. The Library provides access to materials from libraries all over the country, and even the world. Students should first try OhioLINK. This service allows direct requests from academic libraries within Ohio. OhioLINK is accessible through the online catalog, OBIS, so students can conduct the same search in both systems easily.

If the desired book is not available through OhioLINK or a photocopy of an article is needed, students may make an interlibrary loan (ILL) request using, Iliad, our online request system. ILL requests can take between one and three weeks to be fulfilled.

Audiovisual Services

The Library's Audiovisual department houses a film, video, DVD, and audio cassette collection and provides viewing/listening facilities. In addition, a wide variety of audio-visual equipment is available for use by faculty, students, and campus organizations.

Personal Computer Usage

Personal computer use is permitted in the southeast sections of the second, third, and fourth floors of Mudd; students who plan to use laptop computers routinely should sign up for a carrel in one of these areas. Both cabled and wireless connections to the network are available. To use the network connection successfully students need to be registered on Resnet and have the appropriate network card and cabling or wireless accessories for their computer. Students may also check-out laptop computers with wireless access to the campus network for short-term use from the circulation desk in each campus library.

Library Food and Drink Policy

Food and drink are permitted only in the seating areas of the A-Level lobby and the study lounge of Mudd Center, and are **not** permitted at all in any of the branch libraries.

For other library policies, see *2002-03 Student Regulations, Policies, and Procedures*, page 139 in this Student Handbook.

Allen Memorial Art Museum

87 North Main Street

Phone: (440) 775-8665

Fax: (440) 775-6841

Web Site: www.oberlin.edu/allenart

Founded in 1917, the Allen Memorial Art Museum (AMAM) is now ranked among the finest college or university collections in the nation, and is one of the greatest cultural assets of Oberlin College. The comprehensive collection contains over 11,000 works that span the entire history of art. 17th-century Dutch and Flemish painting, European art of the late 19th and early 20th centuries, Contemporary American art, Old Master prints, and Japanese prints are areas of particular strength.

The Museum is free and open to the public Tuesday

through Saturday, 10:00 am. to 5:00 p.m., and Sundays, 1:00 to 5:00 p.m. The Museum is closed Mondays and major holidays. Students and others can make appointments to gain access to works in the collection for study purposes by calling the Museum registrar at (440)775-8668.

Center for Information Technology

Mudd Center, Level A

Phone: (440) 775-8197

Fax: (440) 775-8573

Email: consult@oberlin.edu

Web Site: www.oberlin.edu/cit

Purpose

The Irvin E. Houck Center for Information Technology (CIT) provides, administers, develops, supports, and maintains the Oberlin College Information Technology infrastructure, including the campus network, client and computer lab systems, and the central database and business processing of the College. CIT is organized into the following groups which provide the listed services:

- **Computer Sales and Service:** includes the College Computer Store; procures computers and peripherals for departments in accordance with the annual plan for system replacements; performs installations of new computers for faculty and staff; conducts maintenance and repair of authorized equipment; conducts an annual Back-to-School Sale; provides consulting services
- **Client Services:** incorporates the computer support Help Desk, providing hardware and software support to students, faculty, and staff; administers and maintains general and departmental computer labs and facilities; provides support to students in residence halls; provides accounts; conducts software management; provides documentation and training resources

- **Administrative Computing Services:** develops and maintains the information systems used for College administration; conducted the Oberlin Project for Unified Systems, providing a central common database for College administration use, including, but not limited to Human Resources, Finance, Student Records and Financial Aid modules; provides the online student registration program, PRESTO (Personal Records for Employees and Students at Oberlin)
- **Networking Operations and Systems:** plans, develops, manages, and maintains the campus backbone network; provides computer operations including label production, account management, system backups, and payroll processing; administers and maintains the College's central servers, including the e-mail and web servers.

Services

- **Accounts:** e-mail, web, Netware (for access to network resources). All personnel receive e-mail and Netware accounts. Web accounts are provided upon request; requests can be made online at by selecting "Accounts" on the navigation bar at: www.oberlin.edu/cit/ and following the links.
- **Help Desk support:** Computer support is provided in Mudd, Room 005, (440)775-8197. At the Help Desk, questions can be answered, passwords renewed, files restored, and other computer problems resolved. Hardware and software support for personally-owned systems is also provided for systems purchased through the Computer Store that are still under warranty. (Limited support is provided for other personally-owned systems.)
- **Network Connectivity:** All students are provided network connectivity/internet access in their residence halls on-campus. Connectivity is provided via online DHCP registration.
- **Residential Computer Coordinators (RCCs):** RCCs are CIT student staff members who provide

computer and connectivity assistance in residence halls.

- **Computer Facilities:** There are several computer facilities/labs on-campus, available for student use. Three facilities are available 24 hours daily throughout the academic year (with more limited time during spring and fall breaks).
- **Online Registration:** Students register for courses online using PRESTO. See <http://opusweb.cc.oberlin.edu>
- **LOCKER space:** All College personnel are provided storage space on a central server. Space is known as **LOCKER**, Location **On-Campus** for **Keeping of Electronic Resources**.
- **Wireless capability:** Wireless network connectivity is provided at several locations throughout the campus, including areas within the Mudd Learning Center, Wilder Bowl, King Hall, Conservatory, and Tappan Square. Users must have a corresponding wireless network interface card.

Additional Information

- **Web Site:** CIT provides much useful information and documentation via its web site: www.oberlin.edu/cit
- **E-Mail Program:** The client e-mail program supported at Oberlin is called Mulberry. While our mail server will handle mail sent using other programs (Outlook, Netscape, etc.), the program that is supported through the Help Desk and support staff is Mulberry. This software is site-licensed to Oberlin and can therefore be downloaded by Oberlin College community members (faculty, staff, and students) from the on-campus network via CIT's download web pages.
- **E-mail Accounts:** Accounts are provided to all incoming students at the start of the fall semester. Account information is sent to students' campus mailboxes. Accounts remain valid throughout a student's time at Oberlin. Accounts are deleted

during the Fall break following graduation.

- **Network:** The campus backbone network is a gigabit, switched network that provides connectivity to all academic and administrative buildings, and all residence halls and co-ops. Oberlin connects to the Internet via a partial DS-3 (12 Mbps), using OARNet as our Internet Service Provider (ISP).
- **Supported Computers:** The Oberlin College Computer Store is an authorized Apple and Gateway reseller. Links to web sites providing educational discounts can be found via the Store's web page: www.oberlin.edu/cstore.

Rules & Regulations



For more information regarding the College's policies on computer and network use, see the *2002-03 Student Regulations, Policies, and Procedures*, page 143 in this Student Handbook.

Computer Facilities List

Location	Computers
Mudd 052	42 Mac + 24 Win + 5 printers
Mudd Level A Lobby	8 Mac & 2 Win + access to printers in Mudd 052
Mudd 3rd & 4th floors	2 Mac & 4 Mac, respectively
Mudd 212	19 Mac + printer
Biggs Lab, Stevenson Hall (24x7)	32 Mac + 2 Win + 2 printers
Wilder 210	6 Mac + printer
Carnegie Lobby	6 Mac
Robertson 177	Each: 6 Mac + printer
Robertson Alcove	6 Mac
Lord Saunders (24x7)	6 Mac + printer
Kade (24x7)	6 Mac + 6 Win + printer
Windows Lab, Science Center	13 Win + printer
Macintosh Lab, Science Center	14 Mac + printer
Social Science Data Lab, King 137	22 Win + printer
Psychology Lab, Severance 132A	18 Win + printer
Language Lab, Peters 324	12 Mac + 4 Win
Science Library Science Center	16 Mac + printer

Office of Student Accounts

Carnegie Building, Room 122

52 West Lorain Street

Phone: (440) 775-8457/8458/8459

Fax: (440) 775-8025

Email: student.accounts@oberlin.edu

Web Site: www.oberlin.edu/~stuacct/

The primary function of the Student Accounts Office is to bill students and then receive and record payments made on student accounts. In addition, the staff is available to provide assistance to the students, their parents and guardians in resolving difficulties with their billing. This includes financial counseling and facilitating financial arrangements.

Office of Financial Aid

Carnegie Building, Room 123

52 West Lorain Street

Phone: (440) 775-8142

Fax: (440) 775-8249

Email: financial.aid@oberlin.edu

Web Site: www.oberlin.edu/~finaid

Purpose

Oberlin College has a long history of assisting those working to improve themselves. It was this impulse that inspired Oberlin's founders to establish the college in 1833. One of the first scholarships established at Oberlin was the Avery Fund, a \$6,000 gift donated in 1864 by the Rev. Charles Avery of Pittsburgh, Pennsylvania. Reverend Avery wished to help African-American students attend the college. Over the subsequent years, alumni and friends have donated roughly \$70 million to Oberlin's endowed scholarship fund.

In addition to these funds, Oberlin College designates a significant amount from its unrestricted budget each

year to provide financial assistance to students. Because of Oberlin's historic commitment to enrolling an economically diverse student body, all of the funding available through the Office of Financial Aid is limited to students demonstrating financial need.

The primary purpose of student financial aid is to provide financial resources to students who would be unable to pursue post-secondary education without such assistance. It is a basic premise of Oberlin's financial aid program that the primary responsibility for meeting college costs lies with the student and the student's family. The College assists in those cases where the family demonstrates that they are unable to meet the full cost of attending Oberlin.

Individual financial aid counseling is available by appointment during normal business hours from 8:30 a.m. - 4:00 p.m., and general questions can be answered at any time.

Frequently Asked Questions:

Can I take part in a study away program if I receive financial aid?

Absolutely. Students enrolled in one of Oberlin's programs are eligible for the same aid as those who study on-campus. Students who take part in an Oberlin affiliated or consortial program are eligible to transfer all or part of their aid, depending on the cost of the program.

Will living or eating – or both – in a co-op affect my aid eligibility?

No. The only difference Co-op residents or diners will see is that their room and/or board charges will not be included on their term bill. Co-op members will receive separate bills from the Oberlin Student Co-operative Association.

What if I want to live off-campus?

If a student is granted "town" status and chooses to live off-campus, his/her Oberlin grant will decrease by up to \$750 based on the general difference in the costs for on- and off-campus housing.

What if I enroll for extra hours?

Full-time enrollment is 12 to 16 credits in the College and 12 to 17 in the Conservatory. Students, after gaining permission and enrolling for more credit hours, will receive an additional tuition charge for which the Office of Financial Aid can sometimes provide assistance. Students taking extra hours should contact the Financial Aid Office to learn whether assistance is available.

What if my circumstances change (i.e., job loss, major medical bills, etc.)?

Students may always request a review of their financial aid eligibility. The review process begins by obtaining the *Request for Review* form. Providing supporting documentation is very helpful. Financial Aid Counselors will be glad to answer student questions.

Tips for a happier application process:

1. **Remember the deadline!** In the event of a budget crisis, priority will be given to students who meet deadlines.
2. **Keep a copy.** Occasionally, things do get lost. Students should keep a photocopy of everything they and their parents send to the IRS, the federal processing center, and the Office of Financial Aid. This can save extra work and aspirin.
3. **Use e-mail for questions.** During the busiest times in the Office of Financial Aid (spring and summer), electronic mail responses can be more complete and quicker. The e-mail address is Financial.Aid@oberlin.edu
4. **Write it down.** A student with a unique or changing financial situation should describe it in the "Special Circumstances" section of the Oberlin Application or staple a letter to his/her Oberlin Application. Be sure to type or write legibly; Financial Aid Officers really do read this information. Though not every request can be accommodated, the College does try.
5. **Respond.** The Office of Financial Aid wishes to serve students efficiently. If a counselor requests

additional information, it is because it is needed to comply with regulations or to clarify something in your application.

6. **Fill out your loan application.** Most financial aid packages contain a Federal Stafford Loan. Unless a student decides he/she does not need a Stafford Loan, the student must fill out a Stafford Loan Master Promisory Note.
7. **Follow through.** In the end, it is each student's responsibility to complete and submit a financial aid application. The Office of Financial Aid will inform students of the application's progress with friendly reminders, but students must act.
8. **Keep in touch.** During the academic year, students will receive all financial aid related mail in their Oberlin College Mail Room (OCMR) box. Over the summer, students will receive this mail at their permanent address that is on file with the Registrar. Students should make sure their permanent address is up to date in the Registrar's Office.



For a great deal more information, please visit the Financial Aid Office web site at www.oberlin.edu/~finaid.

Federal Work Study and Oberlin College

If your aid package includes Federal Work Study or Oberlin College Employment then employers will be asked to give you priority in their hiring process.

Frequently Asked Questions

What is Federal Work Study?

The Federal Work Study Program helps to provide jobs to students with financial need, allowing them to earn money to help pay educational expenses. The Federal Work Study Program encourages community service work and work related to your course of study. If you have a Federal Work Study award in your aid package you may work either on-campus or off-campus at one of the nonprofit organizations that Oberlin College has an agreement with. To determine these

organizations contact the Center for Service and Learning at (440)775-8055.

What if I have Oberlin College Employment in my aid package?

From a student's perspective Oberlin College Employment can be viewed identically to Federal Work Study EXCEPT a student with this award CAN NOT work off-campus.

How will I get paid?

If you are hired as a Federal Work Study student (on or off-campus) or a student with Oberlin College Employment in your aid package you will be paid by the hour. You will receive a paycheck every two weeks for the hours that you have worked. If you would like your earnings to be applied directly to your tuition bill you will need to complete a payroll deduction form. These forms can be picked-up at the Controller's Office.

The Office of Student Employment

Carnegie Building, Room 125

52 West Lorain Street

Phone: (440) 775-8144

Email: Student.Employment@oberlin.edu

Web Site: www.oberlin.edu/~studemp/

Purpose:

One of the Student Employment Office's main priorities is to be a resource for students seeking jobs. The office is run by a non-student director and five student interns who are familiar with student employment issues and processes. Services provided include making job listings available online and in binders in the office; educating students, faculty, and staff about the student employment process. The office also maintains a Student Employee Guide and an Employer's Guide to Student Employment, both are available online.

Office of Equity Concerns

Carnegie Hall, Room 204

52 West Lorain Street

Phone: (440) 775-8555

Fax: (440) 775-6909

Purpose

The Office of Equity Concerns recommends policy, practices, and programs that serve to ensure that services and quality of campus life are supportive of the mission of the College. The office provides information on College policies, practices, and grievance procedures to any member of the College community and makes referrals to other appropriate offices and committees. Sexual Offense Policy administration is a primary duty of this office.

Staff

Camille Hamlin Mitchell *Assistant to the President for Equity Concerns/
Sexual Offense Policy
Administrator*

Sexual Offense Policy at Oberlin College

The Oberlin College community is committed to preserving the dignity and safety of its members. It will not tolerate sexual offense in any form, including acquaintance rape. Offenders will be subject to appropriate College adjudication processes and disciplinary action. Oberlin College will provide appropriate support to community members who feel that they have been victims of a sexual offense.

Campus Resources

The Student Sexual Assault Support Team (SAST)

provides peer counseling and advice to persons who have experienced any form of sexual assault, including rape. Students can reach this 24-hour hotline by calling (440) 667-0486 during the academic year. A counselor-on-call will be contacted and return the call immediately.

The Residential Life Deans and the Multicultural Resource Center Community Coordinators are also available to provide assistance. They are familiar with the various College procedures and resources and can help in identifying an appropriate course of action.

Sexual Offense Review Committee and Advocates

Five representatives from the Sexual Offense Review Committee (SORC) are appointed to serve as first-contact advocates for the campus community.



For a full understanding of SORC, please see *2002-03 Student Regulations, Policies, and Procedures*, page 228 of this Student Handbook.

Some highlights of the Oberlin College Sexual Offense Policy:

- Sexual offense is behavior which calls attention to gender, sexuality, gender identity or sexual orientation of persons in a manner which prevents or impairs an individual's full enjoyment of the College's educational or occupational benefits or opportunities.
- Sexual harassment means unwelcome sexual conduct which has the purpose or effect of unreasonably interfering with an individual's performance or which creates an environment that a reasonable person would find hostile, offensive, or intimidating.
- Sexual assault is coercion, with or without the use of physical force, for the purpose of sexual relations; or sexual contact to which any party involved does not give full and free consent.
- All sexual interaction between students must be consensual. Consent may never be given when an individual is asleep or unconscious, or when the individual's judgment is impaired by drugs or alcohol.
- Any student who believes that she or he has been subject to a sexual offense should contact the Sexual Offense Policy Administrator or an Advocate

member of the Sexual Offense Review Committee.

- Any member of the campus community who is aware of the occurrence of sexual offense must contact the Sexual Offense Policy Administrator.
- It is prohibited for faculty members to engage in any sexual relationships with students to whom they are not married or in formal domestic partnership, even when both parties believe that the relationship is consensual.
- The Administrator may determine whether a complaint may be mediated or otherwise informally resolved, or whether a complaint warrants a formal hearing.
- Reports to the Administrator are treated confidentially to the degree legally permissible; only those individuals who possess a legitimate need to know should be told of the details of allegations.
- Whether a sexual offense occurs on- or off-campus, if it affects the campus community, it falls under the jurisdiction of the College.

What if I have been sexually assaulted?

If you believe you are the victim of acquaintance rape or sexual assault and need immediate assistance, contact the Office of Safety and Security ((440) 775-8911) whose staff will also contact a College Dean and/or the Sexual Offense Policy Administrator to provide immediate support and assistance to you. The Safety and Security staff has your well being as its primary concern; they have been trained to treat you with respect and sensitivity. They will ensure that you receive prompt and appropriate medical attention. **Please remember that if you have been raped, it is important that you receive prompt medical attention for the collection of evidence and for prevention of disease and pregnancy.** Safety and Security will notify the Oberlin Police. If you wish to file criminal charges, Safety and Security will assist you. It is important to note that even though you have sought assistance from Safety and Security or the Oberlin police, you will not be obligated to press criminal charges unless you choose to.



This information is included to inform students in a general way about the intent of the

Oberlin College Sexual Offense Policy. For a detailed understanding of the scope, definitions, and procedures that pertain to the Policy please consult *2002-03 Student Regulations, Policies, and Procedures*, page 217 of this Student Handbook.

Office of the Ombudsperson

Daub House

145 West Lorain Street

Phone: (440) 775-6728

Fax: (440) 775-6575

Email: ombuds@oberlin.edu

Web Site: www.oberlin.edu/colrelat/ombuds

Purpose

Oberlin's ombudsperson is an impartial and independent administrator whose central role is to help improve the quality of discourse on-campus by providing individuals—primarily students—with the tools to resolve conflicts, solve problems, and communicate more effectively with others.

Staff

Yeworkwha Belachew *Ombudsperson*

Services

The Ombudsperson's services are completely confidential unless there is a risk of imminent harm to the visitor, to others, or to the welfare of the institution, or unless required by law. The Ombudsperson will not discuss a complaint without the permission of the visitor. The Ombudsperson will not offer information about people with whom she may or may not have spoken within her office. The Ombudsperson can listen, offer information about the institution's policies and procedures, accept suggestions from people seeking confidential channels for bringing up responsible concerns, and help work for orderly and responsible system change.

The ombudsperson keeps no formal written records. Her duties can include shuttle diplomacy or mediation, and she may help see that problems are brought to the attention of the appropriate people in the institution. The ombudsperson does not have the authority to make, change, or set aside administrative decisions on Oberlin College policy. Instead, she provides feedback on trends, issues, policies, and practices equitable to all parties, without breaching confidentiality.

The ombudsperson strives to facilitate resolution to such issues as:

- Interpersonal conflicts
- Housing and dining issues
- Financial concerns
- Roommate concerns
- Faculty/staff/student misunderstandings
- Unethical behavior
- Fear of retaliation
- Interpersonal miscommunication
- Unfair treatment

The ombudsperson will:

- Listen and discuss questions concerns and complaints
- Answer questions or help find others who can
- Help to clarify and to resolve conflicts
- Help individuals to develop and evaluate options or course of action and assist them in pursuing them
- Be responsive to campus health, safety, and ethical concerns
- Mediate a dispute by bringing the parties involved together to reach a “win-win” resolution
- Advise individuals about formal and administrative options
- Point out patterns of problems or complaints to administrators
- Promote fair and equitable treatment for all members of the Oberlin community

Oberlin Campus Dialogue Center

The Ombudsperson also coordinates and oversees the development of the Oberlin Campus Dialogue Center (OCDC). This Center was created in the spring semester 2001 to promote social change through conflict transformation, mediation, community building, and dialogue. The mediation team for the Center includes students, faculty, and staff who represent various constituencies of the Oberlin campus. These individuals are trained to mediate using the social justice model.

Goals and Parameters of OCDC:

The Oberlin Campus Dialogue Center is responsible for upholding the belief in social change. The center provides mediation and facilitation services. The center will also provide services such as

- educational forums
- workshops
- mediation training sessions

The Ombudsperson will provide mediators to individuals or groups on-campus to help resolve disputes informally or facilitate group discussions. Mediation is a voluntary and confidential process.

Union cases, sexual harassment, and legal disputes **will not** be addressed by the Center, but the parties are most welcome to use the services that this program offers for gaining information and utilizing mediation as a second option.

Through the Ombudsperson Office, OCDC assists individuals and the College community in confronting and resolving sources of community tension, particularly those stemming from racism and other socially derived sources of prejudice and misunderstanding.

Center for Service and Learning

Lewis House

68 South Professor Street

Phone: (440) 775-8055

Fax: (440) 775-8754

Email: csl@oberlin.edu

Web Site: www.oberlin.edu/~csl

Purpose

The Oberlin College Center for Service and Learning facilitates partnerships among local community organizations, faculty members, students and the College as a whole. To support Oberlin's mission of "preparing students for intelligent and useful response to the present and future demands of society," the Center for Service and Learning:

- develops programs that combine community involvement with the intellectual curiosity and artistic development of college students
- links students with community organizations that have both a strong need for volunteers and a desire to help develop student leaders
- sponsors programs and events designed to enhance communication and interaction between the community and the College

The Center for Service and Learning (CSL) serves as a resource to students and the wider community as they work together to address key issues. The CSL maintains contact with more than 100 community organizations, schools, and government agencies that seek Oberlin students for volunteer positions and internships.

Staff

Beth Blissman *Director*

Peter Ogbuji *Assistant Director*

Angela Logan *Bonner Scholars Program Director*

Drew Tanner *VISTA Volunteer/America Reads Coordinator*

Joey Lindner *Administrative Assistant*

Programs and Projects Sponsored by the Center for Service and Learning:

In keeping with Oberlin's belief that active service to society is an essential part of a quality education, the CSL emphasizes programs that help students reflect critically upon and contextualize their experiences in the community.

- America Reads
- The Bonner Scholars Program
- A.L.L.I.E.S. (Activist Leadership and Learning Engaged in Service)
- Student Organized Local Outreach (SOLO)
- Winter Term Internships (working in collaboration with Career Services)
- One-day Service Opportunities
- Community-Based Federal Work Study Positions
- Academically-Based Community Service Courses
- Community-Based Research



For more information about these programs, CSL staff, course information, and other exciting links, visit the center's web site at:

www.oberlin.edu/~csl

Students Rediscover the Underground Railroad



Photograph courtesy of Saremo, Inc.

The plaque installed with the sculpture reads: This sculpture commemorates Oberlin's participation in the Underground Railroad, a secret network to aid the escape of fugitive slaves to freedom in Canada during the years before the Civil War. It was designed and installed in spring 1977 by Cameron Armstrong, Class of '77. Funding was provided by the Class of 1977 as their gift to the College.

Nearly three years after the Class of 1977 presented the College with the sculpture pictured above, a group of Oberlin students undertook to create a living monument to the "high ambition, ingenuity, and perseverance of" men and women who escaped slavery by passage on the Underground Railroad. The local and national media reported on the 420-mile Winter Term project in which nine African American students retraced a portion of the Underground Railroad. The group secured a \$9378 grant and, dressed in simulated slave garb, embarked on a journey through the back roads of Greensburg, Ky., near the Tennessee border, and into Oberlin reenacting the pursuit for freedom.

The 30-day project was filled with emotional peaks and valleys that provided powerful lessons. They traveled for the most part at night and slept in churches or barns. "The walkers had been called niggers and jeered at, but there had been no confrontations" one Plain Dealer reporter wrote. However, in another situation the weary group was pleasantly surprised when a good-natured couple offered a pot of homemade soup, cookies, and fruitcake; still others provided shelter and a place to sleep. Upon completion of the project, participants were given a key to the city of Oberlin.

To learn more about the history of the Underground Railroad, the sculpture pictured above, and the 1980 Winter Term project visit the Oberlin Archive located on 4th floor of Mudd Library. Sources consulted are listed on page ii of this Handbook.

Office of Career Services

Stevenson Hall – Longman Commons

155 North Professor Street

Phone: (440) 775-8140

Fax: (440) 775-8089

Email: career.services@oberlin.edu

Web Site: www.oberlin.edu/career

Purpose

The staff of Career Services is available to help students assess their career interests, skills, and values in order to identify career areas that fit them the best. The professionals in this office will guide students to the correct resources to learn about different career fields. The office provides individualized counseling and sponsors workshops to help students polish their résumé and cover letter writing skills; discover what they need to do to apply to graduate or professional schools; develop a job search strategy; and learn how to interview. The office also provides opportunities for practical experience through things like mock interviews and internships.

Staff

Wendy Miller *Director*

Tamara Kissane *Assistant Director*

Kimberly Betz *Director of Internships*

Delores Whitney *Receptionist*

Regina Gow *Administrative Assistant*

Visit Us

Pre-Scheduled Appointments: Available Monday through Friday 8:30 a.m. - 5:00 p.m. Individual appointments can be 30 or 60 minutes. To make an appointment, stop in or call 775- 8140.

Resources

Career Services Library

Career information, city guides, résumé writing and interviewing guides, Internet access—all available in Stevenson-Longman. Hours 8:30 a.m. - 5:00 p.m. Monday through Friday.

Internet

Career Services Home Page: www.oberlin.edu/career

A comprehensive web site with resources for career planning, internships, summer jobs, finding a job, résumés, cover letters, interviewing, graduate school, diversity resources, and relocation.

Oberlin Online Community: Contains an online alumni directory which is available to students for informational interviews and networking. To gain access to this resource, students must first meet with a Career Advisor.

eRecruiting: Our web-based system that allows students to search our employer and job database and apply for jobs and internships online.

Internship Resources

InternCenter: A database is available on our web site that gives students access to over 20,000 internship listings via our web site, new.interncenter.com.

Directories: Our library contains many internship guides for a variety of career fields.

Support for students applying for internships: Learn how to find an internship, how to put together a résumé, and how to prepare for an interview.

Winter Term: Career Services offers a variety of internship opportunities, mostly with alumni. Internships come with a pre-identified faculty sponsor and help with housing where possible. Deadline to apply is early November. See Kimberly Betz for more information.

Programs and Fairs

Alumni Student Exchange: An annual event bringing

alumni and students together in early fall for career discussions, networking activities, and practice interviews. See Wendy Miller for more information.

Senior Interview Days: An opportunity for seniors to interview with over 150 employers during December and Winter Term in Boston, New York, Philadelphia, Washington D.C., and Chicago. Includes a coast-to-coast virtual fair in the spring. Deadline to apply is in late October. See Tamara Kissane for more information.

Hire Intelligence Career Fair: A regional career fair held in downtown Cleveland in the Flats in February. See Wendy Miller for more information.

Career Planning for Students in the Conservatory

The Conservatory of Music offers a variety of services to students including career counseling, preparation of resumes and cover letters, information about internships, summer festivals, graduate schools, professional opportunities, and portfolio development. The Conservatory Career Resources Center is located in the Conservatory building—Robertson 129—and houses many reference books, applications, brochures, job postings and other important career tools. A course entitled Professional Development for Musicians is offered each year, which provides students with a working knowledge of the business and profession of music.

Memorial Arch

"Misunderstood History and an Incomplete Story..."

Dedicated in 1903, the Memorial Arch commemorates the missionaries who lost their lives in the 1900 Boxer Rebellion. Among those who died were 18 Oberlinians who served in the Shansi Province of China. Today the arch serves as the setting for Oberlin's commencement ceremonies.



Photograph courtesy of Oberlin College Archives.

The arch has become a source of some controversy. While for some, like Mike Carr '87, the arch remains a "symbol of faith that Oberlin people [can] change the world for the

better," others perceive it as an emblem of cultural imperialism. In 1989, 4 members of the Asian American Alliance suggested that graduating seniors should walk



Photograph courtesy of Oberlin Alumni Magazine.

around, rather than through, Memorial Arch during the commencement "thereby tracing with [their] footsteps a second arch to memorialize the countless victims of western

imperialism." Theologian Thomas W. Graham captured the paradox embodied in the arch, observing that, "[it] is a guide post to us both to be inspired by and to be warned by. It is a pole for us—it tells us where we have been so that we can have a better notion of where we are going."

For a more about the history of the Memorial Arch, visit Oberlin College Archives and read "The Memorial Arch an Unfolding Story" by Roland Baumann and Carol Jacobs.

Recreation Center

Phillips Physical Education Center, Room 111

200 Woodland Street

Phone: (440) 775-8519

Web Site: www.oberlin.edu/~reccentr

Purpose

The Department of Athletics & Physical Education offers five levels of activities for Oberlin students: open recreation, physical education classes, intramurals, club sports and intercollegiate teams. Use of the facility is free to Oberlin College students and highly recommended. Information on building hours, contact persons, scheduled events and more is available on the departments website: www.oberlin.edu/athletic/.

Throughout the academic year, the weekday hours of 4:30 p.m. – 7:00 p.m. have been prioritized for varsity team practice or conditioning in certain areas of the facility. Many club sport and intramural programs also run during those same hours when space permits.

Other patrons sharing the facility are Oberlin College employees and spouses/domestic partners and dependents, alumni and members of the Oberlin College Recreation Center (OCRC).

Staff

Betsy Bruce *Director*

Eric Lahetta *Assistant Director*



Academic Year Hours (varies over breaks)

Building Hours

M-F 6:00 a.m. – 10:00 p.m.

Sat. 9:00 a.m. – 7:00 p.m.

Sun. 1:00 p.m. – 7:00 p.m.

Pool Hours

M-F 6:00 a.m. – 8:00 a.m.

11:30 a.m. – 2:30 p.m.

6:30 p.m. – 9:45 p.m.

Sat. 12:00 noon – 6:00 p.m.

Sun. 1:00 p.m. – 6:00 p.m.

Frequently Asked Questions

Do I need an OCID to gain access to the Recreation Center?

Yes!

Where can I purchase a guest pass?

Guest passes, good for one day, may be purchased at Phillips 111 by presenting a current OCID. The guest must enter the building with the ID holder and remain with him/her at all times.

How can I acquire locker or towel service?

Please see the Equipment Room Manager. There is a small fee for quarterly use of a locker and towel.

How do I reserve an indoor tennis, racquetball, squash or table tennis court?

Reservations can be made up to 48 hours in advance by signing up in person or by calling the equipment room (775-8513).

How do I reserve a space in the Athletic Complex (including Hales Gym) for my organization's special event?

Contact Betsy Bruce at extension **8519**, or in Phillips 110 for information concerning reservation policies and procedures.

Are there student employment opportunities within the Athletic/Physical Education Department?

YES, many students find rewarding jobs at the Recreation Center as monitors, office workers, Intramural Coordinators, lifeguards, and children's instructors (swimming, gymnastics and more). Most positions are filled by students who qualify for work study. For more information see Betsy Bruce at the very beginning of the semester.

I am an individual interested in playing intramurals but do not have a team—help?

Free agent sheets are posted outside the Intramural Office for all team sports. Sign-up and you'll be placed on a team OR attend the captains' meeting at the beginning of each season.

Student Activities and Organizations

Guidelines for Chartered Student Organizations

Groups of students are free to organize at Oberlin College within the College's established regulations. The College does not permit secret societies, and all official athletic activities are supervised and controlled by the Department of Athletics and Physical Education (*see page 175, 2002-03 Student Regulations, Policies, and Procedures.*). **“All student organizations are subject to the by-laws of the Student Senate and in concurrence with the General Faculty Student Life Committee and the General Faculty.”** Student organizations have the right to publish documents without the censorship of the College or the Student Senate. Copies of organizational charters are on file in the Student Union Office. Students interested in initiating a new charter, or amending or reinitiating an existing one should contact the Student Union Office for more information.

Directory of Chartered Student Organizations at Oberlin College

Chartered student organizations are listed on the following pages in alphabetical order under their category headings. Descriptions of executive student organizations (such as the Student Senate and the Student Honor Committee) appear in a special section following the complete list of chartered student organizations.

Any organization wishing to have a description appear in next year's directory may submit a description of 100 words or less by e-mail to Kimberly.Jackson.Davidson@oberlin.edu no later than March 31, 2003.

Executive

Experimental College (Exco)
Forum Board (FB)
Oberlin Student Cooperative Association (OSCA)
Student Finance Committee (SFC)
Student Honor Committee
The Student Senate

Community Service and Social Activism

Oberlin Action Against Prisons
Oberlin College ACLU
Oberlin Animal Rights (OAR)
Oberlin College Clean Air Movement (OCCAM)
Oberlin Computer Recycling Program (OCCRP)
Oberlin Earth First!
Free Poetry Exchange (FPE)
Global Aids Campaign, Student Habitat For Humanity (OCHFH)
Hiv/Aids Educators
Oberlin College Mentors (OM)
Oberlin Music Coalition
OC NORML
Ohio Public Interest Research Group (OPIRG)
Oberlin Peace Activists' League (OPAL)
Pre Orientation Program
Oberlin Rhythms Of Resistance
Oberlin Sierra Student Coalition (SSC)
Socialist Alternative (SA)
Oberlin Student Labor Action Coalition (SLAC)
Students For A Free Palestine (SFP)
Oberlin Students For A Free Tibet
Oberlin Stray Rescue (OSR)
Oberlin Trade Watch (OTW)

Cooperatives

Bike Co-Op
Good Food Co-Op
Oberlin Photography Association Co-Op (OPAC)
Pottery Co-Op

Club Sports/Recreation

Oberlin Aikido Club
Oberlin College Cheerleading Squad
Oberlin College Chess Club
Oberlin College Fencing Club (OCFC)
Oberlin Go/Baduk Club (OGBC)
Oberlin Organization For Hearts Addicts (OOFHA)
Oberlin College Club: Ice Hockey Team
Oberlin College Intercollegiate Bowling Team
Oberlin Karate-Kai
Oberlin College Men's Volleyball Club (OCMVC)
Oberlin Racquetball Club (ORC)
Oberlin College Sailing Club (OCS)
Oberlin College Scuba Club (OCSC)
Oberlin Ultimate Team
Oberlin Water Polo Club (OWP)
Oberlin Women's Rugby Club

Entertainment

Cat In The Cream Coffeeshop
Concert Board
Hip Hop Committee
OC Improv Comedy
Oberlin Student Theater Association (OSTA)
Student Union Programming Committee (SUPC)

Fine Arts

Art Students Committee (ASC)
Conservatory Black Musicians Guild
Conservatory Council Of Students (CCS)
Oberlin Dance Umbrella (ODU)
Oberlin Classical Guitar Association (OCGA)
Folk Music Club (OFMC)
Oberlin Gilbert And Sullivan Players (OGASP)
In-A-Chord (IA-C)
Oberlin College Marching Band (OCMB)
Music Education Association Of Oberlin (MEAO)
Oberlin Musical Theater Association (OMTA)
Nothing-But-Treble (NBT)
Oberlin Obertones
Offbeats
Oh Sing

Organ Pump Committee Of Oberlin (OPCO)

Spontaneous Oy

Oberlin Steel

Vibe Dance Company

Inter-Cultural

Abusua

African Students' Association (ASA)

Asian American Alliance

American Indian Council (AIC)

International Students' Organization (ISO)

Korean Student Association, Oberlin (OKSA)

La Alianza Latina

Lesbian, Gay, Bisexual, Transgendered Union (LGBTU)

Middle Eastern Students Association (MESA)

South Asian Students Association (SASA)

Students Of Caribbean Ancestry (SOCA)

Oberlin Zionists (OZ)

Journalism

Ample Cleavage

Grape, The

HI-O-HI, Oberlin College Yearbook

Muckraker Magazine

Oberlin Review

The Skinny

Voces

Literary

Oberlin Community of Writers (OCOW)

The Dial

Enchiridion

The Voice

Media (Audio/Visual)

Anime Club

Oberlin Film Co-Operative (OFCOP)

Oberlin Film Series (OFS)

Independent Film Series (IFS)

Olde English

Oberlin College Video!

WOBC-FM

Political Interest

College Democrats

International Socialists (IS)

Oberlin College Labor Party (OCLP)

Religious/Spiritual

Agape Fellowship

Oberlin Christian Athletes (OCA)

Oberlin Christian Fellowship (OCF)

Ecumenical Christians Of Oberlin (ECO)

Hillel

Oberlin Interfaith Council (OIC)

Latter-Day Saint Student Association

Liberated Unitarian Universalist Voices (LUUV)

Muslim Students Association (MSA)

Newman Catholic Community

Pagan Awareness Network (PAN)

Queers And Allies Of Faith

Voices For Christ (VFC)

Special Interest

Oberlin Astronomy Club

Class Council

Economics Society, Oberlin

O.G.R.E.

Oberlin Healing Arts Cooperative (OHAC)

Ilu Aiye

Intellectual Activists (IA)

Oberlin College Investment Club

Oberlin Linux Users' Group (OLUG)

Oberlin College Outing Club (OCOC)

Origami Club

Senior Class Council

Oberlin's Skilled-Hands-In-Training (OSHT)

Oberlin Swing Society (OSS)

Support

Oberlin Mental Health Initiative (OMHI)

Sexual Assault Support Team (SAST)

Sexual Information Center (SIC)

Executive Student Organizations

Exco

Experimental College (EXCO)

Wilder Room: 302

Wilder Box: 13

Phone: (440) 775-8096

Email: oExco@oberlin.edu

Website: www.oberlin.edu/~Exco/
flashframe.htm.

Advisor: Grover Zinn

The Experimental College (Exco) is a department of non-traditional curriculum taught by students, townspeople, faculty, and staff. Absolutely anyone can take an Exco course, and students can take Exco courses for credit—up to 5 Exco credits can be applied towards graduation. Exco offers about 100 classes per semester in 8 divisions: Social Issues; Physical Activities and Games; Humanities; Arts and Crafts; Music, Theater, and Dance; Practica and DIY; Computers and Technology, and Media Studies. Exco reflects the current interests of Oberlin as well as fostering links between college and community.

FORUM BOARD (FB)

Forum Board

Wilder Room: 313

Advisor: Tina Zwegat

Forum Board serves as a major funding and advising mechanism for any student group or members of the College community who want to bring speakers, debates, conferences, and other forums to campus. They can offer advice on producing events (e.g. publicity scheduling and coordination). In addition, they also sponsor programs. Forum Board is designed to allow students to take a major role in campus programming. The Forum Board is funded through the student activity fee. Interested students should apply to the Student Senate for an appointment. The Forum Board is charged with the allocation of funds to enable speakers and forums to appear on-campus.

OBERLIN STUDENT COOPERATIVE ASSOCIATION (OSCA)

Student Cooperative Association (OSCA)

Wilder Room: 402/5

Wilder Box: 86

Phone: (440) 775-8108

Fax: (440) 775-8132

Email: osca@oberlin.edu

Website: www.oberlin.edu/~osca

Advisor: David Orr

Do you want to make your own food in an industrial sized kitchen? Hang out with your friends in a Tudor mansion? Serve on the Board of Directors of a 2 million dollar non-profit corporation? Work the land at a local organic farm? How about controlling your own living and eating spaces? If the answer is yes for you, as it is for over a quarter of Oberlin College students, then OSCA is where you want to be if you come to Oberlin.

Since the fall of 1950, the Oberlin Student Cooperative Association has served the Oberlin College community with an alternative housing and dining system. Over six hundred students eat in eight separate kitchens and nearly two hundred students live in four separate houses. Rather than paying for room and board in the College run system, students from different backgrounds and with different needs have come together for over fifty years to pool their own money, buy and prepare their own food, clean and maintain their houses, and have done so cooperatively and democratically.

The essence of all cooperatives (and the Oberlin co-ops are no different in this) is participation. In OSCA, member participation takes three different forms:

Democratic Governance

All the rules and policies in each co-op are made according to group consensus: all the members participate in the decision making process, make proposals, vote on them, and amend them according to their needs. Whether to have house pets or

to have co-ed bathrooms, when to have an all-campus party and how to keep the house clean—these are some of the decisions that you, if you become a member, would need to make.

Collective Labor

All the work in each cooperative is done by the students who live and eat there: the cleaning, maintenance, and cooking in the house kitchen and dining rooms are all done by members who are elected to positions or are assigned to jobs through a lottery. Chopping vegetables, washing pots, vacuuming hallways, and cooking dinner—everything is done by the members.

Shared Benefits

As a community, we enjoy (or suffer from) the effects of our decisions and our work. We eat together, talk and study in the lounge together, and live together in the house. We decide how we want it all to be done and we do it ourselves. Being a member of a co-op means that you decide how you will live, what you will eat, and what work you will do as well as doing the work and enjoying the benefits.

If you want to join, there are two options:

1. You can live and dine in OSCA by signing up for:

- Old Barrows
- Keep
- Harkness
- Tank

2. You can choose just to dine in OSCA by selecting one of the four co-ops mentioned above or one of the four board only co-ops listed below:

- Fairchild
- Pyle Inn
- Kosher
- Third World Co-op

The Kosher and Third World Co-ops have special purposes. Kosher-Halal serves students with special religious or dietary restrictions. Students who need to eat there for these reasons are given preference. Third World Coop (TWC) exists to promote coalition building through dialogue among people of different racial, cultural, ethnic, and socio-economic backgrounds who have been traditionally disenfranchised.

Our office hours are: 12:00 p.m. – 4:00 p.m. Monday through Friday (Tuesday through Thursday during the summer).

STUDENT FINANCE COMMITTEE (SFC)

Student Finance Committee

Wilder Room: 316

Wilder Box: 85

Phone: (440) 775-8119

Email: osfc@oberlin.edu

Website: www.oberlin.edu/~sfc

Advisor: Peter Goldsmith

SFC is an independent committee of seven students appointed each spring by the Student Senate's Student Appointments Committee. SFC is responsible for the allocation of the student activity fee money (over \$350,000) to more than 150 student organizations each spring. Also, SFC considers requests for ad-hoc allocations throughout the year. SFC is aided in these by a paid student staff consisting of the student treasurer and the assistant student treasurer. A special selection committee consisting of the current treasurer and assistant treasurer, the chair of SFC, and the Dean of Students appoints these two officers. They maintain the relevant records pertaining to the student activity fees, oversee organizational expenditures, and acts as a liaison to the Dean of Students.

STUDENT HONOR COMMITTEE

Student Honor Committee (SHC)

Wilder Room: 105

Wilder Box: 22

Phone: (440) 775-8462

Email: ohonor@oberlin.edu

Advisor: Kimberly Jackson Davidson

The Honor Committee is a student-run organization that is responsible for the continued health of the honor system at Oberlin. The purpose of the Honor System is to maintain in Oberlin a high standard of honor with respect to all curricular work. The system respects the students' ability to maintain this

standard and encourages further development of this ability by faculty, administration, and student body.

This committee has two specific functions: one to provide faculty, students, and administrators with information about the honor system and a second to hear cases involving alleged infractions of the honor code. Any honor code violation should be reported to an Honor Committee member in person or via e-mail.

New-member interviews are held in the spring. All interested students are encouraged to apply. Contact us for information about the honor system and/or interviews.

THE STUDENT SENATE

Student Senate

Wilder Room: 222

Wilder Box: 83

Phone: (440) 775-6975

Email: student.senate@oberlin.edu

Website: www.oberlin.edu/~senate

Advisor: Bill Stackman

As the main governing body of the students, the Senate is responsible for organizing all-student assemblies, approving charters for student organizations, and passing resolutions of concern to students. It is responsible for representing the student body and communicating with students, faculty, administration, and Trustees. We encourage all students to get involved in student government.

General Student Organizations

AFRICAN STUDENTS ASSOCIATION

The purpose of the African Students Association is to enhance and sustain unity among Africans in Oberlin; coordinate African students' campus activities; act as a coalition-builder with other campus organizations; actively participate in the National African Students' Association; identify and promote African cultures and to encourage participation in the development and affairs of the African continent.

Wilder Box 4, Website: www.oberlin.edu/~ASA Email Address: godfred.eyiah-mensah@oberlin.edu Marian.Mah'moud@oberlin.edu

ANIME CLUB

The Anime Club attempts to provide the Oberlin campus with a diverse selection of Japanese animation, and to introduce new people to this area of film. The Club usually holds weekly showings of anime, and it also supports any existing anime Exco's which its members might teach. In addition, the Club maintains a library of anime available for students to check out.

ASIAN AMERICAN ALLIANCE

Asian American Alliance: was formed in 1971 because of the lack of an Asian American Studies department in Oberlin College. In the years since, AAA has evolved into a space for APAs to reaffirm their identity, receive validation and to enlighten themselves and the broader community through organizing programs and political actions. Along with functioning as an umbrella organization to all Asian-based organizations, AAA continues to be a main organizer of cultural and political activities on-campus, including the much respected and recognized all student run biennial Asian Pacific American Conference.

Wilder Office: 312; Wilder Mailbox: 3; Website: www.oberlin.edu/~aaa; Email Address: shahana.siddiqui@oberlin

OBERLIN ASTRONOMY CLUB

The Oberlin Astronomy Club is an organization dedicated to observation of the night sky. Educational meetings are held to learn about observing and astronomy in general. Club

members meet on clear nights for observation in the observatory. The club also hosts speakers from the area, participates in local star parties and organizes field trips. The Oberlin Astronomy Club is open to students and any other members of the Oberlin College community who wish to learn about astronomy or just have a little fun.

Wilder Box: 07; Website: www.oberlin.edu/~astrono

OBERLIN COLLEGE CHESS CLUB

The Oberlin College Chess Club is open to all students, faculty, and members of the community, with varying playing strengths and levels of interest. The club meets Thursday nights, 8-11 pm, Wilder 112. International Master Calvin Blocker gives semi-regular lectures at the club, and serves as the club's coach. In addition to weekly meetings, the club hosts an annual simultaneous chess match between a Chess Master and all challengers every fall, with cash prizes going to whomever can defeat the Master. The club competes against other schools in occasional tournaments, and is affiliated with the Chess ExCo.

Wilder Office: 303; Wilder Mailbox: 78; Website: www.oberlin.edu/~chess

CLASS COUNCIL (First Year, Sophomore, and Junior)

Each class that matriculates at Oberlin may assemble a class council. The purpose of a class council is to create a sense of unity among the students in the class it serves. Class councils are responsible for planning and developing a variety of social and educational programs for their classes throughout the academic year. The class councils are social planning groups completely unrelated to the Student Senate.

Each class council has a separate charter. Elections for President and Vice President are held annually in the spring for rising sophomores, juniors, and seniors. The election for the First Year Class Council is held in September of the year the officers serve. Any student may run for office. The membership of each class council is open to all students who are members of the class the council serves. To learn who your class officers are, contact Bill Stackman at (440)775- 8462.

OBERLIN COMPUTER RECYCLING PROGRAM

The Oberlin Computer Recycling Program is a student-run organization that makes basic computers available at no charge

to low-income students. Our machines typically come from a combination of College and private donations. Any student may apply for a computer. You can print out an application from our web site at www.oberlin.edu/~ocrp, and of course email us at ocrp@oberlin.edu. We are always looking for students willing to help out in terms of building computers and preparing them for distribution.

Wilder Office 328; Wilder Box: 09

ENCHIRIDION

Enchiridion is the school's oldest literary magazine. Every year we publish student poetry, prose, and black and white art and photography. The staff is responsible for reading, discussing, and choosing works for publication from the body of work submitted by students. Enchiridion gives students a change to be published as well as to act as editors. We strive to create a powerful, interesting, and diverse publication for the whole campus to read.

Wilder Office: 324; Wilder Mail Box: 29



Photograph courtesy of Oberlin College Office of College Relations

OBERLIN ULTIMATE TEAM

The men's ultimate frisbee team at Oberlin, the Flying Horsecows, has a long and storied history. We began in the decadence of the 1970s and have since risen to the top echelon of college ultimate. Qualifying for College Nationals four times in the last decade, the Horsecows continue their tradition of excellence Monday - Thursday afternoons on the intramural fields. We welcome everyone interested in playing, so come check us out!

For more information visit www.oberlin.edu/~obult

GOOD FOOD CO-OP (GFC)

We are a co-operative store offering natural foods and personal care items, plus a variety of snack items. We are located in Harkness, open year round, and run by both student and community members. Members receive a 20% discount. Members of OSCA are considered members of GFC. Non-members are very welcome to shop. Please bring your own containers for bulk items. We are open about five days a week during the school year.

Phone: (440) 775-6533; Website: www.oberlin.edu/~gfc

HABITAT FOR HUMANITY

Habitat for Humanity is a nonprofit, nondenominational Christian housing organization, which builds simple, decent, affordable, houses in partnership with those in need of adequate shelter. Habitat builds modest housing using volunteer labor and donated materials. Every Saturday, volunteers work alongside future homeowners who receive the house with a no-interest, no-profit mortgage. Habitat for Humanity does not discriminate according to race, religion or ethnic group. Oberlin College Habitat for Humanity works with local affiliates in Lorain County, Cleveland and Medina by providing construction volunteers and fundraising. OCHFH also sponsors an annual Spring Break trip to another U.S. affiliate.

Wilder Office: 329; Wilder Mailbox: 40; Email: ohabitat@oberlin.edu

HILLEL

Hillel is the largest Jewish student organization on-campus. It is committed to organizing cultural, social, political, and religious activities including Sabbath (Shabbat) dinners every Friday night in Talcott (open to all), lox and bagel brunches, religious services, speakers, films, festivities, and other special events. Membership to Hillel is open to anyone. Hillel's Adviser, Rabbi Shimon Brand, can be reached through the Office of Chaplains or in Wilder 219. Oberlin College Hillel's purposes are to provide facilities, guidance, and organization for religious, cultural, educational, social, social welfare, and interfaith activities for students at Oberlin College in accordance with the goals and objectives of the B'nai B'rith Hillel Foundation and Oberlin College.

Wilder Office: 216; Wilder Box: 39; Phone: (440) 775-8128

LATTER-DAY SAINT STUDENT ASSOCIATION

The Latter-Day Saint Student Association is an organization for students and friends of the LDS faith. The LDSSA holds an Institute scripture study class every week during the semester focusing on the Bible, Book of Mormon and the Doctrine and Covenants. All students, regardless of denomination, are welcome to attend Institute.

Wilder Box: 20; E-mail: Sarah.Stankiewicz@oberlin.edu

LESBIAN, GAY, BISEXUAL, TRANSGENDER UNION.

LGBTU is open to all members of the Oberlin community. The organization works to end the political, social, educational, legal, and emotional oppression of the Lesbian, Gay, Bisexual, and Transgender (LGBT) communities. At Oberlin, LGBTU is an advocate for the concerns of gay, lesbian, bisexual, and transgender students. The LGBTU office serves as a resource center and has an extensive library of books and periodicals. LGBTU strives to increase interactions and form coalitions with other organizations. LGBTU programming is based on member interest. In the past LGBTU has sponsored speakers and has organized fundraisers, National Coming Out Day, and National Day of Silence.

*Wilder Office: 202; Wilder Mailbox 88;
Phone: (440) 775-8129; Email: olgbtu@oberlin.edu;*

LIBERATED UNITARIAN UNIVERSALIST VOICES

The Liberated Unitarian Universalist Voices (LUUV) provides a liberal religious community for young adults (18-25 year olds) living in the Oberlin area. We provide a forum to put our faith into action regarding issues of social justice while supporting our variety of religious backgrounds and beliefs. We also foster intergenerational relationships in spiritual understanding with the Oberlin Unitarian Universalist Fellowship (OUUF).

Wilder Mailbox: 70

OBERLIN COLLEGE MARCHING BAND

The Oberlin College Marching Band is a student-run organization. Its purpose is to exercise and expand the musical and marching talents of amateur musicians and to have fun. Membership is open to all students, faculty, staff, and townspeople. Membership depends on group participation and attendance at performances. The marching band will perform by itself, and will also provide entertainment and support for Oberlin sports and events. The marching band is also offered as a class through the Experimental College.

*Wilder Mailbox 76; Website: www.oberlin.edu/~OCMB/;
Email: Marching.Band@oberlin.edu*



Photograph courtesy of Saremo, Inc.

OBERLIN COLLEGE MENTORS

Oberlin College Mentors is a student organization and Exco class designed to pair OC students with children in the local elementary schools. It is an opportunity for college students to develop a long term, close friendship with a student in the community. The idea behind Oberlin Mentors is not that a

mentor can change the child's life directly, but that he or she can encourage the child to realize his or her own value and ability to create positive thoughts and actions. It is an extremely valuable and meaningful experience for the college students who participate.

Wilder Office: 303; Wilder Box: 53

NEWMAN CATHOLIC COMMUNITY

The Newman Catholic Community works to provide for the liturgical, spiritual, social, and intellectual needs of its members. The central focus is weekly Mass, on Sunday evening in Fairchild Chapel. The Catholic campus ministry also provides peace and social justice action projects, educational programs, counseling, retreats, and other opportunities for spiritual growth. The community strives to be a source of friendship, mutual support, and enrichment, as well as a springboard for discipleship.

Wilder Office: 218; Wilder Box: 20; Phone: (440) 775-8103; E-mail: newman.community@oberlin.edu

OBERLIN EARTH FIRST

Oberlin Earth First is the campus' radical environmental group. We coordinate activities with a variety of other campus organizations that work on environmental and social issues. We also serve as a source for information source about those issues.

Wilder Box: 76

FILM CO-OP

In a school that has traditionally not supported film production, the Film Co-op is designed to be a resource for students interested in pursuing 16mm production. The co-op offers support through equipment (available to any sufficiently experienced student or community member), assistance from experienced student filmmakers, money (or assistance with fundraising if no funds are available) and knowledge through the Beginning Film Production Exco (taught twice a year). In the next few years experience with the Co-op and the EXCOs it offers will figure in more and more integrally to the Cinema Studies major.

*Wilder Office: 326; Wilder Mailbox 11;
Phone: (440) 775-6458*

OBERLIN FILM SERIES.

Founded way back in the 1940s (we've had our current charter since 1978), the Oberlin Film Series brings quality movies of all styles and genres to campus each year. OFS members choose, publicize and host the movies shown on-campus. Meetings are open, and are held Sunday afternoons in Wilder. New members are always welcome.

Wilder Office: 326; Wilder Box: 87; Phone: (440) 775-6458; Website: www.oberlin.edu/~ofs

OBERLIN REVIEW

The Oberlin Review is Oberlin College's newspaper of record. Students run and produce the paper which serves to teach journalism. The editorial staff also runs a course, "Practicum in Journalism," through the Rhetoric and Composition Department. The paper is distributed every Friday around 4 p.m. and is available around Wilder, campus, town and on-line. The Review is produced in the east wing of Burton's basement on Thursday nights. We encourage visitors to stop by or schedule an appointment. For more information about working for the paper or earning credit, email info@oberlinreview.org.

Office: Burton Basement; Wilder Box 90; Phone: (440) 775-8123; Fax: (440) 775-6733; Website: www.oberlinreview.org

OBERLIN STEEL

Oberlin Steel is a steel drum band with musicians from both the College and Conservatory. The band plays gigs on and off-campus and each year it tours during spring break. Oberlin Steel focuses on playing arrangements of traditional calypso and soca tunes from Trinidad, but like most steel bands—both in Trinidad and in the US—also plays original compositions and arrangements of popular and jazz songs. The band offers a steel drum EXCO class every semester from which students are selected to replace graduating band members.

Office: Hales Gym; Wilder Box: 34; Phone: (440) 775-8563

OBERLIN SWING SOCIETY

The Oberlin Swing Society is dedicated to bringing free or low-cost swing dance to Oberlin. This includes, but is not limited to, free weekly dances, student instruction, invited instructors and live bands from all over the country, and transportation to

Cleveland dances. We are constantly striving both to increase our knowledge and skill of swing dance, and to increase our knowledge and respect for the history and traditions of this dance form. New members and interested beginners are always welcome.

Wilder Box 19; Email: oswing@oberlin.edu

OBERLIN ANIMAL RIGHTS

Oberlin Animal Rights is a student organization committed to promoting and defending the rights of non-human animals through street action and education. The issues we deal with include vivisection, vegetarianism and veganism, product/cosmetic testing on animals, animal exploitation for entertainment, production, and dissection. We are very active both on- and off-campus. We hold weekly meetings and try to work by a cooperative consensus process. The purposes of OAR are to inform students about animal rights issues and to improve the quality of life for animals.

Wilder Office: 329; Wilder Box 68

OBERLIN COLLEGE SCUBA CLUB

The Oberlin College Scuba Club is an exciting way to get out of the Oberlin bubble without spending a fortune. The club offers up to four Open Water certification courses each year, as well as advanced courses including Advanced Open Water and Rescue Diver certifications. These courses are offered to Oberlin students at a substantially reduced price! Additionally, club members have the opportunity to participate in an annual dive trip. In past years, OC Scuba has travelled to Key Largo, Key West, and Crystal River, Florida!

Wilder Box 64; Email: rwalker@oberlin.edu; Website: www.oberlin.edu/~ocsuba

OBERLIN COLLEGE ACLU

The Oberlin College ACLU is part of a movement to protect the Civil Liberties of all people in this great Nation. We are never willing to compromise our lofty ideals in defending the rights of all people. The ACLU stands strong on issues ranging from protecting students rights and civil rights to the rights of the accused. Our main activity as a student organization is to engage students into the front line battles for defending our basic rights as embodied in the bill of rights.

Wilder Box: 32

OBERLIN COLLEGE DEMOCRATS

The Oberlin College Democrats is a group of organized young people concerned about the state of our Nation. Through active participation in the political process, our group seeks to affect positive progressive change into our system of Government. Past successes of our political system in assuring the blessings of liberty direct our future action to extending these blessings of liberty to all. Only by remaining active in the political system can we express our collective voices in demanding a Government responsive to the peoples true needs.

Wilder Office: 305; Wilder Box: 28

OBERLIN CHRISTIAN FELLOWSHIP

Oberlin Christian Fellowship (OCF) is an organization that encourages the spiritual growth of Oberlin students, faculty, and staff. Christians and non-Christians of every ethnicity and culture are welcome to meet and interact in an environment where people are dedicated to growing in God's love and truth, found in the sin-atoning death and resurrection of Jesus. OCF sponsored activities include: Bible study groups of 5-10 students, large group gatherings at least twice a month, daily lunch hour prayer, and weekend retreats with other groups associated with InterVarsity Christian Fellowship.

Wilder Office: 218; Wilder Box: 18; Email: Jessica.Fron@oberlin.edu

OBERLIN COMMUNITY OF WRITERS

OCOW (Oberlin Community of Writers) is an organization that aims to bring writers, whether they be poets, playwrights or novelist together. It provides a community for writers who need feedback, a common writer's shoulder to lament on about failed metaphors or any writing related crisis or non-crisis. It hosts poetry readings and through an e-mailing list, informs students and non-students about events on-campus that may be found interesting to those who write or want to write. e-mail: community.writers@oberlin.edu

Wilder Box: 17

THE OFFBEATS

The Offbeats are a co-ed vocal ensemble devoted to performing with a rich blend. In particular the group performs and arranges jazz music and improvisation. The group focuses

on performing professional sounding a capella music. The “beats” are a small to mid-size a capella group on-campus (5-8 people). The Offbeats’ love for vocal jazz and intense 7+ hours a week rehearsal schedules, as well as the ensemble’s drive to push a capella past its traditional horizons makes them one of the most interesting and unique a capella groups on-campus.

Wilder Office: 307; Wilder Box: 15

O.G.R.E.

The Oberlin Gamers and Role-playing Establishment (Ogre@oberlin.edu) – O.G.R.E. is dedicated to being an organizing body and source of resources for the gamers and role-players of Oberlin College. We keep a library of various game systems and we serve as the service through which players and game masters can find each other to establish new games or to fill gaps in established games.

Website: www.oberlin.edu/~OGRE/

OHIO PIRG

Ohio PIRG (Public Interest Research Group) is a statewide, student directed, non-profit, non-partisan, environmental and consumer rights organization. Ohio PIRG works to protect the environment, defend consumer rights, fight hunger and homelessness, and put democratic power back in the hands of the people while working to hold politicians and corporations accountable to the public interest. Since 1976 Ohio PIRG has been combining the talents and passion of students with the skills and expertise of our full time staff of issue experts and advocates to achieve concrete victories and tangible results on the local, state and national level.

Wilder Office: 327; Wilder Box: 89; Phone: (440) 775-8137; Email: opirg@oberlin.edu; Website: www.oberlin.edu/~opirg

OBERLIN PAGAN AWARENESS NETWORK

The Oberlin Pagan Awareness Network (PAN) is dedicated to outreach and activities within the community and beyond, educating people about magic and earth based religions. Membership consists of both practitioners of and those interested in magic and earth based religions. There are weekly meetings and regular events.

Wilder Office: 308; Wilder Box: 05; Email: OPAN@Oberlin.edu

QUEERS AND ALLIES OF FAITH

Queers and Allies of Faith is an organization dedicated to the discussion of issues and the planning of events pertaining to the interaction between queerness and spirituality (and/or religion.)

Wilder Office: 202; Wilder Box: 10; Email: QUAF@oberlin.edu

OBERLIN COLLEGE SAILING CLUB

Oberlin College Sailing Club was originally founded in 1948, so that Oberlin students, faculty, and alumni could enjoy the pleasures of sailing. In 2000, students resurrected the club and began the process of rebuilding. Members wish to engage in recreational and competitive sailing on Lake Erie. We are constantly looking for new members who have sailing experience or wish to learn; all we ask is that they are enthusiastic and willing to take charge and help organize.

Wilder Office: 407; Wilder Box: 44

SENIOR CLASS COUNCIL

The Senior Class Council is headed by the elected Senior Class President and Vice President. The other council members are all on a voluntary basis. Senior Class Council is committed to providing entertainment and career updates for the senior class. It is also responsible for planning the “senior week,” an essential part of the graduation celebrations. The Senior Class Council is also responsible for deciding on the senior gift. It is an organization that supports the class and prepares them to become alumni of Oberlin College.

STUDENTS OF CARIBBEAN ANCESTRY

Students of Caribbean Ancestry (SOCA) is an organization that strives to embrace the multi-cultural nature of the Caribbean and its people. SOCA serves as a space where the diversity of the Caribbean is celebrated. Through cultural activities, educational programming, political activism, fundraising, and providing a support group for students of Caribbean ancestry, SOCA aims to bring to light the issues that affect its various communities at Oberlin College. By reinforcing Caribbean cultural heritage and establishing itself as a voice at Oberlin College, SOCA hopes to establish cultural pride and a sense of belonging for students of Caribbean ancestry.

Wilder Box: 12

SOCIALIST ALTERNATIVE

Socialist Alternative is a national organization fighting in our workplaces, communities, and campuses against the exploitation and injustices people face everyday. We see global capitalism as the root cause of poverty, war, terrorism, discrimination, and environmental destruction. As capitalism moves deeper into crisis, a new generation of workers and youth must join together to take the top corporations into public ownership. We are for democratic socialism where people will have control over their daily lives.

Socialist Alternative is in political solidarity with the Committee for Worker's International, a worldwide socialist organization in 35 countries on every continent.

Wilder Office: 304; Wilder Box: 11



Photograph courtesy of John Seyfried

STUDENT THEATRE ASSOCIATION

Student Theatre Association (OSTA) is a producing organization devoted to putting on plays that are independent student projects. We are also committed to educational opportunities such as workshops or staged readings. On occasion, OSTA will also give donations to other already sponsored productions or projects. Overall, our main focus is playing a large part in Student Theatre on this campus.

THE SKINNY

The Skinny, Oberlin's only svelte newspaper, is an 8-page monthly publication, with a tendency to be a bit schizophrenic. Our goal is a simple: we want to make people both laugh and

think. Thus, articles tend to vary in topic—some are very factual and obscure, others are satirical, some are simply strange, and some just poke fun at that so-called 'real world.'

Wilder Office: 234; Wilder Box: 57

VIBE

ViBE is a dance company emphasizing jazz and tap, committed to exposing the Oberlin College community to these dance forms which are not part of the school's regular curriculum. ViBE's main purpose is to coordinate, finance, and promote a performance each semester consisting of student works to be presented for the community. ViBE also supports dance workshops and guest teachers (particularly but not exclusively having to do with jazz and tap).

*Wilder Box: 8; Email: karin.swanson@oberlin.edu;
Website: www.oberlin.edu/~polo*

OBERLIN COLLEGE WATER POLO

OC water polo is composed of both a men's and a women's team playing in the Club Level bracket of the CWPA. We encourage anyone to join us, regardless of skill level or playing experience. Water Polo is a challenging sport which will definitely keep you in shape, but we also focus on having fun, which is the top priority of the team. When things stop being fun, we change them. Water Polo is the toughest sport you'll ever love.

Wilder Box: 03

WOBC-FM

WOBC is a student-run, non-commercial, freeform radio station broadcasting 24 hours a day on 91.5 FM. WOBC acts as a resource for a wide variety of musical tastes and political viewpoints and provides a unique space for people with diverse interests to come together in a supportive setting. In addition to music of all genres, the WOBC schedule includes live concerts, news, public affairs, and kids programming. Applications for radio shows are accepted from all community members at the beginning of each semester. For information on playlists and programs, see www.wobc.org.

*Wilder Office: 312; Wilder Box: 85; Phone: (440) 775-8107;
Email: wobc@oberlin.edu*



2002–2003
Student Regulations,
Policies and Procedures

Table of Contents

2002-03 Student Regulations, Policies and Procedures

General Regulations

Bills and Fees	131
Term Bills	131
Interest Charges	131
Tuition Regulations	132
Tuition Refunds	132
Matriculation Deposit	133
Student Insurance	133

Regulations and Procedures of the Conservatory of Music

Use of Facilities	134
Roberston Practice Facilities	134
Room and Concert Hall Scheduling	135
Student Teaching	135
Care of Instruments	135
Special Use of Instruments	136
Building Security	137
Fire Regulations	138
Energy Saving Measures	138
Miscellaneous	138

Library and Audiovisual Services

Basic Rules and Penalties	139
Reserve System Rules and Penalties	141
Building Rules and Penalties	140
Theft and/or Mutilation Rules and Penalties	142

Policy for the Acceptable Use of Information Technology Resources

Introduction	143
Guiding Principles	143
User Responsibilities	144
Use of CIT Facilities	144
Legal Usage	145
Ethical Usage	146
Security	146
Account Usage	147
Resnet Usage	147

Enforcement	148
Students Rights and Responsibilities	
The Honor Code and Honor System	
Purpose	149
The Honor Code	149
The Honor System	149
Definition of Terms	150
Cheating	150
Plagiarism	150
Fabrication	151
Multiple Submissions	151
Other Acts	151
Scope	152
The Function of the Administration of the Honor System	
Student Honor Committee	152
Eliminating Condition Conducive to Violations ..	152
Obligations of Faculty and Students	153
Honor Pledge	153
Violations	153
Authority within the Honor System	
Education	154
Communication	154
Dean of Students	155
Membership	155
Procedures of the Honor System	
1. Filing a Complaint	156
2. Investigation of Complaints	156
3. The Hearing	157
4. Deliberations	159
5. Notification of Decision and Sanctions	160
6. Sanctions	160
7. Appeal	161
8. Records	162
Revisions and Modifications	
1. Amendments	162
2. Review Years	162

Student Governance and Activities	
Eligibility	163
Student Government (Constitution of the Association)	
Preamble	163
Article I: Purpose and Membership	163
Article II: The Student Senate	163
Article III: Advisory Councils	172
Article IV: Referenda and Constitutional Change ..	173
Article V: Student Organizations and Association ..	173
Article VI: Powers	174
Student Organizations, Clubs, Associations, Publications	
Secret Societies	175
Athletics	175
Student Bill Of Rights	
Philosophy	175
Preamble	176
Freedoms of Access to Opportunities and Resources	
Financial Aid	176
Leaves of Absence	176
College Services, Functions and Facilities	176
Freedom of Expression and Scholarship ...	
Protection of Individual Rights	176
Respect for the Community of Scholars	177
Academic Evaluation	177
Expression and Inquiry in Campus Activities	
Expression by Individual Students and Student Organizations	177
Guest Speaker Policy	177
Student Demonstrations	178
Student Media	178
Confidentiality of Records	
Associations and Organizations	
Access to Information	
Information Regarding College Regulations	179
Information Regarding Recruitment by Service and Employment Agencies	179
Participation in Institutional Governance ..	
Civil Rights and Due Process	

Civil Rights	180
Due Process	180
Freedom from Unwarranted Search	180
Responsibility and the Law	180
Judicial System	
Preamble	181
Definition of Terms	181
Jurisdiction	183
Code of Conduct	184
Violations of Published Regulations	184
Physical Violence	184
Harassment	185
Behaviors that Interfere with Community Function	185
Abuses Pertaining to Community or Personal Property	186
Non-Adherence to Community Safety Regulations	187
Violations Pertaining to Controlled and Unlawful Substances	187
Judicial Authority	187
Judicial Coordinator	188
Judicial Board	189
Community Board	190
Mediation Board	191
Residence Hall Staff	191
Filing a Complaint	191
Process	191
Responding to a Complaint	192
Process	192
The Hearing	194
Process	194
Deliberations	196
The Review	197
Process	197
Mediation	198
Process	198
Sanctions	200
Warning	200
Fines	200
Limitations on Participation	201
Counseling	201

Campus/Community Work and Educational Workshops	201
Residence Hall Room Change	201
Restitution	201
Denial of Residence On-Campus	201
Probation	202
Suspension	202
Withholding of Degree	202
Expulsion	203
Revisions and Modifications	203
Social Conduct and Regulations	
Statement of Social Responsibility	203
Faculty Statement on Freedom of Speech and Expression	204
Faculty Statement on Social and Political Unrest	204
Faculty Statement of Policy on Student Demonstrations	205
Freedom of Speech at Oberlin/Affirmation of Individual Rights	205
Oberlin College Policies and Procedures for Protests and Demonstration.	206
Faculty Statement on Intrusion of Unauthorized Persons into Private Offices	213
Faculty Statement on Racial Abuse and Harassment	213
Definition	214
Informal Grievance Procedure	214
Faculty Statement on Discriminatory Harassment	216
Sexual Offenses Policy and Procedures ...	217
Introduction	217
Sexual Relations Between Students, Faculty and Staff	217
Definition of Sexual Offense	218
Policy Administration	220
Procedures	220
Protection from Retaliation	225
Noise	232
Entering of a Student's Room	235
Room Searches	235
Revised Policy on Alcohol, Drugs and Tobacco	236

Summary of State Laws	237
Risks Associated with the Abuse of Alcohol, Drugs and Tobacco	239
Support and Counsel	239
Violations of College Policies	240
Alcohol Policy	240
Alcohol Intoxication Policy	241
Drug Policy	242
Smoking Policy	243
Following the Letter and the Spirit of the Alcohol, Drug and Tobacco Policy	243
Smoking Policy	244
Identification Cards	244
Appearance Codes Policy	244
Animals in Public Buildings or on the Campus	245
Unauthorized Keys	246
Dangerous Weapons, Fireworks or Explosives	246
Use of Fire Escapes and Roof Tops	246
Unauthorized Entry or Presence in College Facilities	246
Possession of Stolen Property	247
Motor Vehicle Parking and Traffic Regulations	247
Use of Bicycles	248
Student Bicycle Regulations	248
Enforcement of Student Bicycle Regulations	249
Mailroom Regulations	249
State Laws Governing Coin Machines	250
Student Records	250
Rights of Students with Disabilities	254
Admission to Classes	255
Academic Requirements	255
Other Adjustments	256
Examinations	256
Counseling	256
Student Appeal	256
Grievance Procedures	257
Title IX Athletic Policies	262

Housing and Dining Regulations

Terms and Conditions of the Housing and Dining Agreement	268
Eligibility and Requirements	268
Services Provided	269
Term of Services	269
Payment of Fees	269
Room and Board Assignments	270
College Board	272
Release from Housing and/or Dining Service	272
Personal Use Agreement	273
Responsibility for Room Condition and Use	273
Room Key Policy	274
Residence Hall Security	275
Check-out Procedures	275
Room Changes	276
Remaining Occupant	276
Responsibility for Personal Property	277
Responsibility for Public Areas	277
Student Code of Conduct	278
Entering Policy	278
Weapons	278
Life Safety Equipment	278
Life Safety and Sanitation Policy	279
Guests	280
Visitation Policy	281
Residence Hall Governance	281
Maintenance	282
Pets	282
Noise	282
Telephones	283
Storage of Personal Belongings	283
Bicycles	284
Alcohol, Drugs and Tobacco	284
Residence Hall Party Planning	284
Campus Fasts	288
Fines and Penalties	
Chart of Fines and Penalties	289-291

2002-03 Student Regulations, Policies and Procedures

As a deliberate community of scholars, Oberlin College has a set of rules and regulations that are intended to enable students to strike a reasonable balance between personal freedom and their responsibility to the quality of life in their community. Our community life is intended first, to foster learning, and second, to constitute a setting which is a living laboratory for creating the habits of an engaged citizenry.

It is important that students acquaint themselves with the published Rules and Regulations in order to understand the principles that govern our community. Although upon joining our community students will acquire an enormous amount of freedom to make their own decisions, it is important to be informed of possible consequences—intended and unintended—of these decisions, and to be prepared to accept the consequences. Students remain beholden to the laws of the City of Oberlin and the State of Ohio, and the College will not protect students from the consequences of breaking those laws. Additionally, the College's Judicial System has the authority to impose penalties of its own. Sanctions ranging from a warning to expulsion may be imposed for a range of infractions outlined in the College's Code of Conduct. The Code of Conduct is intended to help maintain an orderly environment in which our first business is the pursuit of scholarship, arts, and learning. It is also intended to protect individual safety, the property of individuals and the College and to ensure that all members of the community are able to fully enjoy the educational benefits of this institution.

The mechanisms of the judicial system include a dean in the Dean of Students' Office, who is designated the Judicial Coordinator. The Judicial Coordinator may hear cases and impose sanctions at the request of the charged student if there is no fundamental dispute of fact. Other cases are heard by the all-student Judicial Board, while the most serious cases are heard by a combined student-faculty Community Board.

If students believe that they have been subject to behavior which constitutes a violation of the Code of Conduct, they should first consider reporting it to Safety and Security. Additionally, stu-

dents should consider speaking with the Judicial Coordinator to register a complaint against another student and to determine whether judicial charges might be an appropriate means of redress. Students may also be encouraged to pursue mediation, depending on the kind of outcome they might be looking for.

If a student is charged with an infraction of the Code of Conduct—or believes that he/she may be charged with an infraction—it is also important for the student to meet with the Judicial Coordinator in order to determine how the process works and what his/her rights are. Students may be encouraged to select an adviser, who can accompany them to meetings with the Judicial Coordinator and to any Judicial or Community Board hearings. A dean may be a particularly appropriate person to function as an adviser, since these individuals know the system well and can help students to anticipate the various steps.

Oberlin College is committed to the free and open exchange of ideas and strongly presumes the right of community members to express their ideas freely, regardless of how unpopular they may be. In order for the Oberlin College community to learn and benefit from the ideas of others, our attachment to the principles of free speech should also be tempered by a substantial degree of respect for all members of the community. Moreover, the exercise of free speech does not extend to language which is intimidating or harassing to individuals or which creates a hostile environment for particular members of the community.

Oberlin College is also committed to the creation of a learning environment in which students are not prevented from meeting their full potential from the abuse of alcohol or other drugs. The underage use and possession of alcohol is prohibited, as is the possession and use of illicit or controlled substances or paraphernalia related to its use. Moreover Oberlin College implemented a policy in the fall of 2001 that prohibits severe intoxication. It prescribes first, educational responses, and then progressively more serious disciplinary consequences for obvious and egregious instances of alcohol abuse.

Oberlin College is an environment in which students are provided the means of making independent and uncoerced decisions about their own sexual behavior. College regulations require that all sexual encounters between students be fully and unambiguously

consensual. Sexual behavior which is not fully consensual may result in adjudication under the College's Sexual Offense Policy with possible sanctions up to and including expulsion.

Academic exercises at Oberlin are governed by the College's fully student run Honor System, the principle of which, is that students must fully credit the ideas of others, and undertake their academic work with absolute integrity. Plagiarism and cheating, however inadvertent, will be adjudicated by the Student Honor Committee. Sanctions may be severe, up to and including suspension and expulsion.

To learn more about the details of these and other College policies students should consult the *2002-03 Student Regulations, Policies, and Procedures*, that follow.

Rules and Regulations

GENERAL REGULATIONS

I. General Regulations

The College reserves the right to dismiss any student who is unable, with or without reasonable accommodation, to perform the work that is expected of him or her or who poses a direct threat to the health and safety of other members of the College community.

No attempt has been made to list all the variations and interpretations of the College regulations. It is assumed that the accepted principles of social decency and common morality that belong to all good societies will be regarded as binding upon every student.

A. Bills and Fees

1. Term Bills

The College requires term bill payment as follows each semester:

- a. Payment in full **no later than August 26** (1st semester) and **January 25** (2nd semester). Payments of this nature avoid the added cost of accrued interest (service charge).
- b. Arrange to pay monthly installments by signing and returning a Budget Payment Plan Contract, per instructions included with the initial billings.
- c. No student may enroll who has not complied with a. or b. above.

Those students enrolling for the first time the second semester or returning from leave may, if desired, arrange a monthly payment plan by completing the Budget Payment Plan Contract included with the initial billing in January.

2. Interest Charges

An interest charge of 1% will be added to all student accounts with unpaid balances as of the 25th of each month. All payments and credits received by the 25th of each month reduce the term bill balance on which the interest charge is computed.

3. Tuition Regulations

Below is an outline of tuition regulations that should help determine the applicability of additional tuition charges. Please note that failure to drop a course officially by the published deadline could result in extra tuition for a course not completed.

- a. Tuition is based on the courses in which a student is officially registered, regardless of attendance.
- b. The receipt of an “NE” grade, either through completing and failing a course or through neglecting to drop officially a course not completed, does not cancel additional tuition charges for the course.
- c. Students enrolled full time in the College of Arts and Sciences each semester of an academic year may take no more than a total of 16 hours per semester without additional tuition charges. Conservatory and Double-Degree students registered for more than 17 hours in either semester will be charged additional tuition. \$740 per hour is charged for each hour above the regular full-time rate.
- d. Students on academic leaves, even though participating in approved programs such as GLCA, CIEE or ACM and in certain cases paying tuition to Oberlin, are not considered enrolled at Oberlin or on Oberlin programs.
- e. In the College of Arts and Sciences, students who register for private music lessons in two private study areas will be charged extra tuition at the credit hour rate of \$1160 if the areas are with the faculty in charge. If one or both of the private-study areas are with student teachers, a flat fee of \$250 will be charged for the second area.
- f. In the Conservatory of Music, students who register for private lessons in two principal private study areas will be charged extra tuition at the credit hour rate of \$1160 for any credits in excess of six principal private study credits.

4. Tuition Refunds

All students who withdraw or go on medical/personal leave of absence during a semester will be charged tuition, room and board at the rate of 10% of the semester charge for each week, or fraction thereof, in residence. However, there will be no refunds after the ninth week of the semester. Activity fees are not refunded.

5. Matriculation Deposit

An enrollment deposit of \$200.00 is required from all regular new undergraduate students to confirm matriculation for courses. The deposit will be refunded approximately 90 days after the last day of residency to graduating seniors and withdrawing students. Any charges, fees or fines that have not been paid by the student at the time of withdrawal will be deducted from the deposit.

6. Student Insurance

Oberlin College offers a Sickness and Accident Insurance Plan as a supplement to an individual or family policy, or for students who are uninsured or underinsured. All undergraduate students are automatically included in this plan and will have an annual charge included on the first semester term bill, unless a signed waiver is returned to Student Accounts declining this coverage by the proscribed due date.

This plan provides protection against the expenses of sickness and accident, both at Oberlin and when away from campus, which may require urgent or emergency care treatment, hospital confinement, the services of a surgeon, specialty care, or extended treatment resulting from serious illness or injury. The annual charge for this coverage is \$335.00 for the year commencing August 15, 2002 through August 14, 2003.

If treatment is received somewhere other than the Student Health Services, the student must file a claim with the insurance company. Claim forms for the Oberlin College Sickness and Accident Insurance Plan are available at Student Health Services. The student is responsible for initiating all insurance claims forms for payment of bills.

For specific information regarding this plan as well as other student insurance related questions call x8180 (775-8180 from off-campus phone; 440-775-8180 out of area).

II. Regulations and Procedures of the Conservatory of Music

A. Use of Facilities

1. The facilities of the Conservatory are for academic training and College-related functions; use of the facilities for any other purpose requires the permission of the Associate Dean.
2. Students may enter locked buildings only when accompanied by a teacher or administrative officer. Teachers and administrative officers are not authorized under any circumstances to lend students their keys to rooms or buildings in the Conservatory complex. The unauthorized possession of a key to a College building is forbidden.
3. Students are required to show their Oberlin College ID when asked to do so by an Oberlin College official.

B. Roberston Practice Facilities

1. Most practice rooms are not assigned. When an unassigned room is unoccupied, any student may elect to use the room for practice.
2. A student may leave a practice room for a brief period, up to 10 minutes, without giving up the room.
3. Certain practice rooms are assigned, as follows:
 - a. Students studying double bass, harp, or percussion instruments are assigned individual practice rooms at the discretion of the Associate Dean;
 - b. Students studying organ, harpsichord, or fortepiano are assigned keys to the organ, harpsichord, or fortepiano practice rooms;
 - c. Students studying tuba will store their instruments in the assigned room in Robertson.
4. Practice rooms that have been assigned to an individual or a group may be used only for practicing and instrument storage. The room windows may not be covered. The room may not be loaned to another student.
5. Beverages and food are prohibited in practice rooms. Violators will be fined \$50 per occurrence, billed to their

student account. Repeat offenders may lose their practice room privileges and face judicial proceedings.

C. Room and Concert Hall Scheduling

1. Scheduling of classrooms, rehearsal rooms and concert halls for periods of a semester or more, as well as advance scheduling for future uses of these rooms, is handled through the Concert Production Office, Bibbins 234.
2. One-time or short-term scheduling of a room or concert hall may be made in Bibbins 234 at the following times: 9:00 a.m. – noon; 1:30 p.m. – 4:30 p.m.
3. Rooms may be reserved for short-term use as follows:
 - a. Faculty members may reserve classrooms, rehearsal rooms or concert halls for course-related use;
 - b. Student leaders of authorized chamber music ensembles may reserve a classroom for a rehearsal by their chamber music group.
 - c. Conservatory technicians may reserve rooms for maintenance of instruments and audio equipment.

D. Student Teaching

1. Students authorized to give private instruction under the Supervised Student Teaching Program or the Approved Student Teaching Program may give this instruction in the practice rooms of Robertson. They must charge the teaching rate set by the Dean for such teaching and not more. This rate is published in the *Course Catalog* each year/and the rate is quoted to persons who inquire about non-credit lessons.
2. Students not in the Supervised Student Teaching Program or the Approved Student Teaching Program who wish to give private instruction may do so at this or any other rate; they may not, however, use Conservatory facilities for this instruction.

E. Care of Instruments

1. Students are not permitted to take food, beverages or other liquids out of the Student Lounge, or from outside the Conservatory to areas other than the Student Lounge. Specifically, no food, beverages or liquids, with two

exceptions, are permitted in practice rooms, rehearsal rooms, classrooms, concert halls or in Conservatory rooms other than in the Student Lounge. The exceptions are:

- a. Reed instrument players, who need a small cup of water for soaking reeds while practicing, may take water to practice rooms, but only in containers with secure covers. These containers must be placed on the table or on the floor, and never on the piano itself;
 - b. Faculty and staff members are permitted to take food and beverages from the Student Lounge to their offices or studios or to the Conference Room, but to no other location.
2. Coats, hats, umbrellas, briefcases, knapsacks, instruments, instrument cases, etc., must not be placed on pianos. Only music and books may be placed on pianos. Instrument cases must be placed on a table or on the floor.
 3. Conservatory-owned equipment and instruments may not be removed from the Conservatory complex without authorization from the Associate Dean. This includes chairs and stands.
 4. Student-owned instruments left unattended in practice rooms or elsewhere will be secured and the student notified of this action. Students are reminded that Oberlin College assumes no liability for damage or loss of a student's property on Oberlin College property. Students are urged to obtain their own insurance coverage of their instruments and personal property.
 5. Instrument lockers are assigned through the Concert Production Office.

F. Special Use of Instruments

1. Any special use of Conservatory instruments must be explicitly authorized by the appropriate Conservatory staff member each time the instrument is so used. The staff members are:
 - John Cavanaugh**, keyboard, (440) 775-8275
 - Michael Lynn**, Associate Dean, all others
2. No faculty or staff member or student is permitted to reg-

ulate, tune (keyboard instruments) or repair any Conservatory-owned instrument unless authorized to do so by a Conservatory technician or by the Conservatory Office.

3. Pianos in Robertson may not be moved, even slightly, without authorization from the keyboard technician.
4. Any use of pianos for compositions requiring direct manipulation by the performer of strings, hammers, dampers or the instrument action is forbidden without authorization each time by the piano technician with a single exception:

Certain pianos in Robertson may be used as prepared pianos without further authorization. Upon request, Mr. Cavanaugh will arrange for these rooms to be locked and reserved for individual use for a short period when an extensive preparation is contemplated.

G. Building Security

1. The buildings in the Conservatory complex are open daily, during the school year from 8:00 a.m. to midnight, except for vacation periods.
2. Students are not permitted to be in the Conservatory complex without authorization when the buildings are closed.
3. Outside building doors are unlocked during the hours the buildings are open, with the following exceptions:
 - Bibbins:** the outside doors are locked from 8:00 p.m. on
 - Central Unit:** Warner Concert Hall foyer doors are locked except when a concert is scheduled in Warner; exterior doors to rooms 21 and 25 are always locked; (Student lounge doors remain open until 11:45 p.m.)
 - Robertson:** the outside doors are locked and students must use their Validine cards to enter
4. Locked doors must not be propped open.

H. Fire Regulations

1. Smoking is not permitted in the Conservatory complex.
2. No tables, chairs, stands, instruments, instrument cases, carts, etc., may be left unattended blocking traffic in hallways anywhere in the Conservatory complex.

I. Energy Saving Measures

1. Lights in concert halls, large rehearsal rooms, classrooms, practice rooms and other rooms in the Conservatory complex, are to be turned off when a room is not in use.
2. The use of concert halls, large rehearsal rooms and classrooms by only one or a few persons is to be curtailed when an alternate rehearsal or class area is available.

J. Miscellaneous

1. Students must take their possessions with them when leaving a practice room or other room. Personal belongings left unattended will be collected; students may retrieve lost items through the Conservatory Security Officer.
2. The lids of pianos in Robertson may not be raised while practicing. This is to control the sound level in the practice building.
3. Music stands, tables and chairs borrowed from a room must be returned when finished. If a stand, table or chair has been removed from a practice room in Robertson, a search should be made of nearby rooms for an unused stand, table or chair.
4. Music stands may not be taken from one building in the Conservatory complex to another, nor may they be removed from the Conservatory complex without authorization from the Associate Dean.
5. Cutting of reeds is permitted only in Robertson reed workshops.
6. Persons using concert halls, rehearsal halls or classrooms are expected to return the equipment in the room to its proper location when finished. Instruments and equipment moved into a concert hall for a performance must be returned to the regular storage area when the concert is over.

7. Heavy equipment must not be dragged along the floor; a dolly or wheeled platform should be used.
8. Students and faculty members must not move, connect or disconnect audio equipment in classrooms, rehearsal rooms or concert halls. The Audio Department (440) 775-8272 should be contacted to send someone to move, connect, or disconnect equipment.
9. Signs, notices, and posters may be placed only on bulletin boards. They are routinely removed when found on walls, doors, windows, or lockers.

III. Library and Audiovisual Services

It is the mission of the library to collect, preserve and make readily available library materials of all kinds for the benefit of the students and employees of Oberlin College. The success of the library's policies depends upon the cooperation of all users. The lending regulations are generous, reflecting a commitment to promote a free and open environment conducive to learning. On the other hand, the library does insist on strict compliance with the basic regulations, listed below, especially those that call for prompt return of materials when due or when needed by others. In addition, the library is quite serious about dealing firmly with anyone who fails to respond to library notices, or who improperly removes, damages, hides or otherwise misuses materials so that others are denied access to them.

Current borrowing regulations are summarized in a sheet available in the Main Library (Mudd Center) and the branches in the Conservatory (music), Allen Art Building (art), and Science Center (biology/chemistry/physics). There are special provisions for borrowing audiovisual equipment. Students also are eligible to check-out materials from Oberlin Public Library.

A. Basic Rules and Penalties:

One's current College ID card with barcode and current validation sticker should be presented each time one borrows books or other materials. No other form of ID will be accepted.

Students may borrow books from the general stacks for one semester, subject to recall by another borrower after one

week from the initial checkout date. Recalls for reserve are given priority and may be due in less than one week.

The person who borrows an item accepts responsibility for its return in good condition and by the date indicated at time of check-out or by the date indicated on subsequent library notices. All books must be returned to the circulation desk from which they were checked out, or the appropriate bookdrop for that location. Borrowers who fail to return materials on time or in good condition will be fined and/or billed in accordance with current library policy.

Individuals who receive a recall notice, indicating that the item has been recalled, must return the item directly to a circulation staff member (rather than leaving it in the book drop) to avoid accumulating fines and to allow the item to be processed quickly for the next user. The library expects students to read their mail every day in accordance with College mailroom regulations and check their e-mail frequently.

Recalled items must be returned immediately. If a borrower fails to return by the due date an item which has been recalled for another reader, a \$10 per day fine is assessed for each day the book is overdue.

Failure to respond to recall notices has the effect of denying other users access to library materials and may be taken as an honor code violation and dealt with accordingly before the Honor Committee. (See page 152). In addition, withholding library materials may be construed as theft.

Other short-term loans (periodicals, materials borrowed from other libraries, and other high demand items) are also subject to fines and referral to the College judicial system or the Honor Committee if not returned by the due date. Current fine rates are available from the circulation staff in each library.

A borrower who fails to return library material upon request will be prevented from enrolling the following semester. Departing students who fail to return library material will be charged for the replacement costs of the material plus a processing fee for each item not returned. The full amount billed (replacement cost and processing

fees) will be refunded if the material is returned in good condition within thirty days of billing.

Fines should be paid at the Main Library circulation desk upon receipt of the fine notice. Unpaid fines totalling \$150 or more will result in the student's borrowing privileges being suspended. Fines remaining unpaid at the end of the semester will result in a student's enrollment being held the following semester.

B. Reserve System Rules and Penalties

Many instructors use reserve shelves to ensure access to heavily used sources. These materials normally circulate within the library for three hours (two hours at the Conservatory Library) unless otherwise indicated. Beginning two hours before closing, some reserve materials are available for overnight loan, due at the posted time the next day. Questions about reserve policies should be directed to the reserve supervisor in each library.

Fines for overdue reserve materials are listed in **Fines and Penalties on page 289**. Because of the need to ensure reasonable access to required reading, fines for violating reserve regulations are stiff, and improper retention or removal of material is regarded as a very serious offense. Failure to respond to overdue notices has the effect of depriving others of access to the materials and may be taken as an honor code violation and dealt with accordingly before the Honor Committee. Repeated failure to return reserve materials on time may be referred to the College judicial system for additional penalties.

Reserve fines should be paid at the Main Library circulation desk upon receipt of the fine notice. Unpaid fines totalling \$150 or more will result in a student's enrollment being held the following semester.

C. Building Rules and Penalties

Violation of established building rules may be grounds for fines and/or referral to the College judicial system. For example, smoking is forbidden in all of the libraries and on the entrance ramp to Mudd Center. In order to protect the

collections from pest infestations, the possession of food and beverages is forbidden in all of the libraries except in areas especially designated for those purposes. Possession of sound recording equipment is prohibited in the Conservatory Library. Furniture, typewriters, computer equipment, components of audio and audiovisual playback equipment, and other library equipment are not to be moved from their established locations or altered in any way. Defacement of library furnishings or parts of the physical buildings themselves is forbidden. Moreover, unauthorized entry in the building roof areas and unauthorized presence in the libraries after regular hours are both subject to disciplinary action by the College judicial system and/or arrest and prosecution by local authorities.

Patron safety is of particular concern to the library. The sounding of an alarm bell requires all library users immediately to leave the building in an orderly manner. Failure to comply with this, or failure to follow the instructions of library staff, College or city safety personnel, may result in immediate disciplinary action by the College judicial system.

D. Theft and/or Mutilation Rules and Penalties

Nothing is more reprehensible in an academic library than the theft or willful destruction of library materials. Theft is not only a crime against the library as an institution, but as an antisocial act it strikes at the vulnerability of an open community. A person who conceals library materials while still on library premises, who improperly removes or damages equipment, books, journals, newspapers, manuscripts, maps, documents, recordings, video or audio tapes, computer software, or who fails to respond to repeated requests for return of materials may be subject to arrest and prosecution for theft in the local courts. If such an offender is an Oberlin College student, the Librarian also reserves the option of proceeding against such offender through the Honor Committee and/or College judicial system, where the penalties may include suspension or dismissal, as well as restitution of any losses suffered. Such offenses will be taken very seriously.

IV. Policy For The Acceptable Use Of Information Technology Resources

A. Introduction

Oberlin College provides a wide range of computing resources in order to support the educational mission and administration of the College. The Irvin E. Houck Center for Information Technology (CIT) provides and maintains the campus backbone network, administrative servers, e-mail and web servers, general and departmental computing facilities and/or laboratories, and institutionally-owned desktop and laptop computer systems. CIT provides additional services, including operation of a Help Desk, and sales of hardware and software through the Computer Store.

The facilities of CIT have become an essential resource for academic, administrative and research processes for members of the College community. As such, all members of the College community are encouraged to use these resources, provided they respect the rights of others, abide by the rules and regulations of the College, and assume shared responsibility for safeguarding the College's computing environment. Proper and fair use is essential if all are to derive maximum benefit from them. Thus, CIT has developed this Acceptable Use Policy.

This policy may be modified at any time. Use of CIT resources is considered agreement to abide by this policy. Users found in violation may be subject to penalties of varying degree, including temporary or permanent denial of access to CIT resources and services. Violators may also be subject to action by campus, civil, or criminal judicial systems.

B. Guiding Principles

In making information technology resources available to all members of the College community, Oberlin College affirms its commitment to a free and open educational environment, conducive to learning and governed by legal and ethical principles.

Oberlin College values the free flow of information. The College respects individual privacy, civility, and intellectual

property rights. Because an electronic environment is easily disrupted and electronic information is readily copied, users of the College's resources are honor-bound to promote and protect these institutional values.

Under normal circumstances, College officials will not examine personal information transmitted over the network or stored on College-owned computers. However, the College reserves the right to monitor system resources, including activity and accounts, with or without notice, when:

1. necessary to protect the integrity, security, or functionality of College computing resources
2. an account or system is engaged in unusual or excessive activity
3. it has good cause to believe that regulations, rules, or laws are being violated.

Additionally, the normal operation and maintenance of the College's computing resources requires the backup of data, the logging of activity, the monitoring of general usage patterns, and other such activities as may be necessary in order to provide desired services.

C. User Responsibilities

Access to computing resources and network capacity is a privilege to which all College faculty, staff and students are entitled. (Access may be granted to other individuals affiliated with the College or College personnel, as situations warrant and with approval from the Director of Information Technology.) Certain responsibilities correspond with that privilege. These include those responsibilities listed below. Since no list can cover all possible circumstances, the spirit of this policy must be respected, namely: any action that hinders legitimate computer usage or invades the privacy of another person or institution is unacceptable.

1. Use of CIT Facilities

- a. All facilities of the Center for Information Technology, including those located in remote sites, are for the use of Oberlin College students, faculty, and staff. Spouses, partners, and children of members of these groups, with qualified needs, may apply to the Director of Information Technology

for the privilege of using CIT facilities. Residents of Oberlin and Lorain County who have been granted library privileges are not automatically permitted to use CIT facilities.

- b. Users must not abuse equipment and are asked to report any mistreatment or vandalism of computing or network facilities to CIT staff (Mudd Level A) or to College Security (440) 775-8444. Food and beverages (including water) are prohibited in all CIT computer facilities, including remote sites operated by the CIT, because of potential harm to equipment.
- c. Users should relinquish the computer they are using if they are doing non-essential work when others are waiting for a computer to perform course-related activities. Equipment should not be monopolized. Users should not use more than one computer at a time and should plan work so that the computer session is no longer than absolutely necessary. Game playing is prohibited at all times.
- d. Users should not install software, alter system files, or disconnect any cables on computers or other equipment.
- e. Users are expected to respect other users and the staff of the Center for Information Technology. Verbal or physical abuse of others, student or staff, will not be tolerated. A user must identify herself or himself fully (e.g., by showing an Oberlin College ID card) to any CIT staff member or CIT student employee who so requests.
- f. Users must respect all notices (such as those concerning hours of operation, printing, etc.) posted in CIT facilities.

2. Legal Usage

- a. Information technology resources may not be used for illegal or harmful purposes, including:
 - intentional harassment of others
 - intentional destruction or damage to equipment, software, or data
 - intentional disruption or unauthorized monitoring of electronic communications
- b. Software is normally distributed under three kinds of licenses: proprietary, public distribution, and shareware. Unless otherwise indicated, users should assume all software made available by CIT is proprietary and may not be legally copied.
- c. CIT will not knowingly provide support for software that a user possesses in violation of its license agreement. Consultants and staff may ask for proof of ownership before helping users with their software.

- d. CIT will not knowingly allow pirated software to be used on Oberlin-owned computers. We will remove any suspect software loaded onto Oberlin-owned computers or servers.
- e. CIT will not knowingly allow use of its resources for the illegal copying of digital media. Note: U.S. Copyright Law protects copyright owners from the unauthorized reproduction, adaptation, or distribution of sound recordings, including the unauthorized use of copyrighted mp3 files.

3. Ethical Usage

- a. Users should not use information technology resources, including personally-owned computers connected to the College network, for non-College, unsanctioned, commercial activity.
- b. Users should make no attempt to alter the condition or status of any computing network component in any manner.
- c. Users should make no attempt to alter software other than their own, or to copy software intended only for execution.
- d. Users should not interfere with, interrupt, or obstruct the ability of others to use the network or other CIT resources.
- e. Users should not attempt to connect to a host via the network without explicit permission of the owner.
- f. Users should not provide, assist in, or gain unauthorized access to College computing or network resources.
- g. Users should not attempt to circumvent or defeat computer or network security measures.

4. Security

- a. The College uses various measures to ensure the security of its computing resources. Users should be aware that the College cannot guarantee such security and should apply appropriate safeguards for their accounts, such as guarding their passwords and changing passwords regularly (required for e-mail accounts), and logging out of computers when done.
- b. Systems administrators of other departmental and individual computer systems are responsible for the security of information stored on those systems and for keeping those systems free from unauthorized access.
- c. The default protection setting on CIT servers is that all files belong exclusively to their owner. Unless the owner changes the protection level, no file may be read, executed, or modified by users other than the owner. The only exception to this understanding is that designated members of the CIT staff

may examine accounts or files of users to investigate security problems, possible abuse of the Oberlin College computing system, or violations of regulations.

5. Account Usage

- a. Account holders should use only their own personal accounts unless given permission by an authorized member of the faculty, administration, or professional staff to use one that is designated for a specific purpose or job. Account holders may not allow others to use their personal accounts. The person holding an account is responsible for its use, and all activity originating from that account, at all times.
- b. Account holders should protect their passwords and keep them confidential. Passwords should be changed frequently. Any problem resulting from irresponsible use of a password (e.g., a password that can be easily guessed or oral or written dissemination of a password) may be treated as grounds for action against the account holder. Any attempt to determine the passwords of other users is strictly prohibited.
- c. Account holders should not abuse any electronic mail, bulletin board, or communications system, either local or remote, by sending rude, obscene, or harassing messages (including chain letters) or by using these systems for non-essential purposes during the times when the computers are in heavy demand. Account holders should identify themselves clearly and accurately in all electronic communications, i.e., no anonymous postings. Unofficial mass e-mailings (i.e., spam) are prohibited.
- d. Account holders should use only their own files, those that have been designated as public, or those that have been made available to them with the knowledge and consent of the owner.

6. Resnet usage

The following are responsibilities that are particularly applicable to Oberlin's Residential Network (Resnet) users, but may be pertinent to other users as well.

- a. Only computers that have been registered through DHCP may be connected to Resnet, unless otherwise authorized and established by CIT. Users must not attempt to circumvent this process.
- b. The person registered in DHCP as the owner of that registered computer system is responsible for that computer's use, and all activity originating from that computer, at all times.

- c. Excessive or improper use of network resources that inhibits or interferes with use by others is prohibited and will be cause for action by CIT, which may include restricting, limiting, or disabling network access.
- d. Users who connect computers to the network that act as servers have the additional responsibility to respond to any use of their server that is found to be in violation of this Policy.
- e. In no case shall the following types of servers be connected to the network: DNS, DHCP, BOOTP, or any other server that manages network addresses.

D. Enforcement

Violations of this Policy will be adjudicated, as deemed appropriate, and may include the following:

- Loss of computing privileges
- Disconnection from the network
- Oberlin College judicial board action
- Prosecution under applicable civil or criminal laws

Computer users should view the [Center for Information Technology web site](http://www.oberlin.edu/cit) for any updates to these policies (www.oberlin.edu/cit). Additional pertinent information and details may also be found there.

STUDENTS RIGHTS AND RESPONSIBILITIES

I. The Honor Code and Honor System

The general faculty voted to approve the following revised Honor Code and System on April 30, 2002.

A. Purpose

The Honor Code: Students are on their honor to do their own academic work. The Honor Code is based on the assumption that academic honesty lies at the heart of the academic enterprise. It provides the foundation for the intellectual freedom that is encouraged and shared by all members of the academic community and embodies the belief that true academic freedom and discourse can only exist within a framework of honesty, integrity, and responsibility, values essential to the life of an engaged citizenry. Adhering to the Honor Code involves at a minimum acknowledging by means of proper citation the sources of all quotations and ideas not the writer's own. Students are required to utilize principled and sound judgment regarding all interactions within the academic enterprise and to abide by the regulations set forth below.

With the privilege of pursuing an Oberlin education comes the responsibility of supporting both the expectations and the spirit of the Honor Code. This requires each individual to respect all fellow members of the Oberlin community and to vigorously support the protected nature of intellectual property. Oberlin fosters and promotes a strong commitment to open and thoughtful intellectual discourse within the context of the principles defined by the Honor System. It is expected that the core values inherent to the Honor Code will be adopted and upheld by all members of the Oberlin College community.

The Honor System provides a framework for academic work at Oberlin College. Its purpose is to maintain a high standard of honor in all curricular work, to respect students' ability to adhere to this standard, and to encourage further development of this ability by faculty, administration, and students. The Honor System embraces the Honor Code and a system of administering it.

The default assumption covering all academic exercises is that students are required to do their own work without help from others not explicitly authorized by the instructor. Students may, however, use sources of assistance routinely offered to all students, such as reference librarians and writing tutors.

B. Definition of Terms

1. **Cheating** occurs when a student does not do his or her own work on an academic exercise. Examples of cheating include, but are not limited to:
 - a. Copying from another student's examination
 - b. Allowing another student to copy from your examination
 - c. Using outside materials on an examination that are not authorized for use during the test
 - d. Preparing notes to take into a closed-book examination, for example writing on your hand or desk
 - e. Collaborating on a project that was intended to be the work of an individual student
2. **Plagiarism:** The appropriation of the work or ideas of another scholar—whether written or not—without acknowledgement, or the failure to correctly identify the source, constitutes plagiarism regardless of whether it is done consciously or inadvertently. A lack of knowledge of the standards of academic citation does not excuse violating the principles of the Honor Code.

Plagiarism may take many forms. In its most blatant form, entire phrases, sentences or paragraphs are used verbatim, without quotation marks or the appropriate citation. But it is also plagiarism to paraphrase the work of another without attribution, or to take a written passage and alter a few words in an effort to make the writing one's own. Moreover the use of an idea of another which cannot reasonably be regarded as common knowledge is plagiarism. Non-textual images such as drawings, graphs, and maps are also subject to plagiarism, as are the experiments, computer programs, musical compositions, and web-sites of others.

Since footnoting and bibliographical conventions differ significantly between disciplines, students should consult with their professors about the conventions of academic footnoting and bibliographical documentation expected in a particular course. Standard published sources used as guides to citation style include:

Gibaldi, Joseph, *MLA Handbook for Writers of Research Papers*, 5th ed., 1999.

McMillan, Vicky. *Writing Papers in the Biological Sciences*, 2001.

Turabian, Kate. *A Manual for Writers of Term Papers, Theses, and Dissertations*. 6th ed., 1996.

Publication Manual of the American Psychological Association, 5th ed., 2001.

The Chicago Manual of Style, 14th ed., 1993.

There are also many websites with useful information concerning the appropriate use of sources as well as acceptable footnote and bibliographical style. Among these are:

<http://library.berkeley.edu/TeachingLib/Guides/Internet/Style.html>

<http://www.dartmouth.edu/~sources>

3. **Fabrication:** Fabrication occurs when a student consciously manufactures or manipulates information to support an academic exercise. Some examples of fabrication are:
 - a. Falsifying citations, for example by citing information from a non-existent reference
 - b. Manipulating or manufacturing data to support research
 - c. Taking another student's examination or writing another student's paper
 - d. Listing sources in the bibliography that were not used in the academic exercise
4. **Multiple Submissions:** The same work may not be submitted to more than one course without the prior approval of all instructors involved. Reasonable portions of a student's previous work on the topic may be used, but the extent of the work must be acknowledged.
5. **Other Acts:** Students who misrepresent academic information to College officials – for example by **falsifying** grades or **forging** College documents, records, or signa-

tures—have violated the Honor Code. Destroying, hiding, and improperly removing or retaining **library materials** with the intent of denying others access to those materials also are violations of the Honor Code.

6. **Complainant:** the person bringing a charge against someone under the Honor Code.
7. **Respondent:** the person against whom a charge is brought under the Honor Code.
8. **The Relevant Dean:** the Dean of the College or the Conservatory, or both, depending on where the student is enrolled.

C. Scope

The Honor Code applies to all academic work, including but not limited to examinations, quizzes, papers, recitals, and laboratory assignments. Violations of the Honor Code include cheating, plagiarism, fabrication, multiple submissions, and other acts as defined above in section B.1-5. (In instances where there is a lack of clarity about whether a case falls under the jurisdiction of the Judicial or Honor System, the chair of the Student Honor Committee will consult with the Dean of Students who will determine jurisdiction.)

D. The Function and Administration of the Honor System

1. **The Student Honor Committee (SHC)** shall supervise the Oberlin College Honor System. The student body of Oberlin College, with the approval of the General Faculty, originated and adopted the Honor System, which places with students full responsibility for academic honesty. The administration of the Honor System requires the collective and individual cooperation of the entire College community. Oberlin's Honor System is designed to protect students' academic freedom.
2. Students and faculty members shall be responsible for eliminating conditions conducive to violations of the Code; such conditions shall either be discussed by the students and faculty members involved or be reported

directly to the SHC.

3. Students, faculty members, and administrators have specific obligations under the Honor Code. These are outlined below:

- a. **Students** should be prepared for all academic exercises. This will reduce the motivation to cheat. Students should take steps to ensure that other students cannot cheat from them. Additionally all students **must**
 - 1) not condone cheating on the part of others.
 - 2) refuse to assist others in fraudulent acts.
 - 3) ask the professor for clarification if they do not understand how the Honor Code pertains to any given assignment.
 - 4) inform the SHC or the professor if they have knowledge of or have observed an infraction of the Honor Code.
 - b. **Instructors** are expected to make explicit on their syllabi or by some other means of communication how the Honor System operates under the particular work arrangements in their courses. In the absence of explicit instructions from the professor, students should presume that all work must be their own and they may not collaborate with others in its preparation. In addition, all instructors **must**
 - 1) leave the room during examinations and quizzes after giving out the test and answering questions, **except** in cases when technical or specialized circumstances require the instructor's presence. At his or her discretion, the instructor may remain or return for a short period of time as a resource, but under no conditions shall the instructor proctor an exam or quiz.
 - 2) contact the SHC regarding suspected infractions of the Honor Code.
4. At the end of each academic exercise students shall write in full and sign the **Honor Pledge**: "I affirm that I have adhered to the Honor Code in this assignment." If a student does not follow the appropriate procedure, faculty members have the option of withholding the grade until the student writes the Honor Pledge correctly, although they may not penalize students for an oversight.

5. Violations

- a. A student who has violated the Honor Code may report him or herself directly to any member of the SHC at any time.

- b. A faculty member observing or having evidence of a violation of the Code is responsible for reporting this to any member of the SHC. A student observing or having evidence of cheating is responsible for reporting this to the professor teaching the course or any member of the SHC. (If a student reports the matter to a professor, that professor may become the complainant.) The complainant may first give the respondent an opportunity to report his or her own case. If the complainant is a faculty member, he or she is strongly urged to contact the respondent first. Members of the community who have questions about how to report a suspected violation of the Honor Code should speak with the Dean of Student's Office.
- c. A student or faculty member observing or having evidence of a faculty member not fulfilling his or her obligation under the Honor System is responsible for reporting this to the General Faculty Honor Committee (FHC). The complainant is encouraged to contact the respondent first.

E. Authority within the Honor System

1. One of the primary responsibilities of the Student and Faculty Honor Committees is to **educate** the student body and faculty about the purpose, scope, and spirit of the Honor System.
 - a. The SHC will identify one to three members who will return for Orientation to introduce new students to the Honor System.
 - b. The Student and Faculty Honor Committees will create, maintain, and circulate annually to faculty an up-to-date **resource sheet** that conveys to faculty members how the Honor System might be applied in various situations.
 - c. The Faculty Honor Committee will appoint a representative to provide an introduction to, or refresher about, the Honor System during the annual fall **Orientations for New Faculty and for Faculty Advisors**.
 - d. The SHC will work to create **programming** that promotes community dialogue about academic integrity by sponsoring special programs such as round table discussions and guest lecturers.
2. The Student and Faculty Honor Committees shall maintain an open channel of communication between the Honor Committees and the larger campus community.
 - a. The **SHC** shall submit a summary (with name[s] and other identifiable information withheld) to The Oberlin Review at

the start of each semester of cases from the previous semester. At least once during each academic year, the SHC shall hold an open meeting in order to report on its work.

- b. **The General Faculty Honor Committee** shall submit a summary (with name[s] and other identifiable information withheld) to The Oberlin Review at the start of each semester of cases completed from the previous semester.

3. The Dean of Students shall

- a. ensure that there is appropriate clerical support to the SHC.
- b. provide an appropriate workspace for the SHC.
- c. provide a venue for SHC to hear cases.
- d. assist the SHC in its efforts to re-staff.
- e. facilitate a meeting at least once a year between the Dean of Students (or his or her designee) and the SHC as a means of offering support and advice.

4. Membership

- a. The SHC shall consist of a **minimum of eleven members** who are full-time students currently enrolled at Oberlin College. Reasonable efforts will be made to ensure that there will be at least one sophomore, one Conservatory student, three men, and three women among the members of SHC.
- b. Students will be appointed to serve two-year, renewable terms to begin July 1 and conclude June 30. Requests to renew membership will be ratified by the Student Senate.
- c. Members may be removed from the SHC by a two-thirds majority vote by a minimum quorum of eleven SHC members.
- d. The SHC shall have officers for an academic year, including one or two chairpersons, a secretary, and a treasurer, to be selected at the end of the second semester immediately following the Senate appointments for that academic year. The outgoing secretary will provide to the Dean of Students (or his or her designee) a report announcing the future membership and officers of the SHC ordinarily within five working days of the selection of the officers.
- e. During the spring semester, the Student Senate and the SHC shall seek open applications from the student body for membership on the Committee. A standing Interview Committee comprised of three SHC members and three student senators will be appointed at the beginning of each academic year. An SHC chairperson and the Student Senate Membership Coordinator (or his or her designee) will fill two of the six seats on this committee. The Interview Committee will inter-

view new applicants and will present recommendations for new members—based upon a minimum vote of four to approve—to the Student Senate for ratification.

- f. When active membership falls below eleven, the chair or co-chairs of SHC must notify the Student Senate and the Dean of Students (or his or her designee). The SHC or Student Senate can request that the Interview Committee reopen the interview process at any time the Committee has open seats.
- g. Newly appointed members will participate in training that should be provided in the spring or summer before the academic year during which they serve their first term.

F. Procedures of the Honor System

The SHC shall act in all cases of alleged violation of the Honor Code as described in section C. Scope; this function is to be exercised with reference to the good of both the individual and the whole community, according to the procedures described below.

1. **Filing a Complaint:** All members of the Oberlin College community are required to report violations of the Honor Code upon becoming aware of them. Students should report these violations either to their professor or to the SHC. Professors report directly to the SHC, although they may consult with the departmental chairperson or a member of the FHC to test the validity of their suspicion. In situations where a student feels that there may be retribution for his or her reporting the violation, the student may remain anonymous by reporting through the professor. However, students are strongly encouraged to be witnesses at cases they have reported through a professor. †

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

Student Honor Committee

Wilder 105 Box 22 (440) 775-8462

ohonor@oberlin.edu

Co-Chair, Sarah Colvario (academic year)

Co-Chair, Maggie Raife (spring 2003 only)

Secretary & Treasurer, Laura Gardiner

2. Investigation of Complaints

- a. When an accusation is brought to the SHC, the Committee shall **explain** the charges to the respondent and shall inquire into all factors pertinent to the case.
- b. The SHC reserves the right to gather all information pertinent to the case. In the process of **gathering information**, confidentiality shall be maintained to the extent reasonably possible.
 - 1) Upon becoming aware of a violation of the Honor Code, the co-chairs of the SHC shall appoint one or two members to act as **Case Managers**.
 - 2) The Case Managers shall draft a letter, identifying the charges and including a copy of the Honor Code Process, to be sent to the respondent through registered campus mail. This letter will outline the charges being brought against the student giving him or her the option of pleading in violation or not in violation, and include a schedule grid in order to identify an acceptable time to schedule a hearing.
 - 3) Ordinarily the respondent and the complainant shall meet separately with the Case Managers within seven days of the respondent's receipt of the letter.
 - 4) The Case Managers shall gather all additional information as needed, including interviewing students and professors they deem appropriate. When the Case Managers feel that they have gathered all pertinent facts, they shall report this to the co-chairs of the SHC.
- c. All **documents** deemed relevant by the panel chair will be made available to the panel, the respondent, and the complainant through the Dean of Students' Office normally three days prior to the hearing. All panel members are required to review the documents prior to the hearing.

3. The Hearing

- a. At the next full meeting of the SHC, the co-chairs shall assemble a **five-member hearing panel**, including a voting chair. It is strongly encouraged that the chair be one of the Case Managers.
- b. The chairperson of the honor panel shall assign a **time** for the respondent, the complainant, and the panel to hear the case. The time constraints of all involved will be taken into consideration. The hearing will be held as soon as reasonably possible.

- c. The respondent and complainant should offer the committee **written statements** of their positions three days before the scheduled hearing date.
- d. A **hearing panel** will be comprised of five members drawn from the SHC membership. Members of the committee who have conflicting interests in a case should withdraw from the process when the case is first brought to the attention of the committee.
- e. Committee members shall maintain **confidentiality** to the extent reasonably possible. Under no circumstances shall any person with knowledge of the case (faculty, administrator, or student) reveal information that would identify the complainant or the respondent. However, the SHC will usually recommend to the complainant that he or she identify him or herself to the respondent.
- f. The **respondent must appear** at the scheduled hearing except in the case of a documented emergency. (In such cases, and where possible, the respondent must notify the panel in advance.) Without an acceptable documented emergency, the hearing will proceed in the respondent's absence. In the event of a documented emergency, he or she may appeal the decision.
- g. The **complainant must be present** at the hearing unless the chairperson approves his or her absence.
- h. All **evidence** upon which a decision may be based must be introduced at the formal hearing. The Committee is sometimes forced to review material that involves plagiarism or copying. The Committee recognizes that in some instances the material may be too technical or in other ways too difficult for the Committee to judge whether a violation of the Honor Code has occurred. The Committee reserves the right to bring in **consultants** from the College community who might be experts in the field or who have some training in determining the original author of a work.
- i. The Committee reserves the right to call other witnesses that it feels will help in the process of gathering evidence. If these witnesses do not attend, the hearing will proceed without them. Character witnesses are not permitted. **Witnesses** may be present at the hearing only as they are called to testify. The panel chair may accept written statements of witnesses not in attendance in cases of emergencies. The chair may permit a witness to withhold his or her identity from the respondent for reasons the chair finds acceptable.
- j. All hearings will be **audio-taped**. A transcription of the tape will be made in the event a request for an appeal is filed.

- k. The remainder of the hearing shall ordinarily proceed in the following way:
 - 1) At the start of the hearing, the chair shall ask the respondent whether he or she is acquainted with the charges that have been filed, whether he or she understands them, and if his or her plea remains the same.
 - 2) All documents previously made available to the respondent, complainant, and panel members are brought into evidence at this time. The chair will ask if the respondent and complainant have had a chance to read all documents; if they have not, time will now be allotted to do so. The chairperson will review the hearing process and ensure that all understand it.
 - 3) The complainant will make an opening statement, and the panel chair will introduce relevant evidence at his or her discretion.
 - 4) The respondent will make an opening statement, and the panel chair will introduce relevant evidence at his or her discretion.
 - 5) The panel will question the respondent, and then the complainant.
 - 6) The respondent and complainant may ask questions of each other through the chair.
 - 7) Witnesses are brought in, allowed to make an opening statement, and questioned by the panel, and then the complainant and the respondent through the chair.
 - 8) The chair will ask the panel if they wish to meet in executive session.
 - 9) The panel will ask final questions.
 - 10) The chair will inquire whether the respondent understands the events of the hearing that has just taken place.
 - 11) The complainant will offer a closing statement.
 - 12) The respondent will offer a closing statement.

4. Deliberations

- a. The panel meets in **executive session** ordinarily within 24 hours of the hearing to render a decision.
- b. Ideally, panelists will arrive at a decision **consensually**. A supermajority of four panelists is required (minimally) to vote that the respondent is in violation of the Honor Code. However only a simple majority is needed to approve sanctions.
- c. The hearing panel should not consider any knowledge of **previous Honor violations** in their deliberations; however,

this knowledge will be revealed to the panel upon a verdict of “in violation,” and if a previous record exists, it shall be strongly considered in the penalty phase. Knowledge of any judicial violations shall never come into consideration by the panel.

- d. The committee will be guided (though not bound) by **precedent** in order to help insure equity between cases.
- e. The Standard of Proof that shall be applied is **Preponderance of Evidence**.

5. Notification of Decision and Sanctions

- a. The chair of the SHC will **draft** a letter to the Faculty Honor Committee ordinarily within 24 hours of the SHC’s decision explaining why the panel ruled the way it did. All involved will take precautions to protect student confidentiality.
- b. The **Faculty Honor Committee** will review the case ordinarily within four working days, and send a letter to the SHC approving the case. However, the Faculty Honor Committee may request clarification or reconsideration of the decision or the sanction, or a new hearing on the grounds of error in procedure or inappropriate sanction. A new hearing or a reconsideration will occur ordinarily within five working days of the SHC’s receipt of the request.
- c. If approved, the SHC will send a letter to the relevant dean ordinarily within 24 hours of receiving the approval letter from the Faculty Honor Committee.
- d. The relevant dean will send a **letter** to the respondent informing him or her of the SHC’s decision ordinarily within 24 hours. The letter will be copied to the complainant and the panel chair.
- e. The respondent and complainant may contact the panel chair for any available **explanation** of the decision.
- f. All letters, regardless of the decision, shall be kept for the **case files** of the SHC.

6. Sanctions For Honor Code Violations

- a. In the case of a violation of the Honor Code, a notation of honor probation shall be made on the violator’s internal transcript; sanctions which may be considered by the SHC include, but are not limited to:
 - 1) a formal reprimand and warning.
 - 2) the loss, limitation, or restriction of certain non-essential rights in the College, such as participation in extra-curricular activities or representing the College off-campus.

- 3) a recommendation that the instructor issue a failing grade for the assignment. Ultimately, the instructor maintains the right to assign a failing grade for the assignment or the course.
- 4) withholding the diploma of a graduating senior until the completion of the sanctions.
- 5) prohibiting participation by a graduating senior in the commencement ceremony.
- 6) suspension.
- 7) expulsion.

- b. The above sanctions may be assigned individually or in combination at the discretion of the SHC. In appropriate cases, the Committee may assign a reflective paper and/or the revision of a paper at issue.
- c. Ordinarily for a first violation, the notation of honor probation will not appear on the violator’s external transcript, but may be released with other academic information upon the violator’s written request. Failure to comply with the sanctions assigned by the Committee shall constitute a further violation.
- d. In the case of a second violation, the committee is urged to adopt a sanction of suspension, expulsion, or, in the case of a graduating senior, prohibition in participation in commencement exercises or the delay by a semester or more of the awarding of the degree. Any punitive action as a result of a second offense shall be noted on the violator’s official transcript as being the result of an Honor Code violation.

7. Appeal

- a. Appeals may be granted for four reasons:
 - 1) a **mishandling** of the case from a procedural standpoint,
 - 2) an **inappropriate sanction**,
 - 3) **new evidence not reasonably available at the time of the hearing**, or
 - 4) a decision made in the **absence of a respondent** who missed the original hearing because of a documented emergency.
- b. Only respondents have the right to appeal.
- c. The respondent may appeal in writing to the Dean of the College or of the Conservatory within five days of the receipt of the decision. The letter to the Dean from the respondent must indicate which of the four reasons above is pertinent and give a clear rationale for why the appeal should be granted.

- d. In the event that the relevant academic Dean grants an appeal, the case will be heard by a new panel of Honor Committee members. Members of the original hearing may not be involved with the new hearing.
- e. The academic Dean is urged to communicate the decision to the respondent, complainant, and the SHC within ten days, together with an explanation of the rationale.
- f. In the event that a request for an appeal is denied by the relevant Dean, an ultimate appeal may be made to the President (or his or her designee) in writing within ten days of the Dean's decision. The determination of the President (or his or her designee) is final.

8. Records

- a. A record of the case with the violator's name deleted shall be kept on file in the Dean of Students' office. A complete record of the case shall be kept in a locked file in the relevant Dean's office, accessible only to the SHC members and the divisional Deans. The Dean of Students may make use of these files only as consistent with the College's policy on student records or other applicable College regulations pertaining to students' privacy. If notation of the penalty is to be retained permanently on the student's permanent record (as provided under section b. below), the record of the case likewise shall be kept permanently. Otherwise this record shall be destroyed seven years after the commission of the offense or upon the graduation of the student involved, whichever comes first.
- b. When the SHC is satisfied that the sanctions have been fulfilled, the notation of probation shall remain on the violator's permanent internal academic record; it shall be noted that the action was taken as a result of a first violation of the Honor Code.
- c. Precedent log. The Dean of Students Office shall maintain (without name[s] or other identifiable information) a database of charges, Committee decisions, and sanctions applied. The database will be for the use of the Student and Faculty Honor Committee members.

G. Revisions and Modifications

- 1. The Honor System Charter may be amended by a two-thirds vote of the Committee, subject to the approval of the student governing body and the General Faculty.
- 2. The Honor System will be reviewed in every year ending in 0 and 5.

II. Student Governance and Activities

A. Eligibility

Any regularly enrolled full-time student is eligible for all recognized extra-curricular activities; all others are not.

B. Student Government (Constitution of the Association)

*Text inserted for clarity purposes

Passed by a vote of the student body and by the General Faculty, April 15, 1997.

Preamble:

We, the students of Oberlin College, hold that those who are affected by the decisions of a community should be involved in the shaping of those decisions. Therefore, we establish this Constitution to promote student interests, to enhance dialogue and understanding within the student community and the larger Oberlin College community, and to coordinate the direct participation of students in the governance of Oberlin College.

Article I: Purpose and Membership

The purpose of this Constitution is to define the structure and powers of the governance organizations of the students of Oberlin College, hereafter referred to as 'the student body.'

For the purposes of this Constitution, all persons who are enrolled as full- or part-time students in the Conservatory of Music and/or the College of Arts and Sciences are considered to be members of the student body and are eligible to be members of any organization established by, or under the authority of, this Constitution.

Article II: The Student Senate

Section 1: The Purpose of the Student Senate

The Student Senate is the central governance organization for the student body. It is the principal advocate for the interests of the student body as a whole to the Oberlin administration and faculty, and ensures effective student participation in the facul-

ty governance system. The Senate is a central forum for common dialogue within the student community, and for the development of legislation to actualize common goals. The Senate is responsible for ensuring the coordination, effectiveness and accountability of all student government organizations. The Senate also encourages and supports student organizations, initiatives, and activities.

Section 2: (Student Senate Composition)*

The Senate will be composed of 15 senators, elected at-large from the members of the student body, at least one of which will be a Conservatory of Music or Double-Degree student.

Section 3: (Responsibilities of Student Senate)*

The Senate will:

- a. represent the student body in College governance, and pursue the adoption of policies that are beneficial to the student body;
- b. provide a forum for constructive dialogue and decision-making that is inclusive of all students;
- c. appoint and remove student members of Advisory Councils and faculty and administrative committees (see pages 168-9 and 172);
- d. create and abolish Advisory Councils (see page 172);
- e. approve charters of student organizations;
- f. serve as the board of appeal for the Student Finance Committee (see page 169);
- g. approve Senate by-laws;
- h. elect officers (see page 166).

Section 4: (Responsibilities of Student Senate)*

The responsibilities of senators will be to:

- a. serve as an officer or coordinate an Advisory Council;
- b. serve on a Faculty or Administrative Committee;
- c. serve on the General Faculty;
- d. serve on the College Faculty, if applicable. Senators from specific committees, as stated in the College Faculty by-laws, serve as members of the College Faculty;
- e. attend all Senate, faculty and administrative committee meetings, and Advisory Council meetings of which the senator is a member in accordance with the Senate attendance policy;
- f. perform publicity and communication with the student body;

g. hold weekly office hours.

h. failure to execute these duties is cause for removal, in accordance with ("Article II, section 10").

Section 5: Elections

- a. 15 senators are elected at-large from the members of the student body, 10 in the spring semester and 5 in the fall semester.
- b. Candidates are encouraged to seek endorsements from student organizations, dormitories or co-ops. Such endorsements are printed on the ballot along with the candidate's name, and on published candidate statements. Candidates may be endorsed by more than one organization. Organizations may endorse as many candidates as they see fit, and may use any criteria for making their endorsements. Organizations may determine (by the decision-making process set out in their charter) their own procedures for endorsing candidates. The Senate must be informed of those procedures so that it can ensure the validity of endorsements. Organizations and endorsed candidates may place commitments on one another, but a senator, once elected, may not be removed by an endorsing organization.
- c. The Senate must hold elections within three weeks of reading period in the spring and within the first three weeks of the start of classes in the fall. The Senate can call elections to fill a vacancy with a majority vote. The Communications Coordinator coordinates the nomination period, which will last at least 12 days after the announcement calling for nominations. The Secretary shall coordinate the elections, which lasts for five days or until quorum for the election has been met, whichever is longer.
- d. For quorum to be met in a regular fall or spring election, twenty percent of the student body must vote. Quorum for a vacancy-filling election is ten percent of the student body.
- e. The ten senators elected in the spring serve as the Interim Senate (see page 167).
- f. If no Conservatory or Double Degree student is elected in the spring election or nominated in the fall list of candidates, the Interim Senate will actively recruit Conservatory students to run for Senate. If at the end of a week of recruitment no Conservatory candidates are found, the Conservatory requirement is void. The spring election is unaffected by the Conservatory requirement.
- g. In the spring election, the top ten votegetters become senators regardless of division. If no Conservatory or Double

Degree students are elected in the spring, the top Conservatory votegetter and the top four other votegetters in the fall election become senators. The requirement for a Conservatory or Double Degree student does not affect vacancy-filling elections.

- h. The Student Senate must call an election and open nominations within one week if more than three seats are vacant.

Section 6: (Officers)*

The officers of the Senate shall be elected during the first meeting of the Interim Senate. The officers are as follows:

- a. Liaison, who is a Senate spokesperson in communication with the staff, faculty, administration, and Trustees of Oberlin College, and the greater community. The Liaison coordinates the legislative work of the Senate and the Advisory Councils, and sends the Senate's legislation and proposals to the appropriate committees or administrative offices (see Article II, section 8).
- b. Secretary, who manages the Senate office, coordinates elections, keeps the agenda and takes minutes for Senate meetings, manages technology support, and serves as the Senate treasurer. *Note:* One or more of these duties may be delegated to another senator, if more qualified.
- c. Communications Coordinator, who is in charge of publicity regarding Senate information, advertises and takes nominations for Senate elections, and is in charge of forums, the bulletin board, all correspondence, and a Senate newsletter.
- d. Organizational Coordinator, who is the Senate's principal liaison to all student organizations and ensures that organizations are informed of and have the opportunity to be involved in the work of student government bodies. The Organizational Coordinator serves as the Student Finance Committee Co-chair, and coordinates prompt consideration of organization charters.
- e. Membership Coordinator, who monitors the attendance of senators and the student members of Advisory Councils and faculty and administrative committees. The Membership Coordinator coordinates appointment interviews and recommends appointments and removals to the Senate.
- f. Education Coordinator, who ensures that senators, student committee members, and the college community are informed about campus governance. The Education Coordinator shall coordinate a project each year during orientation to teach new students about the campus governance

system and activism, and run a training retreat for the Senate. The Education Coordinator will publish the Senate by-laws and coordinate by-law revisions.

- g. No senator shall hold two Senate offices simultaneously.
- h. The Senate may amend the above officer duties and titles with a two-thirds vote.

Section 7: (Interim Senate)*

The Interim Senate consists of the ten senators elected in the spring.

- a. From the end of the spring semester until the election of the five remaining senators in the fall, the Interim Senate shall serve three main functions: conducting appointments, educating about campus governance during orientation, and conducting elections for the other five senators.
- b. The Interim Senate will meet at least once before the end of the spring semester to elect the officers for the following year, to choose someone to coordinate Senate activities over the summer, and to plan for any student government business that must be dealt with before the fall elections.
- c. Each Interim senator will sign up in the spring to fill one position on a College, Conservatory, or General Faculty Committee for the following year. The Membership Coordinator shall organize all other appointments (see section 9, below).
- d. The Interim Senate shall act as an elections committee in the fall, with the Secretary coordinating the election.

Section 8: Legislation

- a. The Senate will consider adopting legislation on any issue of concern to students or referred to it by Advisory Councils, student organizations or faculty committees.
- b. Any legislation needing further approval will be delivered to the appropriate committee or administrator by the Liaison. Due to the Senate's role as the principal legislative body of the student body, committees should promptly consider any referred legislation, and distribute it to their members through normal committee procedure.
- c. The Senate will publicize all passed legislation to the student body. The Senate will distribute copies of all passed legislation to the General Faculty through the General Faculty Council, to the Dean of Students, to the Board of Trustees, and to the Secretary of the College.

Section 9: (Student Appointments)*

The Senate has the power to appoint all student members of faculty, administrative and ad hoc committees and Advisory Councils.

- a. At the first full Senate meeting, the senators elected in the fall will sign up to fill one position on any College, Conservatory, or General Faculty committee on which there are student seats. All senators are expected to serve on at least one of these committees, and they should choose committees based on their interest, experience, and time commitment. Only senators who are Conservatory or Double Degree students will take seats on Conservatory Faculty committees, and only senators who are Arts and Sciences or Double Degree students will take seats on College Faculty committees. In the event that more senators sign up for a committee than the number of seats that are available, an election will be held within the Senate for those seats.
- b. Each senator will hold a seat on the committee of the General Faculty. If a senator is unable to serve on the General Faculty due to an academic conflict, the Senate shall appoint a replacement from the student body.
- c. Student members of faculty or administrative committees are members of an Advisory Council, unless the Student Senate determines that it is not necessary for the student members of a committee to participate in an Advisory Council.
- d. The Membership Coordinator shall advertise all open seats to the student body and coordinate the interview process following the senators' fall seat selection. Committee seats that remain open after the fall appointments process is completed may be filled by senators. If more senators wish to become members of a committee than there are seats available, the appointments will be decided by a vote of the Senate.
- e. Before the end of the spring semester, the Senate will appoint students to the SFC, Judicial Board, Community Board, Mediation Board, Honor Committee, Forum Board, and Student Union Board. No more than half of the student seats on any other regular faculty, administrative, or ad hoc committee may be filled before the fall election.
- f. At least 3 senators must be present at an interview to recommend an appointment.
- g. Any committee may designate up to 2 of its members as non-voting representatives to participate in interviews for student seats on that committee. More representatives may be allowed at the discretion of the Senate.

Section 10: (Removal of Student Appointee)*

The Senate has the power to remove any student member of a faculty or administrative committee, the Senate, or Advisory Councils.

The Membership Coordinator will record attendance of student members of committees, senators, and members of Advisory Councils.

- a. The Membership Coordinator may recommend removal from the Senate, a committee, or Advisory Council seat for poor attendance, but not for ideological reasons. If a student assigned to an Advisory Council fails to attend, that student may be removed from his or her faculty and administrative committee seats.
- b. The Membership Coordinator may recommend removal from the Senate for not participating in publicity or dorm raps and not holding weekly office hours.
- c. A removal is enacted by a two-thirds vote of the Senate.

Section 11: (Student Finance Committee)*

The members of the Student Finance Committee (SFC) are appointed by the Senate to allocate the Activity Fee. Members are chosen from the student body at large, with the exception of a co-chair, who will be the Organizational Coordinator of the Senate.

- a. Five of the seven members of the SFC will be appointed in the spring prior to their year of service. The Organizational Coordinator will be elected by the Interim Senate in the spring, and a first year student will be appointed in the fall.
- b. An organization may appeal its SFC budget allocation to the Senate after completion of the SFC's regular budgeting process. An organization must decide to initiate an appeal using the decision-making process set out in its charter. The Senate should agree to hear an appeal only if the organization can demonstrate that the SFC has used its power unfairly or in an arbitrary manner.
- c. Members of the SFC are invited to attend the Senate meeting when an appeal is heard.
- d. If the Senate finds that an appeal is legitimate, it may recommend to the SFC that it make an alternative budget allocation. If the SFC rejects the recommendations, the organization may appeal to the Senate once more. In the case of a second appeal, the decision of the Senate is final.
- e. Senators may not vote on appeals from an organization that has given them a ballot endorsement. The Organizational

Coordinator may not vote on any SFC appeal.

- f. No senator who is a member of the SFC may vote on a SFC budget or ad hoc request from an organization that has given them a ballot endorsement, nor may they chair a SFC discussion of the request.
- g. The Student Senate may not appeal its own budget.
- h. The Student Senate may not remove members of the SFC as it can other committees.

Section 12: (Forum Board)*

The members of Forum Board will be appointed by the Student Senate.

- a. Five members of the Forum Board will be selected from the student body in the spring prior to their year of service. A term for Forum Board lasts for one academic year.
- b. The Student Senate may not remove members of the Forum Board as it can other committees.
- c. The Senate shall not hear budget appeals from the Forum Board.

Section 13: (Judicial/Community Board Appointments)*

The members of Judicial Board and the student members of Community Board and Mediation Board will be appointed in the spring by the Student Senate, in accordance with Student Rights and Responsibilities, Section IV, E, sections 2 and 3 of the Oberlin College Rules and Regulations. (See page 189).

- a. The Student Senate may not remove members of the Judicial Board, Community Board, or Mediation Board as it can other committees.

Section 14: (Honor Committee Appointments)*

The members of the Honor Committee will be appointed in the spring by the Student Senate, in accordance with Student Rights and Responsibilities II, E, section 4. a-g. of the Oberlin College Rules and Regulations (See page 155).

- a. The Student Senate may not remove members of the Honor Committee as it can other committees.

Section 15: (Student Union Board Appointments)*

The members of the Student Union Board will be appointed in the spring by the Student Senate, in accordance with the Student Union Board constitution.

Section 16: (Plenary Sessions)*

The Senate will meet in plenary sessions no more than two weeks apart.

- a. Items for the agenda of each meeting will be taken by the Secretary. Any senator may add an item to the agenda.
- b. The facilitation of Senate meetings will rotate between all Senate members on a volunteer basis.
- c. Senate meetings will follow the principles of the Feminist Process, promoting inclusive conversation and attempting to reach a consensus decision.

Section 17: (Quorum)*

The quorum for voting in the Senate is ten senators, if called by a senator.

Section 18: (Accessibility of Proceedings)*

The Senate's proceedings must be accessible and well-publicized to the student body.

- a. All Senate meetings must be open to any member of the student body.
- b. The Senate office must be easily accessible to the student body, and senators must hold regular open office hours.
- c. The Senate must maintain a centrally located bulletin board to publicize its agenda and minutes, and to provide a space for student input.
- d. The Senate must publish a newsletter at least once per month. Attendance and vote charts must be included in the newsletter. The newsletter may be distributed in any form that will widely reach the student body, including mailings, electronically, etc.
- e. The Senate must publicize any open seats on faculty and administrative committees.

Section 19: (Compensation for Senators)*

Compensation for senators will be through a stipend salary, equivalent to 10 hours a week at the minimum wage on the student employment pay scale.

- a. To receive compensation, senators are expected to perform their duties as listed in Article II, section 4 (page 164). Senators cease to receive stipend funds upon removal from the Senate.
- b. Senators will be paid directly from the student activity fee budget. The Senate must apply to the Student Finance

Committee for any additional funding.

- c. The stipend provision must be reaffirmed bi-annually (every other year) by a student referendum. A minimum of 50 percent of students must vote, and a majority must approve.

Article III. Advisory Councils

Section 1: Purpose of the Advisory Councils

Advisory Councils are the principal forum for students to formulate recommendations and proposals to the administration, Senate, and faculty and administrative committees on a particular set of issues. An Advisory Council consists of senators, student members of faculty and administrative committees, and other students and non-voting faculty and administrators appointed by the Senate. Advisory Councils are expected to involve the community in their work by holding public meetings and consulting with faculty, students, and staff with expertise or interest in an issue area.

Section 2: (Creation of Advisory Councils)*

Advisory Councils are created each year by the Student Senate during the first meeting of the full Senate, based on the Senate's priorities for the year.

- a. The list of Advisory Councils must be approved as a slate with a 2/3 vote.
- b. At least one senator must serve on each Advisory Council. Senators are appointed to Advisory Councils by the Senate through a majority vote.
- c. To add or change Advisory Councils, the new list of all Advisory Councils must be approved by a 2/3 vote of the Senate.
- d. The Senate determines which senators, faculty committee student members, individual students, and administrators serve on a particular Advisory Council.

Section 3: (Advisory Council Membership)*

Each Advisory Council will have no fewer than seven student members.

- a. Student members of faculty or administrative committees are members of an Advisory Council, unless the Student Senate determines that it is not necessary for the student members of a committee to participate in an Advisory Council.
- b. The Senate shall appoint faculty or staff members to sit on Advisory Councils as ex officio, non-voting members.

- c. The Advisory Council is encouraged to invite other students, staff, and faculty to attend meetings as guests.
- d. If there are not enough students on faculty or administrative committees to fill Advisory Councils, then the Membership Coordinator will advertise the open Advisory Council seats to the student body. The Senate can appoint Advisory Council members with a majority vote.

Section 4: (Chair of Advisory Council(s))*

A senator will serve as chair for each Advisory Council.

Section 5: (Proposals from an Advisory Council)*

Proposals from an Advisory Council may be sent either to the Student Senate for adoption and lobbying or to faculty and administrative committees. An Advisory Council's recommendations may go directly to a member of the administration for implementation. Advisory Council meetings are open to the public unless the committee votes to meet in executive session.

Article IV: Referenda and Constitutional Change

Section 1: (How to Call for)*

A referendum can be called by a majority vote of the Senate or by a petition with 100 student signatures presented to the Senate.

Section 2: (Results)*

The Senate and Advisory Councils are compelled to consider the results of any referendum.

Section 3: (Passing)

Amendments that significantly change the structure or intent of this Constitution must pass a student referendum. A minimum of 50 percent of students must vote, and a majority must approve the amendment.

Section 4: (Senator Removal Via a Referendum)*

A senator may be removed by a student referendum. For the referendum to pass, 20 percent of students must vote, and two-thirds of those voting must approve.

Article V: Student Organizations and Association

Section 1: (Organizing Groups)*

Any group of students is free to organize for any purpose in accordance with the regulations of Oberlin College.

Section 2: (Advisors)*

Advisors to student organizations will be chosen or approved by the organizations concerned.

Section 3: Publications

- a. Students may publish newspapers, journals, magazines, or other publications as they wish.
- b. No censorship will be exercised by the Senate or the College authorities over the content of any publication.

Section 4: (Amendments to Student Organization Charter)*

The charter of a student organization may be amended by the respective organization, subject to approval by the Senate.

Article VI. Powers

Nothing in this Constitution prevents the General Faculty, the President of the College, or the Board of Trustees from acting with the powers accorded to them by the by-laws of Oberlin College. This Constitution supersedes and overrides any previous Constitutions, charters, and regulations.

C. Student Organizations, Clubs, Associations, Publications

Any group of students is free to organize for any purpose in accordance with the regulations of Oberlin College. Advisors to student organizations will be chosen or approved annually by the organizations concerned. All student organizations are subject to the by-laws of the Student Senate and in concurrence with the General Faculty Student Life Committee and the General Faculty.

All procedures related to the initiation of new charters, the amendment of existing charters, or the reinitiation of inactive charters should be presented by the student organization, and should be directed to the Wilder Student Union office. All charters and their amendments are subject to the approval of the Student Senate, the General Faculty Student Life Committee, and the General Faculty. Copies of all charters are on file at the Student Union.

All student organization funds are subject to the provisions of the Student Financial Charter.

Student organizations may publish such newspapers, and magazines or other publications as they wish. No censorship will be exercised by the Senate or College authorities over the content of any publication.

D. Secret Societies

No secret society is allowed at Oberlin, and no other societies or self-perpetuating organization is allowed among students, except by permission of the faculty. This is to be understood to include social and rooming-house clubs.

E. Athletics

The supervision and control of official athletic activities of the College is the responsibility of the Department of Athletics and Physical Education. The Department has the counsel and assistance of an Advisory Committee on Athletics consisting of members of the General Faculty and students.

Oberlin College is a member of the North Coast Athletic Conference, and the National Collegiate Athletic Association. The rules of the College and of these conferences and associations govern intercollegiate athletics for men and women.

No student may officially represent Oberlin College in any intercollegiate athletic contest without the prior approval of the Department of Athletics and Physical Education.

III. Student Bill Of Rights**A. Philosophy**

It is understood that Oberlin students are adults. Therefore, Oberlin College does not act in loco parentis. The College provides students with the freedom and encouragement to make decisions and requires them to assume responsibility for—and accept the consequences of—their behavior. With self-governance comes an obligation to participate in a system of regulations conducive to teaching and learning, which protects the rights, safety and property of others, and which ensures the orderly functioning of the College. It is our aim to construct and implement these regulations in an

educational, developmental, and community-based framework.

B. Preamble

Oberlin College exists as an educational community in which free inquiry and free expression are indispensable. Any assertion of rights and freedoms implies a willingness to assume responsibilities. The College community, in moving to protect individual liberty, expects the following from each of its members: recognition of the primarily academic purposes of the institution, concern for the rights and freedoms of others, and commitment to the rule of reason in settling disputes. The purpose of the delineation of rights, freedoms, and responsibilities that follows is to foster learning and the free exchange of ideas within a cooperative academic community.

C. Freedoms of Access to Opportunities and Resources

1. Financial Aid

The College provides financial aid through scholarships, grants-in-aid, work opportunities and loans in order to attempt to meet the total financial needs of its students.

2. Leaves of Absence

Any student in good standing has the right to be granted a leave of absence from the College based on policies that are published and available.

3. College Services, Functions and Facilities

Students who are enrolled have the right to attend functions and to utilize facilities and services.

D. Freedom of Expression and Scholarship

1. Protection of Individual Rights

Learning and scholarship are at once individual and collective activities. We as a community encourage and protect free inquiry and the open exchange of facts, ideas, and opinions. Students are free to take exception to views offered in courses of study and to reserve judg-

ment about debatable issues.

2. Respect for the Community of Scholars

The collaborative nature of scholarship demands that individuals recognize and acknowledge the authorship and priority of ideas and information used in their own work. In addition, individuals should be tolerant of differences in opinion, respect the convictions of others, and protect the rights of all to pursue diverse lines of inquiry. Finally, students should respect the rights of others to the privacy and solitude they require for study.

3. Academic Evaluation

Students are responsible for understanding the policies and grading procedures of classes in which they are enrolled. Students who believe that they have been subject to unfair or discriminatory academic evaluation by faculty members are encouraged to discuss the matter fully with their instructors. Faculty should be prepared to explain the rationale for their grading. When a resolution is not possible through such informal discussion, students may take the matter to the chair of the relevant department or, if not satisfied, to the appropriate Dean of the College or of the Conservatory.

E. Expression and Inquiry in Campus Activities

1. Expression by Individual Students and Student Organizations

Students and student organizations are free to examine and discuss questions of interest to them and to express opinions publicly and privately. Members of the College are expected to take responsibility for their expressions; anonymous expressions are inimical to the free and open exchange of ideas.

2. Guest Speaker Policy

College organizations are free to bring to the College any guest speaker. The College may develop procedures for orderly scheduling and presentation of speakers and other programs. Sponsors of speakers should clearly state in their publicity the name of the sponsoring organ-

ization. Sponsorship of a guest speaker does not necessarily imply endorsement by the sponsoring group or the College.

3. Student Demonstrations

Students may participate in any orderly demonstrations that do not disrupt the operation of the College, endanger the safety of individuals, or destroy property. In any public demonstration, students are understood to speak only for themselves or for the student organizations they represent.

4. Student Media

- a. The student media such as student produced radio, newspapers, literary or opinion magazines or journals, video, and film shall remain free of censorship and prior view of copy, and their editor(s) and manager(s) are free to develop their own editorial policies.
- b. Editors and managers of student media are protected from arbitrary suspension and removal from office because of student, faculty, administrative or public disapproval of editorial policy or content.
- c. All student media must explicitly state that the opinions therein expressed are not necessarily those of the College community.
- d. The freedom accorded student editors and managers recognizes adherence to the canons of responsible journalism and reporting, e.g., the avoidance of libel, undocumented allegations, attacks on personal integrity, harassment, and slanderous innuendo.

F. Confidentiality of Records

The college guarantees the confidentiality of student records, consistent with the regulations of the Family Educational Rights and Privacy Act (FERPA). (See page 250).

G. Associations and Organizations

- a. The College guarantees the freedom to organize and join associations within certain limitations relating to secret societies. (See page 175).
- b. Student organizations are chartered according to the established procedures of the Student Senate and the General Faculty.
- c. Although organizations may set membership criteria, these

should have a basis in the functioning of the organization and should not be discriminatory, as specified in the College's nondiscriminatory policy.

- d. No organization shall be required to submit a membership list to the College.
- e. Affiliation with a non-college organization will not of itself disqualify a student organization from institutional recognition.

H. Access to Information

1. Information Regarding College Regulations

Students have the right to access College policies and regulations, which shall be published and readily available. Students have the obligation to familiarize themselves with these regulations.

2. Information Regarding Recruitment by Service and Employment Agencies

The College will publish the names of companies and organizations that wish to come to Oberlin to recruit for employees and the dates on which they will recruit.

I. Participation in Institutional Governance

Students, as well as faculty, staff, and officers of the College, must play a major role in campus governance if the College is to thrive as a community of scholars. Participation in institutional governance includes the following:

- a. The freedom to express views on institutional policy.
- b. The right of students to be appropriately informed of decisions that may affect student life and the right to offer opinions of such decisions.
- c. The right of students to propose a defined and formal means by which they may participate in the formulation, application and review of institutional policy.
- d. Making available descriptions of existing decision-making bodies within the formal structure of campus governance.

J. Civil Rights and Due Process

No part of these regulations are intended to abrogate the civil rights of students, either as members of the College or as members of the greater college community.

1. Civil Rights

- a. Oberlin students are members of both the College and the greater public communities. The College supports students in the exercise of their civil rights and the free exchange of ideas.
- b. Students have the right to be free from harassment (as defined under the Code of Conduct, (page 185) and harm for reasons of their gender, gender identity, sexual orientation, race, religion, national origin, ethnic identification, age, political affiliation, ideology, or physical or mental disability.
- c. Students have the right to enjoy a reasonable degree of privacy, within the constraints imposed by living together at close quarters.

2. Due Process

Students at Oberlin College will be treated equally and fairly under the terms of the judicial system. Basic rights include:

- a. A written statement of charges.
- b. A meeting with the Judicial Coordinator to clarify one's rights and to understand the judicial process.
- c. A formal hearing.
- d. The right to a formal review of the outcome.

3. Freedom From Unwarranted Search

Oberlin respects students' right to privacy. The College and its officials abide by set procedures pursuant to entering or searching College property leased by or assigned to students with the understanding that this procedure in no way limits bona fide law enforcement for warranted searches.

4. Responsibility and the Law

- a. Oberlin students shall accept full responsibility for their own actions under federal, state and local laws. While reserving the right to criticize government policy and even, in the name of conscience, to resist government decree, they shall recognize the rule of law and expect no special immunity on account of their student status. Within the College community, students acknowledge the duly constituted role of trustees, and the organized entities of the administration, faculty and students in the political processes of the College. Students shall abide by College regulations and the decisions of the College's judicial bodies.

- b. When students incur penalties prescribed by civil authorities, they may also be subject to further discipline by the College judicial systems if there are distinct and clear College community interests involved. The appropriate judicial body will rule as to its jurisdiction in the case.
- c. When students of the College are charged with a violation of federal, state or local law, the College has no obligation to assist them.

IV. Judicial System

A. Preamble

The purpose of the Oberlin College Judicial System is to create an environment which is conducive to excellence within and outside of the classroom, which educates students about the relationship between their personal freedom and their responsibilities to their community, which promotes the orderly functioning of the community, which holds all members of the community accountable for their behavior, and which promotes habits of effective and engaged citizenship.

B. Definition of Terms

1. The term "**college**" means Oberlin College including the College of Arts and Sciences and the Conservatory.
2. For the purposes of the Oberlin College judicial system, a "**student**" is defined as an individual who has been offered—and has accepted—the opportunity to enroll in regular credit-bearing Oberlin College courses. Students who are not officially enrolled for a particular term but are participating in study abroad or domestic exchange programs, or who are on leave from the College, remain subject to the College's judicial system.
3. The term "**faculty member**" means any person hired by the College to conduct classroom activities.
4. The term "**college official**" includes any person employed by the College, performing assigned administrative or professional responsibilities.
5. The term "**staff member**" means any person

- employed by the College.
6. The term “**member of the college community**” includes any person who is a student, faculty or staff member, college official or any other person employed by the College. A person’s status in a particular situation shall be determined by the Office of the President, the Dean of the College, the Dean of the Conservatory or the Dean of Students.
 7. The term “**business day**” ordinarily refers to a week-day (Monday through Friday) during those weeks in which the College is in session, excluding vacations.
 8. The term “**college property**” includes all land, buildings, facilities and other property in the possession of or owned, used or controlled by Oberlin College (including adjacent streets and sidewalks). This definition shall not be interpreted to infringe on any appropriately recognized jurisdiction of the Oberlin City Police or other law enforcement officials.
 9. The term “**organization**” means any number of persons who have complied with the formal requirements for College recognition as a campus organization.
 10. The term “**judicial board**” means the group of individuals appointed by the Student Senate and authorized by the College to determine whether a student has violated the rules and regulations and to impose sanctions.
 11. The term “**Community Board**” means the group of individuals authorized by the College to hear defined categories of cases and to review cases heard by the Judicial Board.
 12. The term “**review**” refers to the process of reviewing a hearing upon request, and determining if a new hearing shall be granted. The term “review” is synonymous to the term appeal.
 13. The term “**advisor**” refers to a person assisting the complainant or respondent at a formal hearing. This

person must be a member of the Oberlin College community (staff, faculty or student).

14. The term “**shall**” is used in the imperative sense.
15. The term “**may**” is used in the permissive sense.
16. The term “**judicial coordinator**” is a position designated by the Dean of Students to be responsible for the administration of the overall judicial system and the Rules and Regulations.
17. The term “**policy**” is defined as a written regulation of the College as outlined in, but not limited to, the published Rules and Regulations.
18. The term “**complainant**” refers to the individual(s) initiating a complaint under the Rules and Regulations.
19. The term “**charge**” refers to formal action taken by the Judicial Coordinator on behalf of the College. A charge is made when alleged behavior constitutes a violation of the Code of Conduct.
20. The term “**respondent**” refers to the person(s) or group cited in the complaint who is (are) alleged to have violated the Rules and Regulations.
21. The term “**victim**” refers to the individual(s) who has been harmed by the alleged offense.
22. The term “**complaint form**” means a written statement of the provisions of the Rules and Regulations alleged to be violated and the factual circumstances surrounding the alleged violation.
23. The term “**written**” means any written material including electronic correspondence.
24. The term “**complaint**” refers to a formal allegation presented to the Judicial Coordinator by a member of the College.

C. Jurisdiction

Oberlin College holds its students accountable for their behavior on-campus. The College may also choose to address off-campus behavior whether that behavior consti-

tutes a violation of local, state, or federal law, or a violation of College regulations if that behavior:

1. occurs within public or private areas adjacent to the campus; or
2. occurs in connection with a college-sponsored event or when students are acting as representatives of the College; or
3. directly affects another member of the Oberlin community.

D. Code of Conduct

Students are expected to be responsible for their actions and to conduct themselves in accordance with the Rules and Regulations of the College. Violation of the Oberlin College Code of Conduct shall be grounds for disciplinary action. Violations include but are not limited to the following:

1. Violations of Published Regulations

- a. Violations of the general rules and regulations of the institution, College Policies or Faculty Statements as published in the Rules and Regulations or any other official institutional publication, excepting those that fall under the jurisdiction of the Honor Code or the Sexual Offense Policy.
- b. Violations of local, state, and federal laws or regulations proscribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference.

2. Physical Violence

Conduct which physically harms, or might reasonably be regarded as a threat to the physical safety, health or well-being of another individual or individuals, including but not limited to the following examples:

- a. Individual or group behavior which is violent or which unreasonably disturbs other groups or individuals.
- b. Threats to cause harm or abuse.
- c. Acts of hazing by any individual or group. The College adheres to the definition of hazing as articulated by the Ohio Revised Code: “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] caus-

ing mental or physical harm to any person.”

- d. Acts of stalking, defined by the State of Ohio Stalking Law as knowingly engaging in a pattern of conduct, related in time, which causes another to believe that the offender will cause that other person physical or mental harm.
- e. Acts of sexual offense as defined by law and or defined by the Sexual Offense Policy. (See page 218).

3. Harassment

Any verbal, physical or written act, directed at an individual, which might reasonably be construed to intimidate, coerce or create a hostile environment for him or her and, in turn, prevent him or her from fully enjoying the educational benefits of the College. At the same time, proscriptions of verbal harassment must not have the effect of limiting the free exchange of ideas or opinions; rude or obnoxious behavior or speech—whether inside or outside the classroom—is not necessarily in itself adjudicable. (See page 204).

Including but not limited to the following examples:

- a. Defamation, libel, or slander
- b. Forms of intimidation or harassment
- c. Forms of harassment as defined by the Sexual Offense Policy and the Faculty Statement on Racial Abuse and Harassment

4. Behaviors that Interfere with Community Function

Oberlin forbids conduct that interferes with, impinges upon, or otherwise disrupts any legitimate function of the College or its representatives, including but not limited to the following examples:

- a. Unreasonable interference with or obstruction of any institutional activity, program, event, or facility, including the following: any unauthorized occupancy of the institution or institutionally-controlled facilities or blockage of access to or from such facilities; interference with the right of any member of the College or other authorized person to gain access to any College or College-controlled activity, program, event, or facility.
- b. Failure to comply with directions or requests of College officials acting in the performance of their duties, including any

- obstruction or delay of a campus security officer or any College official in the performance of their duty. Failure to show or surrender ID card to College official upon proper request.
- c. Unauthorized entry into or occupation of College facilities that are locked, closed to student activities, or otherwise restricted as to use.
- d. Failure to comply with the provisions of the College parking and traffic regulations. Unlawfully blocking or impeding normal pedestrian or vehicular traffic on or adjacent to College property.
- e. Misuse of the disciplinary procedures, including the following: failure to respond to a request for an interview by the Judicial Coordinator during the investigation of a violation; knowingly falsifying or misrepresenting information before a hearing body; knowingly making a false statement; attempting to influence the impartiality of a member of a hearing body prior to, during, or after a hearing; harassing or intimidating a member of a hearing body or a witness; failing to comply with the sanction(s) imposed by the hearing body; and presenting false information or a false complaint.
- f. Forgery, alteration, or unauthorized use of College documents, forms, records, or identification cards, including the giving of any false information, or the withholding of necessary information, in connection with a student's admission, enrollment, or status in the College.
- g. Unauthorized sales, solicitation, or door-to-door canvassing, as well as the unauthorized use of the Oberlin College name for commercial purposes.

5. Abuses Pertaining to Community or Personal Property

Theft or misappropriation of College or individual property, including but not limited to the following examples:

- a. Acts of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring, or unauthorized use of property including, but not limited to, fire alarms, fire equipment, elevators, telephones, institution keys, library materials, safety devices and/or other College property.
- b. Misappropriation or unauthorized possession or sale of College property.
- c. Making or causing to be made any key for a College facility without authorization.

- d. Acts of theft, misappropriation or malicious damage to the private property of other College community members.
- e. Embezzling, defrauding, or procuring any money, goods, or services, under false pretense.

6. Non-Adherence to Community Safety Regulations

including but not limited to the following examples:

- a. Failure to evacuate College facilities or willfully disregarding any emergency or fire alarm signal.
- b. Unauthorized or illegal possession of or use of firearms, dangerous weapons or hazardous materials of any kind. With the exception of law enforcement officers, the possession of firearms on Oberlin College property or in Oberlin College buildings is forbidden.
- c. Unauthorized detonation of any object or substance, including but not limited to those considered being and used as fireworks.
- d. Unauthorized ignition of flammable materials in College facilities.

7. Violations Pertaining to Controlled and Unlawful Substances

- a. Unlawful and unauthorized use or possession of alcoholic beverages. (See page 236).
- b. Unlawful use or possession of any illicit drug or controlled substance (including any stimulant, depressant, narcotic, or hallucinogenic drug or substance, or marijuana), or the sale or distribution of any illicit drug or controlled substance. (See page 236).
- c. Use or possession of equipment, products, or material that is used or intended for use in manufacturing, growing, using (unless prescribed by a licensed medical provider), or distributing any illicit drug or controlled substance.

E. Judicial Authority

Within the judicial system, there are a variety of individuals and groups who have responsibility for making decisions and resolving conflicts. Listed below are the decision-making bodies who have been given authority to serve within the system and a brief description of their roles.

1. Judicial Coordinator

The Judicial Coordinator is an agent of the College and of the Dean of Students, and acts on behalf of the College and the Dean of Students in carrying out all judicial functions. The Dean of Students retains the right to appoint the Judicial Coordinator from among the deans in the Division of Student Life and Services. The Dean of Students also retains the right to designate a member of her/his professional staff to serve in the absence of the Judicial Coordinator.

While individuals of the College community are encouraged to bring complaints to the attention of the Judicial Coordinator, it is the responsibility of the Judicial Coordinator to:

- a. Determine if the alleged behavior is an infraction of the Code of Conduct,
- b. Determine if there is enough information to warrant bringing charges, and
- c. Bring judicial charges against students on behalf of the College.

The primary responsibilities of the Judicial Coordinator include the following:

- a. Interpreting policies and procedures within the judicial system, in light of precedent and past practices.
- b. Training members of the Judicial and Community Boards.
- c. Maintaining judicial records and correspondence.
- d. Investigating reports of misconduct, determining if the alleged behavior is an infraction of the Code of Conduct, determining if there is enough information to warrant bringing charges, and initiating charges on behalf of the College when appropriate.
- e. Adjudicating alleged violations and determining appropriate sanctions only when 1) the violation does not warrant a sanction of suspension or expulsion, 2) adjudication by the Judicial Coordinator has been requested by the respondent, 3) the respondent admits responsibility, and 4) there is no fundamental disputation of facts.
- f. Attending (without a vote) Judicial and Community Board hearings, deliberations and appeals, and speaking in such meetings upon the invitation of the Chair.
- g. Recommending to the Registrar the withholding of a degree

of a graduating senior until the case has been heard and properly resolved.

- h. Possessing the authority—along with the Dean of Students and his or her designee—to impose a temporary stay away, temporary housing relocation, or temporary suspension until a decision has been reached by the Judicial Board.
- i. Meeting with the Chair of the Judicial Board to approve (consistent) format of the letter to the respondent and to advise when necessary.
- j. Meeting every other year with members of the Judicial Board and Community Board to recommend changes to the judicial system and process. Changes to this document shall be approved by the Student Life Committee (SLC) and the General Faculty (GF).
- k. Reporting a summary of all cases at the end of each semester to the Oberlin College community. These will be posted in the campus newspaper and on the Oberlin website. The summary will only include information about the charges and decisions of the boards. The summary will not contain confidential information including the identity of the individuals.

2. Judicial Board

Membership

- a. Fifteen (15) students will be appointed by the Student Senate to serve as members. Appointments will be made in the spring semester for the upcoming year and as vacancies arise. If fewer than five Judicial Board members will be on-campus and available during the summer and winter term, the Student Senate will appoint interim members before the end of the preceding semester.
- b. Members shall be appointed for a two (2) year term, and may be re-appointed.

Responsibilities

- a. Board members shall complete a training program prior to being assigned to a case.
- b. Board members shall not participate in a hearing if they believe there is a conflict of interest, or if they feel that their participation may give the perception of an unfair or biased hearing.
- c. Board members shall hold all information in confidence. Failure to do so will constitute grounds for immediate removal and judicial action.

3. Community Board

Membership

- a. Nine (9) faculty (appointed by the Nominating Committee of the General Faculty) and six (6) students (appointed by Student Senate) shall constitute the Community Board. Two students and two faculty members, plus the chairperson, will constitute a panel. The Board is authorized to review appeals of judicial cases upon request, and will authorize Judicial Board sanctions at the level of suspension or above.
- b. One (1) of the three (3) faculty members shall be appointed as Chair at the beginning of the meeting.
- c. Should it become necessary, student members of Community Board may be used for Judicial Board panels, and Judicial Board members may be used as student members of Community Board, as long as the membership of hearing and appeal panels for a single case does not overlap.

Chair

- a. The Chair of the Community Board shall be a non-voting member unless there is a tie.
- b. The Chair shall maintain good order, recognize who is to speak, move the process along, and preside over the meeting.

Responsibilities

- a. The Community Board will hear cases assigned to it by the Judicial Coordinator.
- b. The Community Board reviews appeals of Judicial Board decisions and determines if a new hearing shall be granted. Additionally the Community Board may determine that the original sanction should be altered, or set aside.
- c. Judicial Board sanctions at the level of suspension or expulsion must be approved by the Community Board.
- d. The Community Board will be the Board of original jurisdiction only for cases judged by the Judicial Coordinator to involve a) obstruction or disruption of the essential operations of the College, b) disputes between faculty and students or c) summary action taken against a student by the President or Dean of Students.
- e. Board members shall treat all information with confidentiality. Violations of confidentiality are regarded as a serious matter.

4. Mediation Board

Students are encouraged to consider formal mediation as a means for resolving disputes between themselves as often as possible. Mediation is made available by the Judicial Coordinator when both of the following conditions are met:

- a. Both parties agree to mediation as the appropriate means for addressing their dispute; and
- b. Major violations of the Rules and Regulations (those likely, according to precedent, to result in suspension or expulsion) have not occurred, as determined by the Judicial Coordinator.

Membership

The Judicial Coordinator shall maintain a pool of qualified mediators from which the mediating parties may choose. Mediating parties shall have the latitude to mutually agree upon one or two mediators. The Judicial Coordinator shall establish criteria for including individuals in the pool.

5. Residence Hall Staff

- a. The Area Coordinators, Assistant and Associate Deans are given the authority to adjudicate minor cases (roommate problems, excessive noise, possession of pets, or other low-level conflicts having a bearing on the quality of life in the residence halls) and to impose sanctions that include warnings, fines, community service, and room changes. The Assistant and Associate Deans for Residential Life shall have the authority to relocate a student (temporarily or permanently) to another hall or house or remove a student (temporarily or permanently) from the residential system.
- b. Students have the right to request that their case be heard by the Judicial Board or Judicial Coordinator instead of by a member of the Residential Life staff.
- c. Penalties imposed by the Residential Life staff may be appealed to the Housing and Dining Appeals Board.
- d. Major or persistent violations shall be referred to the Judicial Coordinator. The Judicial Coordinator will communicate with Residential Life staff on a regular basis to discuss behavioral issues and to determine appropriate courses of action.

F. Filing a Complaint

1. Process

- a. Any member of the Oberlin College community may bring a complaint about student conduct to the attention of the

Judicial Coordinator. Incident Reports from Safety and Security and written reports from members of the Residential Life staff may result in disciplinary charges.

- (1). Students are not required to report violations of the Code of Conduct (with the exception of violations of the Sexual Offense Policy), but should consider the consequences of non-reported incidents for the community.
 - (2). It may not be possible to adjudicate anonymous complaints because of the need for reasonable evidentiary standards. Therefore, community members should take seriously their obligation to report violations and to participate in resulting judiciary procedures.
- b. Complaints must ordinarily be filed within (10) business days from the date of the alleged incident. The Judicial Coordinator may determine exceptions on a case by case basis, up to a maximum of twelve (12) months from the alleged incident.
 - c. Complainants are instructed to meet with the Judicial Coordinator, who informs individuals of their rights, responsibilities, and options as well as the hearing and/or mediation process.
 - d. If, following the conference with the Judicial Coordinator, the complainant wishes to file a formal complaint, he or she must complete a complaint form (available in the Dean of Students' Office) and indicate a preference for mediation or adjudication.
 - e. The Judicial Coordinator has the authority to determine whether an alleged behavior might reasonably have constituted an infraction of the Code of Conduct and whether there is sufficient information to proceed with a charge. The Judicial Coordinator also has the authority to proceed with a charge in the absence of a complaint (or in the event that a complaint is withdrawn) if there is sufficient information from a third source, such as a Safety & Security incident report.
 - f. All charges are filed by the Judicial Coordinator, on behalf of the College.
 - g. The Dean of Students or his or her designee will determine which system (Judicial or Honor) shall hear the case. This decision may be appealed to the chair of the Faculty Honor Committee.

G Responding to a Complaint

1. Process

- a. The respondent shall normally receive written notice regarding a complaint within seven (7) business days after it was

reported to the Judicial Coordinator.

- b. The respondent must meet with the Judicial Coordinator within three (3) business days after receiving notification of the charge in order to discuss a) the nature of the charge, b) rights and responsibilities of the respondent, c) the judicial process, and d) possible hearing board members. Respondents have the right to remain silent and exercising this right will not be used against them.
- c. The respondent may bring an advisor along to the meeting with the Judicial Coordinator. An advisor may be any member (student, faculty, or staff) of the Oberlin College community.
- d. If the respondent fails to arrange a conference with the Judicial Coordinator or return the completed form within three (3) business days, the matter will be referred to the Judicial Board for adjudication.
- e. If both parties to the dispute agree that mediation is appropriate, the matter may be referred to a Mediation Board. If they do not agree, the matter will be referred to the Judicial Board.
- f. The Judicial Coordinator may determine whether mediation will be the sole means of conflict resolution. While the Judicial Coordinator may require the formal adjudication of a complaint regardless of mediation, the successful mediation of an incident prior to a Judicial Board hearing may be regarded as a mitigating factor in the Boards determination of sanction.
- g. All relevant security reports, witness reports, complaint forms, respondents' statements, and other relevant written materials are to be shared with the respondent and complainant two (2) business days prior to the hearing.
- h. The respondent shall receive a written copy of the judicial process and hearing procedures.
- i. The Judicial Coordinator will present a list of all fifteen (15) Judicial Board members to the respondent at the meeting. The respondent and the complainant have the opportunity to request in writing to the Judicial Coordinator, within twenty-four (24) hours that a specific Board member (or members, up to five) not participate in the hearing due to a conflict of interest or perceived bias. The rationale for the request shall be included.
- j. After the respondent has been contacted, the complainant will be kept informed of developments and will be advised of procedures.

- k. The respondent and complainant must be properly informed of the date and time of the hearing in writing and must have at least five (5) business days to prepare.
- l. The respondent and complainant shall have the opportunity to request that witnesses testify on their behalf. The Judicial Coordinator retains the authority to admit witnesses, based on the relevance of their testimony.
- m. The respondent and complainant must notify the Judicial Coordinator of any advisors and witnesses attending the hearing within three (3) business days following their individual meeting. Any scheduling needs must be addressed at that time.
- n. The respondent and the complainant will be notified of each other's witnesses at least twenty-four (24) hours prior to the hearing.
- o. The Judicial Coordinator will encourage respondents to notify their parents or guardians of pending deliberations, and in advance of any College notification of outcome.
- p. If a judicial case is also being heard by a civil or criminal court, the College retains the right to hear the judicial case before, after, or during the same time as the civil or criminal case. However, the Judicial Coordinator will entertain a request from a respondent to postpone a hearing until after a civil or criminal case if the respondent believes that the admission of information in the College's judicial process could compromise her/his ability to a fair trial in the court.
- q. The intimidation or harassment of witnesses and or Board members is a violation of the Code of Conduct and will result in judicial action.

H. The Hearing

1. Process

- a. The Judicial Coordinator shall assemble a panel of four (4) Judicial Board members (from among those available) for individual cases based upon their availability, overall case-load, and level of experience. Each available panelist must indicate to the Judicial Coordinator whether they have knowledge of the participants in the case which may impair—or may be perceived to impair—their ability to judge a case impartially, and recuse her/himself if her/his participation might reasonably compromise the integrity of the process.
- b. Board members must be provided with all written documentation at least twenty-four (24) hours prior to the hearing.

- c. The respondent and complainant must have the opportunity to select an advisor from the Oberlin College community (current student, staff or faculty member) and to have that advisor present at both the meeting with the Judicial Coordinator and the hearing. The advisors are present not to act as legal counsel, but to assist and support the student and to give advice on procedural matters. The advisors do not have speaking privileges during the hearing. A hearing will not be canceled or postponed in the event a scheduled advisor does not attend.
- d. Prior to the hearing, Board members must appoint a non-voting Chair from among themselves. The Chair is responsible for maintaining good order, recognizing who is to speak, moving the process along according to the hearing procedures, and presiding over the hearing and the deliberations
- e. The Chair shall determine the relevance and admissibility of information in consultation with the Judicial Coordinator. Respondents and complainants may address questions of the witnesses and one another when recognized by the Chair. Witnesses are to speak only when questions are addressed to them.
- f. Present at the hearing are a) the Judicial Board, b) the Judicial Coordinator, c) the respondent(s), d) any complainants, e) approved witnesses, f) advisers to the respondent and complainants (as previously defined). Parents, attorneys, or other observers (with the following exception) are not permitted in the hearing.
- g. Hearings may be open to the Oberlin College community if agreed upon by the respondent and the complainant.
- h. If the respondent or complainant fails to appear at the hearing, the matter will be resolved in his or her absence.
- i. Witnesses may be present at the hearing only as they are called to testify. A hearing will not be canceled or postponed in the event a scheduled witness does not attend.
- j. Written statements of witnesses not in attendance due to extreme emergencies shall be considered and may be approved by the Chair.
- k. At the start of the hearing, the Chair shall ask the respondent whether s/he is acquainted with the charges that have been filed, and whether s/he understands them. All written testimony previously made available to the respondent, complainant and Board members is brought into information at this time.
- l. The remainder of the hearing shall customarily proceed in

the following order with all of the elements occurring at least once:

- (1). Opening statement from respondent
 - (2). Opening statement from complainant, if appropriate
 - (3). Board questioning of respondent, complainant
 - (4). Board questioning of witnesses
 - (5). Respondent and complainant questioning of each other, and of witnesses
 - (6). Final questions from Board
 - (7). Closing statement by complainant, if appropriate
 - (8). Closing statement by respondent
- m. The respondent and complainant must have all information (upon which a decision may be based) introduced at the formal hearing.
- n. All hearings will be audio-taped. A transcription of the tape will be made in the event a request for an appeal is filed.
- o. These procedures also apply to the Community Board when it is functioning as the board of original jurisdiction.

2. Deliberations

- a. Deliberations shall occur in closed session immediately following the hearing or as soon as practicably possible but not more than twenty-four (24) hours after the hearing.
- b. During deliberations, Board members must first review the hearing and determine the responsibility of the respondent based solely on the information presented at the hearing.
- c. Once the level of responsibility has been determined, Board members shall then determine the appropriate sanction(s), if necessary. Board members must not be apprised of a respondent's prior disciplinary record until the sanctioning stage of the deliberations.
- d. A majority vote (from two of the three voting members) will be used when determining the level of responsibility and the appropriate sanctions, if any.
- e. The standard of proof used for making a decision regarding the level of responsibility is:

Preponderance of information: There is belief that, on balance, it is more likely than not that the available facts support a particular outcome.
- f. In the interest of fairness, sanctions must be determined with due regard for precedent. That is, the Judicial Coordinator should prepare in advance a log of similar infractions so that the Board may be guided by precedent.

- g. At the conclusion of the deliberations, the Chair shall draft a letter to the respondent, to be sent by registered mail within twelve (12) hours of the conclusion of the deliberations. This letter shall include a) the decision as to responsibility for infractions, b) any sanctions imposed, c) information regarding the review process.
- h. Complainants may be notified of the outcome by the Judicial Coordinator at the conclusion of the Judicial Board hearing and any subsequent appeals. While complainants may be informed of respondent's culpability, they may not ordinarily be informed of sanctions imposed.
- i. This deliberative process also applies to the Community Board when it is functioning as the board of original jurisdiction.

I. The Review

1. Process

- a. The respondent shall have the opportunity to request a review of a decision.
- b. The complainant does not have the right to request a review of a decision.
- c. A request for a review shall be based on one or more of the following criteria:
 - (1). New information not reasonably available at the time of the hearing
 - (2). Procedural error which could reasonably be judged to have materially affected the outcome of the hearing.
 - (3). Unreasonably or inappropriately severe sanction
- d. A request for a review must be submitted in writing to the Judicial Coordinator within five (5) business days from receipt of notification of the decision. The request for a review must include a detailed rationale that addresses one or all of the criteria. The respondent shall be notified in writing of the decision within ten (10) business days after it was submitted.
- e. The review will be conducted by five (5) members of the Community Board, including three (3) faculty (including the non-voting chair) and two (2) students. The two (2) students shall not have been a part of the original hearing. If the Community Board was the board of original jurisdiction, an appeal will be made to a new panel.
- f. The Community Board shall meet with the Judicial Coordinator in a closed session to review the case. The review will ordinarily include, but not be limited to, a review

of the taped proceedings of the original case and the written request of the respondent. While copies of a written transcript may be made available, deliberations should ordinarily be based upon a review of the tape itself.

- g. The Judicial Coordinator does not have a vote, but is there primarily to assist with the process and to provide any information relevant to the criteria.
- h. In the event that the Judicial Coordinator adjudicated the case that is in question, he/she will not be present at the meeting to determine if there should be a new hearing.
- i. The Community Board shall meet, reach a decision, and notify the respondent of the decision within ten (10) business days from the time a review has been requested.
- j. The Community Board shall decide if there is sufficient reason to grant a new hearing of the Judicial or Community Board. The Board may also determine that the original sanction should be altered, or set aside.
- k. The Community Board shall meet with members of the original hearing board in the event additional clarification is needed.
- l. In the event that a new hearing is granted, it will be conducted by the board of original jurisdiction (Judicial or Community). Members of the original hearing panel may not be involved with the new hearing. The decision from a new hearing is final and is only appealable to the President.
- m. The Chair shall draft a letter immediately to the respondent once a decision is reached. The letter shall outline the decision of the Community Board and the rationale. If there is no additional appeal, the Judicial Coordinator may acquaint the complainant (in such cases as there is one) with the final determination.
- n. In the event that a request for an appeal is denied by the Community Board, an ultimate appeal may be made to the President (or her designee) in writing within ten days of the Community Board's decision. The determination of the President (or her designee) is final.

J. Mediation

1. Process

- a. Some situations involving disputes between two or more individuals are better served through mediation. Students are encouraged to consider formal mediation as a means for resolving a dispute as often as possible. Mediation is made

available by the Judicial Coordinator when both of the following conditions are met:

- (1). Both parties agree to mediation as the appropriate means for addressing their dispute.
 - (2). When the violation is sufficiently minor that it would not likely result in suspension or expulsion, as suggested by precedent.
- b. The mediation process provides an alternative to the formal hearing process. It is intended to help individuals discuss their respective understandings of the situation and to reach a mutual understanding or agreement. Mediation is designed to encourage each person to speak directly with the other and to accept personal responsibility where appropriate. The goal of mediation is to resolve a situation to the satisfaction of all parties directly involved.
 - c. Requests for mediation should be filed with the Judicial Coordinator.
 - d. Because the parties must voluntarily enter into mediation, the Judicial Coordinator will work with the parties to determine their willingness to participate in mediation and to verify that mediation is their choice among the alternatives provided by the college's student disciplinary system.
 - e. Within two weeks of the parties having agreed to mediation, the Judicial Coordinator will assign two (2) mediators to the case who have been agreed upon by the parties. The mediators will contact the parties to set a date, time, and location of the mediation session(s).
 - f. The only parties who will be present at the mediation session(s) will be the persons directly involved in the incident and the mediators. During the mediation process the mediators will:
 - (1). ask the parties to relate their respective versions of the incident in question, including both factual information and their feelings;
 - (2). identify key issues that emerge in the first step and make these known to the parties;
 - (3). seek the agreement of the parties on the issues as they have been identified or as they need to be modified;
 - (4). facilitate discussion between the parties to consider each issue more completely and generate solutions for each;
 - (5). work with both parties to develop a written document that will include a statement of agreement on each issue;
 - (6). request that participants adhere to ground rules, and

refer the case to the judicial system in the event the ground rules have been violated.

- g. The statement of agreement shall become a part of the contract that the parties will sign at the completion of the mediation process. Any activity or behavior that a party has agreed to perform following the mediation shall be included in the contract. Any outcome of mediation must be agreed to by all parties. The contract shall be kept on file in the office of the Judicial Coordinator.
- h. The signed contract will be forwarded to the Judicial Coordinator for certification. Once the contract is approved, should either party subsequently believe that it has been violated that party may alert the Judicial Coordinator. Violations of a mediation contract may be grounds for judicial action.
- i. Because participation in the mediation process is entirely voluntary and the final result is a product of mutual agreement, the outcome of mediation, including the terms of the mediation agreement, is not appealable.
- j. If a party is dissatisfied with the mediation process at any stage, prior to the signing of a written agreement, that party may request that the mediation process cease and that it be referred to the Judicial Board. Once the mediation process for a particular incident has been discontinued, it cannot be reinitiated.
- k. If the Mediation Board is unable to resolve the matter to the satisfaction of either party and the complaint is not withdrawn; it will become a matter for adjudication.
- l. An incident that is successfully mediated (to the agreement of both parties) in lieu of a Judicial Board hearing may not later become the basis of a subsequent judicial complaint.

K. Sanctions

This non-exhaustive list of sanctions should serve to alert students to the range of possible sanctions.

1. Warning

A written admonition may be issued in situations involving minor violations.

2. Fines

Fines may be used in cases of damage to the College or personal property. In cases of serious and/or repeated acts of destruction or vandalism, the imposition of fines may likely be combined with other disciplinary penalties.

3. Limitations on Participation

A student may be barred from participating in campus and/or other College activities. A clear rationale for this decision will be presented by the Board/Judicial Coordinator including an assessment of the impact on the student's educational career.

4. Counseling

A student may be required to receive a psychological/psychiatric assessment and to seriously consider any recommendations that may follow from it.

5. Campus/Community Work and Educational Workshops

The Judicial Coordinator or Judicial Board can impose particular forms of community work, on or off-campus, and a specified number of hours to be worked, and will monitor the student's fulfillment of the requirement. The Judicial Board or Judicial Coordinator may also require attendance at educational workshops or other similar alternatives suitable to the nature of the infraction.

6. Residence Hall Room Change

A student may be required to move to another room or residence hall.

7. Restitution

Compensation for loss, damage or injury may be required. This may take the form of appropriate service and/or monetary or material replacement.

8. Denial of Residence on-campus

A student who violates standards of conduct associated with residential and/or social life at the College or those involving respect for persons, or who is found to have engaged in assault, stalking or harassment, may be required to vacate his/her residence and denied permission to live on-campus, either for a specified time or permanently. In the event that a student is suspended or expelled from a campus residence, he/she will be entitled to a refund only of that portion of the housing bill which is consistent with the established refund policy.

Other penalties may be imposed as well, but if this is the only penalty, the student will continue to be enrolled as a degree candidate and will be allowed to attend all academic exercises.

9. Probation

A warning in writing which specifies that further infractions of the Code during a student's time at Oberlin will, in most instances, lead to suspension or expulsion from the College. A student on disciplinary probation may be barred from some or all extracurricular activities for a defined period. This penalty will become part of a student's permanent disciplinary record, and may be disclosed in response to requests for information with the permission of the student. It will not be a part of a student's academic record.

10. Suspension

The rights and privileges of being a student at Oberlin College may be suspended for a specific period of time, the minimum of which will be to the end of the current semester. The student must leave the campus and may return at the end of the period of suspension without petitioning for re-admission. The following will normally accompany this sanction:

- a. Parental notification.
- b. Restricted from College property for duration of suspension.

This penalty will be a part of a student's academic record and transcript and remain there for a specific amount of time to be determined by the Judicial Board. In the event a student leaves the College prior to graduation, the penalty will remain on the academic record. ANY RECOMMENDATION FOR SUSPENSION MUST BE APPROVED BY THE COMMUNITY BOARD.

11. Withholding of Degree

In disciplinary cases involving second semester seniors when probation or suspension might otherwise be imposed, the College may withhold the student's Oberlin College degree for a specified period of time. When this

occurs the student may be permitted to remain on-campus to complete the requirements for the degree although its award will be delayed. Any recommendation for withholding a degree must be approved by the community board.

12. Expulsion

This means the permanent termination of student and degree-candidate status at Oberlin College. It may be imposed only in the most serious of cases, or when a student has been suspended previously and commits another offense judged to be worthy of a second suspension. This penalty will permanently remain on a student's academic record. ANY RECOMMENDATION FOR EXPULSION MUST BE APPROVED BY THE COMMUNITY BOARD.

L. Revisions and Modifications

The judicial system will be reviewed every other year by the Judicial Coordinator and a sub-committee of the Judicial and Community Boards. Changes to this document will be approved by the Student Life Committee (SLC) and the General Faculty.

Copies of the *Oberlin College Guide to Student Disciplinary and Mediation Procedures and Guidelines for the Judicial Coordinator, Judicial Bodies and Officers* are on file in the Dean of Students' Office.

V. Social Conduct and Regulations

A. Statement of Social Responsibility

The following statement was adopted by the Student Senate on October 2, 1966, and remains in effect:

We, the students of Oberlin College, recognize that social responsibility inheres with membership in the College community. Because we have the right to establish our own rules, each student will create and adhere to a set of individual values consistent with the rights of other members of the community.

Collectively, we will establish a framework of rules that leaves a wide area of free choice, while building a tradition of respect for responsible behavior. Individually, we commit ourselves to

govern our actions within this framework, not only by our own personal needs and desires, but also by a concern for the welfare of others. A social system that encourages individual choice and responsibility goes hand in hand with the fostering of intellectual freedom and academic excellence. We value highly that freedom which is rooted in the willingness to enforce and administer our own rules, and in the willingness of all students to cooperate with the entire community. We believe that not only the ability to make decisions, but also the development of a respect for the decisions of others is essential to the education process and the working of a viable community.

B. Faculty Statement on Freedom of Speech and Expression

The following resolution was adopted by the General Faculty on May 20, 1986, and remains in effect:

The General Faculty has observed with grave concern recent incidents at Oberlin College in which members of the College have appeared to interfere with the efforts of other members and guests of the College to freely express their views. The General Faculty urges aggrieved persons or groups to make use of established judicial procedures to resolve specific instances in which rights may have been violated.

Oberlin College, in its traditions and as an academic institution, is devoted to free and open inquiry. Therefore, it is important that freedom of speech and freedom of expression be guaranteed to individuals and groups to express whatever views they wish, so long as they do not interfere with the rights of others. The General Faculty therefore calls upon all members of the College community to join in the assertion of this tradition of academic and civic freedom and to continue to foster a climate in which it is cherished.

C. Faculty Statement on Social and Political Unrest

The following statement was adopted by the General Faculty on February 27, 1968, and remains in effect:

The form and nature of protests and other social and political actions should not obstruct other persons in the exercise of their rights as members or guests of the academic community or in the conduct of their business in a normal manner.

Acts of social and political protest must not disrupt the essential operations of the College and should not violate standards of civility and respect important to the achievement of the

College's educational purposes.

Because definitions of the limits of acceptable actions cannot be free of ambiguity, and because clarity about the limits and about the penalties which may be incurred for violation of the limits is desirable, the following procedures are established:

- a. A person or persons sponsoring a demonstration or similar action may obtain an advisory opinion from the Dean of Students' Office as to the permissibility of the planned action and as to the possible penalties which the Dean of Students' Office might impose or recommend if an impermissible action is carried out. If the Dean of Students' Office rules that a planned action is not permissible, an effort to compromise should be made, in cooperation with the Committee on Social and Political Concerns.
- b. If an action is carried out that has been ruled impermissible in accordance with paragraph 1 above, or that has become disruptive in the judgment of the Dean of Students' Office, the said Dean of Students' Office, or his/her representative, will warn the participating students to desist, inform them of the possible consequences of refusal to desist, and allow the participants reasonable time to desist. The same procedure will be followed when the advice of the Dean of Students' Office has not been sought.

D. Faculty Statement of Policy on Student Demonstrations

The following statement was adopted by the General Faculty on December 17, 1991.

1. Freedom of Speech at Oberlin/Affirmation of Individual Rights

On May 20, 1986, the General Faculty adopted a resolution on freedom of speech and expression that remains in effect. It urges aggrieved persons or groups to make use of established judicial procedures to resolve specific instances in which rights may have been violated and affirms that freedom of speech and freedom of expression be guaranteed to individuals and groups to express whatever views they wish, so long as they do not interfere with the rights of others. The resolution calls upon all members of the College community to continue to foster a climate in which this tradition of academic and civic freedom is both cherished and asserted.

Within this context, Oberlin College emphatically affirms the right of all its members to protest and demonstrate. Both civil authority and College regulations reflect the obligation to bal-

ance rights of free speech and expression against such other rights as privacy and normal conduct of business. Thus, College procedures consider as inappropriate any actions that intrude upon the rights of other members of the community, including reasonable expectations of peace and privacy, and tactics or behavior that include coercion, intimidation, or harassment. As well, obstruction of the normal conduct of business of the College, or of members or guests of the community are considered inappropriate.

2. Oberlin College Policies and Procedures for Protests and Demonstration.

a. Existing Authority

The College recognizes that the legal authority of the Oberlin City Police to enforce laws according to their best judgment extends to all areas of the City of Oberlin, including the Oberlin College campus, and that this authority will not in any way be restricted by College policies and procedures. As well, the College reserves the right to invoke its own judicial procedures in response to incidents that may occur at student protests and demonstrations, whether on or off-campus.

b. Role of Students

Students enrolled at Oberlin College are subject to the laws of the City of Oberlin, the State of Ohio and the United States. Students who plan demonstrations or participate in protest activities should be aware of the applicable civil laws and regulations in addition to College regulations that govern their conduct. Consistent with the “Faculty Statement on Social and Political Unrest” that was adopted on February 27, 1968, students are encouraged to consult with the Dean of Students’ Office prior to sponsoring a demonstration, protest, or other activity where First Amendment rights are exercised, whether on or off the central campus. The purpose of such consultation is to obtain an advisory opinion as to the suitability of the planned action and as to the possible penalties that might be imposed or recommended if an unsuitable action is carried out. Such consultation may also reduce the chance that students might place themselves at risk by unknowingly violating College regulations or civil laws and regulations. The College recognizes that students may choose to participate in spontaneous demonstrations and that prior notification from students therefore may not occur. Whether the advice of the Dean of Students’ Office has or has not been sought, students participating in a protest or demonstration should be prepared to assume the conse-

quences of their behavior.

Students are also encouraged to communicate openly and actively with faculty and administrators who they feel can assist them in developing effective strategies for attempting to bring about institutional change.

c. Role of College Officials

Professional staff in the Dean of Students’ Office and those College officials who hold broad responsibility for institutional policy are expected to maintain active and open channels of communication with students and to advise them on the most effective strategies for attempting to bring about institutional change. In the interest of student safety and the protection of student rights, College officials and other members of the community who learn about demonstrations and protests, whether on- or off-campus, are encouraged to notify the Dean of Students’ Office immediately.

In the event of student demonstrations, both on- and off-campus, the Dean of Students’ Office or an authorized designee from that office will serve as the responsible official and spokesperson at the scene for the College. When the Dean of Students’ Office is unavailable, the authorized designated representative of that office will be one of the following, listed in order of authority:

- Associate Dean of Students/Director of Student Union
- Associate Dean of Students/Residential Life
- Associate Dean for Student Academic Services
- Assistant Deans of Residential Life

This person will have responsibility to oversee normal College procedures for student demonstrations, to decide whether and when to call in civil authorities to campus, to act in an advisory capacity to students and police for off-campus demonstrations, and to speak on behalf of the College administration at the scene of any student demonstration. When appropriate, the Dean of Students’ Office (or his/her authorized representative) will notify the Oberlin Police Department of student demonstrations.

d. Role of Campus Security

Campus security officials act under the authority and at the request of the Dean of Students’ Office in situations involving student protests and demonstrations. In an emergency, until a representative of the Dean of Students’ Office arrives, Campus Security will follow procedures worked out in advance with the Dean of Students’ Office intended to provide for the safety of persons and the protection of property from serious damage. These procedures include the follow-

ing measures:

- (1). Ensure that the Director of Safety and Security and the Dean of Students, or a representative, have been notified.
- (2). Observe the activity from an appropriate location to determine the extent of the protest.
- (3). Maintain a visible but neutral presence until the arrival of the Director of Safety and Security and/or the Dean of Students, or a representative of that Office.
- (4). Safety and Security officers shall not undertake any enforcement measures or active enforcement stance unless necessary to prevent physical violence to any person, physical conflict between any persons or groups of persons, or serious damage or vandalism to buildings, physical facilities or their contents. Security officers shall not employ electronic surveillance techniques, nor photograph persons at the scene of any protest.
- (5). Enforcement measures related to the protection of property shall be limited to actions necessary to prevent serious damage or vandalism to buildings, physical facilities, or their contents.

e. Role of City Police

The legal authority of the Oberlin City Police extends to all areas of the city, including the campus. Police authority is not restricted by College policies and procedures for handling student demonstrations. Nevertheless, the Oberlin Police Department normally will not interfere with any student demonstration conducted on and confined to the central campus, unless the laws of the city or state are being violated, a complaint is filed by a citizen, or the behavior of the protest's participants suggest a risk of physical harm to persons or serious property damage.

Property considered by the College to be part of the central campus includes all administrative offices, academic buildings, student residence and dining halls, libraries, Hall Auditorium, the Art Museum, gymnasiums, and the grounds around them.

Student demonstrations that originate on the central campus and expand onto the public streets or the public right-of-way may be monitored by the city police. The College recognizes that the city police have authority to enforce laws according to their best judgment, and without consultation with College officials. It is urged, however, that before taking action at any student demonstration, the civil authorities would communicate with the responsible College official who would normally be expected to be present at the scene. The purpose of this

communication is to allow, when possible, the Dean of Students (or his/her authorized representative) an opportunity to ameliorate the situation.

f. Demonstrations on the Central Campus

College authority and procedures for handling demonstrations on the central campus fall under the auspices of the Dean of Students' Office. The Dean (or his/her authorized representative) may, should circumstances warrant, on behalf of the College summon civil authorities to the campus and request appropriate action.

Standard procedures for College response to central campus demonstrations call for the Dean of Students or an authorized representative, whenever he or she learns of a demonstration, to make every effort to be present at the demonstration and to serve as the responsible College official at the scene. This person, in addition to monitoring the demonstration, will, when circumstances warrant, judge the need for College disciplinary action or for the intervention of civil authorities. Before initiating College disciplinary action, or invoking civil intervention in central campus demonstrations, the authorized College official will typically take the following course of action:

- (1). Attempt to gain an understanding of the demonstrators' grievances, and come to some resolution if possible and appropriate.
- (2). Attempt to notify protesting students about what actions are considered unacceptable and warn them of the consequences if they persist.
- (3). Allow a reasonable time for demonstrators to respond before establishing identification of students liable to College judicial procedure or requesting civil intervention in the case of central campus demonstrations.
- (4). If the behavior of the protest participants indicates an atmosphere of provocation or physical confrontation that is likely to cause a high risk of harm to persons or property, or, if the situation is judged as an emergency state such that the existing time will not allow the implementation of the normal procedures presented above, it shall be the responsibility of the Dean or authorized representative to formulate and embark upon an appropriate plan of action that is intended to secure the safety of persons and property. Normally, the College will request the appropriate civil authorities to take action only in cases of fire, extensive damage, physical injury to persons, or in some instances, when persons not affiliated with the

College are demonstrating.

g. Demonstrations Off-Campus

Student demonstrations that occur off the Oberlin College central campus fall under the jurisdiction of civil authorities and their judgment in enforcing the law. When aware in advance of such demonstrations in Oberlin, the Dean of Students' (or his/her authorized representative) will notify the city police and remain available at the scene in an advisory role, and will, if warranted, invoke College judicial procedures. College charges against students will be at the discretion of the Dean of Students' Office. The Dean's discretion in such cases would necessarily be informed and guided by consideration of whether the students' behavior poses a threat to College persons or property, or violates College regulations.

College-owned homes rented by College employees, College-owned properties rented to persons not affiliated with the College, private homes owned by College officials, and non-residential College-owned properties that are not used for official College functions (such as the Arboretum) are not considered by the College as part of the central campus.

Students planning to participate in off-campus demonstrations are urged to be aware that the final authority on what is legally permissible in the City of Oberlin is the Oberlin City Chief of Police. Students should be aware that some protest actions away from the central campus, such as impeding rights-of-way on city streets during a march, may require that they apply in advance for a permit from City Hall.

h. Special Cases

(1). The President's House, 154 Forest Street

The College recognizes that the President's home (154 Forest Street) is College-owned property at which official College functions may occur. The President's home is also regarded by many students as a symbol of the College and its administration. Therefore, the President's lawn at 154 Forest Street may, on occasion, be the locus of student protests. When the Dean of Students' Office learns in advance of demonstrations at this site, the College will treat such protests procedurally as central campus demonstrations.

The City of Oberlin defines the residence at 154 Forest Street as private property in a residential neighborhood. Accordingly, the Oberlin Police Department shall respond to incidents at this site and take needed actions according to the best judgment of the duty officer in

charge, pursuant to city police policies. The College urges but cannot guarantee that police action would be taken only after communicating with the responsible College official at the scene (see Section 4 below).

Students involved in demonstrations at the President's house are urged to consider with care their actions within the context of time, place and manner (see Section 5 below).

(2). The Oberlin College Inn

The Oberlin College Inn is also College-owned property at which official College functions occur. Therefore, it may, on occasion, be the locus of student demonstrations. When the Dean of Students' Office learns in advance of demonstrations at this site, the College will treat such protests procedurally as central campus demonstrations. Therefore, the manager of the Oberlin College Inn or his/her representative is urged to notify the Dean of Students' Office if a student demonstration occurs at the Inn. If the Dean or his/her representative cannot be reached, the Inn manager should contact campus security, in which case campus security will be responsible for contacting a representative of the Dean of Students' Office.

Because the Oberlin College Inn is a commercial business accessible to the public, it is defined by the City of Oberlin as public property. As a commercial business open to the public, demonstrations at the Oberlin College Inn should not interfere with normal business, including restaurant service, privacy of guests, conferences and meetings, and public access via lobby, driveways, and parking lots. As regards potential divergent between College and City authorities, see "Note to Students" (Section 4) below.

(3). Tappan Square

A court decision has found Tappan Square to be in the city domain and subject to normal city police procedures because it has open access for all citizens. At the same time, Tappan Square is also College-owned property and the site of official College functions such as Commencement. Therefore, it may, on occasion, be the locus of student demonstrations. When the Dean of Students' Office learns in advance of demonstrations on Tappan Square, such demonstrations will be treated procedurally by the College as central campus demonstrations. Again, the College urges that police action would be taken only after communication with the responsible

College official at the scene (see Section 4 below).

(4). **Note to Students**

Persons involved in demonstrations at the above referenced sites are urged to consider with care their actions within the context of time, place and manner (see Section 5 below) as well as within the context of the primary authority of the Oberlin City Police. The College will attempt to treat protests at these sites procedurally as central campus demonstrations and will urge that police action would be taken only after communicating with the responsible College official at the scene. Nevertheless, students should recognize that the police have the authority to respond to complaints at these sites according to their judgment at the scene, and without regard to consultation with College officials.

(5). **Time, Place and Manner**

The Oberlin College community emphatically affirms the right of all its members to speak out and demonstrate. Restraints regarding time, place, and manner reflect the need to balance rights of free speech against such other rights as privacy and the normal conduct of business. Thus, students involved in planning or carrying out demonstrations should bear in mind the following guidelines:

- Actions that intrude upon the rights of other members of the Oberlin College or town community, including reasonable expectations of peace and privacy, will be considered inappropriate.
- Obstruction of the normal conduct of business of members or guests of the community and disruptions of the essential operations of the College will be considered inappropriate.
- Tactics or behavior that include coercion, intimidation, or harassment will be considered inappropriate.

It is important to note that these guidelines describe general procedures. Their application to any specific demonstration shall be governed by the particular situational context. For example, considerations related to time, place and manner would normally be expected to inform and guide judgments about what is considered acceptable and unacceptable behavior. Unambiguous definitions of what is acceptable behavior in all cases cannot be provided. Similarly, unambiguous statements

about the implementation of these guidelines in all cases cannot be provided. For example, what is considered acceptable noise in a residential neighborhood during the day may become unacceptable after 10:00 p.m. at night. What is considered to be acceptable expression of free speech at the Oberlin Inn if no patrons are disturbed by it would become unacceptable if it intruded upon the rights of the public. It is incumbent, therefore, on all members of the College community to be aware of applicable state, local and federal laws in addition to College regulations that govern their conduct. Oberlin College will cooperate as required by law with civil authorities and the College cannot protect members of its community from prosecution under federal, state or local laws. Within this context, the College seeks to foster a sense of community in a climate of “civility.” That is, it seeks to create an environment where free and open expression can take place without intimidation or interference with the rights of others.

E. Faculty Statement On Intrusion of Unauthorized Persons into Private Offices

The following resolution was adopted by the General Faculty Council on April 10, 1987 to clarify the College’s stance on the intrusion of unauthorized persons into private offices:

The General Faculty Council views with grave concern the intrusion by unauthorized persons into private offices containing sensitive materials. Such intrusion can result in the exposure of confidential information to possible violation and abuse and can constitute serious violations of individuals’ rights to privacy.

F. Faculty Statement On Racial Abuse and Harassment

The following statement was adopted by the General Faculty in May, 1987 and remains in effect.

Introduction

Oberlin College is committed to offering all its students the opportunity to pursue academic excellence. The College seeks to encourage an atmosphere in which all persons have an equal opportunity for participation in this pursuit,

whether this be in group settings or in close relationships between individual students and faculty. The College, further, condemns covert or overt acts that interfere with these expressed goals. Therefore, any form of intimidation, abuse or harassment based on race, ethnic origin, creed, gender or sexual preference is contrary to the ideals of Oberlin College.

Oberlin College deplors incidents of prejudice or racial discrimination wherever they may occur—for example, between faculty and staff, senior faculty and junior faculty, one student and another, or supervisors and employees. The College is especially mindful of its obligation to maintain optimal learning opportunities for its students. Racial slurs, whether overt or covert, may directly or indirectly have a negative impact on students' abilities to learn. Discrimination not only may have undesirable educational and psychological consequences; it is also against the law.

1. Definition

Racial harassment in the academic setting is behavior which calls attention to racial identity of persons in a manner that prevents or impairs their full enjoyment of educational or occupational benefits or opportunities. What is often at issue is not discrimination per se, but unconscious intimidation, coercion or abuse of power. No matter how carefully worded a definition of racial harassment might be, unforeseen situations may arise which cannot easily be included in any definition. Racial harassment may include incidents that limit the full realization of open, creative pluralism on-campus.

2. Informal Grievance Procedure

a. Purpose and Scope

Experience suggests that many grievances of this nature can be satisfactorily resolved without resort to a formal investigation if the institution provides ready access to an appropriate informal process whose legitimacy is generally acknowledged.

The following informal grievance procedure provides for an appointed group of informed persons to whom students and other members of the College community may come with

inquiries, concerns or complaints when they wish to receive counsel, information, and/or mediation. When there is mediation, there should be a concern for the comfort and safety of every party involved in the process.

- (1). The grievant should have peer support from a committee member.
- (2). The alleged injuring party should have peer support from a committee member.
- (3). All parties must agree to enter the process. (There is a formal process that does not demand consent.)
- (4). It needs to be understood that this process is not one that will lead to punishment, instead the goal is increased understanding and transformed behavior.
- (5). All proceedings and resolutions will be confidential. No information will be made public without the approval of all parties.
- (6). There should be a reasonable timetable for this procedure so that it does not drag on in an unhelpful manner.

b. Composition of the Committee

- (1). Members of this committee will be appointed by the President after consultation with interested parties. The committee shall consist of at least five members. Any individual or group may suggest names of persons who might be especially helpful as committee members.
- (2). Members shall be chosen for their sensitivity, discretion and skill in mediation. Those appointed should be people known to be approachable by faculty, students and staff; some should already have familiarity with points of law and procedures that relate to the issue of racial harassment. Members shall avail themselves of training in race awareness, mediation, and negotiation.
- (3). Since the informal procedure is meant to serve all members of the campus community, it is important that committee membership be as broadly based as possible. There shall be faculty, staff, and student members serving on this committee.
- (4). Faculty and staff will be appointed for staggered two-year terms, with the possibility of reappointment; student members will be appointed for one year, with the possibility of reappointment.
- (5). Members will elect a chair who will serve for two years. The initial appointment of the chair may be made by the President.
- (6). The Affirmative Action Officer shall serve as a consultant to this committee.

- (7). The names of committee members will be widely published – for example, listed in student handbooks and in memoranda to the faculty, staff and administration. Information about the Committee will be included in orientation programs for faculty, students, staff and administration.

G. Faculty Statement on Discriminatory Harassment

The following statement was adopted by the General Faculty on April 18, 1989 and remains in effect.

Central to the College's philosophy and to its responsibility as an academic institution are devotion to free and open inquiry and respect for diversity of opinion. Freedom of speech and freedom of expression are guaranteed to individuals and groups to express whatever views they wish, so long as they do not interfere with the rights of others. The College is also mindful of its obligation to protect the dignity, safety, and self-respect of all members of its community and seeks to encourage an atmosphere in which all persons have an equal opportunity for participation in the pursuit of excellence. Therefore, any form of intimidation, abuse, or harassment based on race, ethnic origin, religion, creed, political persuasion, handicap, gender, or sexual orientation is contrary to the ideals of Oberlin College. Perpetrators of such behavior can be subject to appropriate College adjudication processes, leading potentially to disciplinary action.

The following definition of non-discrimination is taken from page 5 of the Oberlin College Affirmative Action Plan.

“Non-discrimination means administering programs and treating all persons without regard to race, color, national origin, religion, creed, age, sex, sexual orientation, marital status, family relationship to an employee of Oberlin College, handicaps or veteran status, except where such a distinction is required by law or proved to be a bona fide occupational qualification.”

Individuals have been appointed by the College to coordinate Oberlin College's efforts to comply with various pieces of federal legislation; these include Title VI and VII of the Civil Rights Act as amended in 1972, Title IX of the Education Amendments Act of 1972, as amended, Section 504 of the Federal Rehabilitation Act of 1973, The Equal Pay Act of 1963 as amended, the Age Discrimination in Employment Act of 1967 as amended, the Pregnancy Discrimination Act of 1978, the Americans with Disabilities Act, and all other applicable federal, state, and local legislation and regulations. Contact the Dean of Students' Office or the Affirmative Action Officer for names of the current coordinators.

H. Sexual Offenses Policy and Procedures

1. Introduction

Oberlin College will not tolerate sexual offense in the work or academic setting. Offenders will be subject to appropriate College adjudication processes and disciplinary action. Oberlin College will provide appropriate support to community members who feel that they have been victims of a sexual offense.

2. Sexual Relations Between Students, Faculty and Staff

Oberlin College seeks to provide and maintain the best possible learning and working environment. For this reason, it is prohibited for faculty members to engage in any sexual relationships with students to whom they are not married or in formal domestic partnerships, even when both parties believe that the relationship is consensual. This prohibition applies even if the student is not enrolled in the faculty member's class. Also prohibited, with the same exceptions, are sexual relationships between staff and students. Faculty and staff who violate this prohibition are subject to appropriate College adjudication processes and disciplinary action.

All sexual interaction between students must be consensual. The term “consent” cannot be defined with enough precision to make a definition meaningful for any

and/or all situations. Consent must be looked at on a case-by-case basis, by examining the facts of the particular matter. In some cases, however, consent may never be given, such as when an individual is asleep or unconscious, or when an individual's judgment is impaired by drugs or alcohol. Students should take advantage of educational and training opportunities offered at the College to clarify the meaning and nature of sexual consent.

The spouse and partner guidelines for faculty (See [Faculty Guide, Appendix A](#), or reproduced below as [Appendix 6, page 232](#)) apply to all non-student employees, married or not, who enter into sexual relationships. Because of the dynamics of power and authority between supervisors and workers, Oberlin College discourages sexual relationships between supervisors and subordinate employees.

3. Definition of Sexual Offense

Sexual offense is behavior which calls attention to gender, sexuality, gender identity or sexual orientation of persons in a manner which prevents or impairs an individual's full enjoyment of educational or occupational benefits or opportunities. Enjoyment of educational or occupational benefits is to be interpreted broadly. Consequently, a sexual offense may occur on or off-campus as long as it affects the campus community.

What is often at issue is not sexual attention per se but intimidation, coercion or abuse of power. Such behavior may be especially harmful in situations where the imposition of unwanted sexual attention is accompanied by the promise of academic or employment rewards or the threat of reprisal. Sexual offense includes sexual harassment.

Because Oberlin College values and protects academic freedom, because vigorous and open discussion of controversial issues may cause discomfort, and because vital teaching and learning may themselves be the occasion for students and professors to face difficult or awkward or painful matters, it is important for all to realize that

this policy on sexual offense is not intended to restrict serious discussion of controversial issues in academic situations.

No matter how carefully worded a definition of sexual offense might be, unforeseen situations may arise which cannot easily be included in any definition. Thus, a sexual offense is defined to include, but not be limited to, the following:

a. Sexual Harassment

- (1). Sexual harassment means unwelcome sexual conduct which has the purpose or effect of unreasonably interfering with an individual's performance or which creates an environment that a reasonable person would find hostile, offensive, or intimidating.
- (2). Sexual harassment includes behavior which is inappropriate to the academic or employment setting—for example, unwelcome or irrelevant comments, gestures, or touching—which may reasonably be perceived as a sexual overture or sexual denigration. This includes making known to other people a person's sexual orientation without his/her consent, and with the intent to denigrate that person sexually.
- (3). Sexual harassment includes a request for sexual favors when submission to or rejection of such a request might reasonably be viewed as a basis for evaluative decisions affecting an individual's career or educational experience.

b. Sexual Assault

Sexual assault is coercion with or without the use of physical force for the purpose of sexual relations; or sexual contact to which any party involved does not give full and free consent.

c. Sexual Battery

Sexual battery occurs when a person engages in sexual intercourse, fellatio or cunnilingus with another through the use of coercion or when the victim's ability to appraise a situation or control his or her own conduct is substantially impaired. Sexual battery is a felony crime in the state of Ohio.

d. Rape

Rape occurs when a person engages in sexual intercourse, fellatio, cunnilingus, or penetration of anal or vaginal areas with any object, with another person through the use of force, threat of force, or by forcefully, deceitfully, or surreptitiously administering intoxicants. Rape is a felony crime in the state of Ohio.

4. Policy Administration**a. Administration**

In order to address the campus-wide needs for effective implementation of the following procedures and to provide ongoing education for the campus community, the President will appoint an Administrator, who will report to the President, and a Sexual Offense Review Committee (SORC) as outlined in the Appendices to this policy.

b. Education

It is essential that all employees and students of Oberlin College are knowledgeable about what behaviors constitute sexual offense and understand their responsibilities with respect to this policy. The Administrator will coordinate education and training on issues pertaining to sexual offense for the entire College community, including educating various groups such as SORC, members of the formal panels and the faculty Professional Conduct Review Committee, campus security officers, residence hall staff, academic departments, union representatives, and all supervisors. Every new employee will receive an orientation to the provisions of this policy. Yearly education for the College community will include presentations for students, faculty and staff.

The complete sexual offense policy will be published in the Student Rules and Regulations, the Faculty Guide, and all other student and employee handbooks. The names of advocate members of SORC and of the Administrator will also be printed in the Oberlin College telephone directory.

5. Procedures

In this policy statement, a RESPONDENT is the person against whom a charge of sexual offense is brought; a COMPLAINANT is the person who brings a charge of sexual offense.

a. Duty to Report

Any member of the campus community who believe(s) that his or her educational or work experience has been subjected to sexual harassment, sexual assault, sexual battery or

rape should contact the Administrator or an Advocate member of SORC (see Appendix 2 below). Any other member of the campus community who is aware of the occurrence of sexual harassment, sexual assault, sexual battery or rape must contact the Administrator. (If the Administrator is either the respondent or the complainant, the co-chair of SORC will be contacted and will assume the responsibilities of the Administrator). Complaints of sexual offense may also be made directly to the President, who will insure that the complaint is forwarded to the appropriate administrator.

b. Confidentiality

Complaints of sexual offense should be dealt with according to established procedures, which treat all information as confidential. Only those individuals who possess a legitimate need to know should be told of the details of allegations. Parties involved should not engage in public discussion of their cases.

c. Time Frame

Under normal circumstances, the time frames referred to in this policy should be followed. Any change in these time frames must be authorized by the Administrator or his/her designee. These time frames do not include days on which the College is not in session. The College is in session from the first day of enrollment until the last day of the Spring Term, except for official College holidays, shut down and Winter Term.

d. Initial Investigation

- (1). When the Administrator receives a sexual offense complaint, the Administrator will interview the complaining individual. The Administrator will also advise the respondent of the complaint, and interview the respondent as to his/her position with respect to the allegation(s). The Administrator will also interview relevant witnesses and collect appropriate demonstrative information during his/her investigation. The Administrator will advise each person whom she/he has interviewed that he or she is to keep the matter confidential.
- (2). The Administrator is authorized to attempt to mediate or otherwise informally resolve the complaint. Agreements made by the parties during this conflict resolution process are binding, and a person's violation of any agreement may result in discipline or other appropriate action. The Administrator may also decide that the seriousness of an alleged offense makes it necessary to file a

formal complaint on behalf of the College even though a complainant may prefer to pursue informal procedures.

e. Formal Panel

- (1). If the Administrator believes, after investigation, that a sexual offense has occurred and if the Administrator has been unable to resolve the matter, the Administrator shall draft a complaint that will be forwarded to the Formal Panel. The written complaint should normally contain the names of the complainant and respondent and, in general, it should contain the date or dates, time or times, and nature of the alleged sexual offense(s), the place where the alleged sexual offense occurred and a general outline of the facts and nature of the alleged offense(s). The Formal Panel may consider and decide matters that in and of themselves are not violations of the Sexual Offense Policy when such matters are relevant to violations.
- (2). At any time prior to the completion of the Formal Panel process, the President may suspend the respondent or assign a respondent to other duties. If the respondent is a faculty member, the President should make the determination concerning suspension with the concurrence of the appropriate divisional council and the General Faculty Council. Compensation will continue during the period of such pre-completion-of-formal-procedure suspension.
- (3). After a decision to press a written complaint is made by the Administrator, the Administrator normally has five (5) working days to prepare and deliver the written complaint to the respondent by certified mail (or, alternatively, by signed-for, hand delivery), and to notify the Secretary of the College that a complaint has been filed. The Administrator will also provide the respondent with a copy of the Sexual Offense Policy and Procedures at the same time the written complaint is delivered. The respondent normally has three (3) working days following receipt of the written complaint to make contact with the Administrator to discuss the complaint and the procedures. Within seven (7) working days following such contact with the Administrator, the respondent may file a written response. If the respondent does not contact the Administrator and/or provides no written response to the complaint within these time limits, the case will still go forward.
- (4). At the request of either the complainant or the respondent, or when the Administrator deems it appropriate,

the Administrator or his/her designee will inform both parties that contact between the parties must be limited only to that which is necessary and in the best interests of both parties and the institution. The Administrator or his/her designee shall make such determination after discussion with appropriate division heads and/or the Director of Human Resources. Violation of such limitations may be taken into account by the Formal Panel, and may result in discipline.

- (5). Normally within ten (10) working days following delivery of the written charges, the Secretary of the College will convene the Formal Panel (see Appendix 3 below). The President shall select an elected member of the Professional Conduct Review Committee to serve as the Chair each time the Formal Panel is convened during that academic year.
- (6). All parties have the right to choose an advisor from the Oberlin College community to assist and support them through the Formal Panel process. Each party may also bring a non-participating support person to the hearing. No parties will be permitted to have an attorney act as their representative in a hearing. Neither the advisor nor the support person may serve as a witness at the hearing, and they will not be permitted to question witnesses or address the Formal Panel.
- (7). The hearing will be closed to the public. No attorney representing any party may attend the hearing.
- (8). Every member of the College community has an obligation to cooperate with the Formal Panel and to answer truthfully all questions asked.
- (9). The Formal Panel will hear the witnesses and information of the complainant, the respondent, and the Administrator. Either party may elect not to provide testimony in the presence of the other party, and the witnesses speaking on his/her behalf. Both parties shall be informed of this option by the Administrator prior to the hearing, and shall make their choice on this option known to the Administrator and, through the Administrator, to the Formal Panel before the commencement of any part of the Formal Hearing. Otherwise, each will provide testimony in the presence of all. If either party elects not to provide in the presence of the complainant or respondent, as the case may be, separate rooms for the hearing will be provided, and one room will be wired for sound.
- (10). The complainant, respondent, and Administrator have

- the right to present relevant witnesses and to provide other forms of pertinent information with respect to the case. Witnesses are not required to be members of the Oberlin College community.
- (11). The Formal Panel has the right to question any and all witnesses who appear before it. The Formal Panel has the right to request witnesses to appear other than those called by the parties and/or the Administrator. The complainant, respondent and the Administrator have the right to ask questions of the witnesses. If this privilege is abused or if other extenuating circumstances exist, the Formal Panel may prohibit such examination altogether or may require the abusing party to submit questions in writing from which the Formal Panel may choose to ask the witness. The complainant, Administrator, respondent and Formal Panel will disclose their witnesses sufficiently in advance so that all parties have an opportunity to prepare for the witnesses.
 - (12). The Administrator or his/her designee shall make a record of the entire hearing, normally by means of audio tape. This recording will become part of the confidential record (see Appendix 4). The Administrator is the only party permitted to tape the proceedings.
 - (13). The conduct of Formal Panel hearings shall normally proceed as specified in Appendix 4, although the Formal Panel is free to deviate from its procedures when it deems appropriate.
 - (14). The Formal Panel shall be responsible for determining whether the preponderance of the evidence supports the allegations against the alleged respondent, and if so, whether such allegations constitute a sexual offense as defined in this policy. In order to find that a respondent has committed a sexual offense in violation of this policy, the decision of the Formal Panel must be at least 3-2. The Administrator or his/her designee will be responsible for informing the Formal Panel if the respondent is a repeat offender.
 - (15). Following the receipt of evidence, the Formal Panel shall provide a report and a recommendation to the President. The report shall indicate whether the Formal Panel has concluded from its investigation that a sexual offense has occurred. The necessary hearings will normally be conducted and a report and recommendations for appropriate action be presented to the President within twenty (20) days after the Formal Panel has convened.

- (16). Promptly after the Formal Panel has made its recommendation, the Chair will collect all notes and related documents accumulated by the Formal Panel during the proceedings and forward the material to the Administrator for safekeeping.
- (17). The President or a designee appointed by him or her will review the report, normally within five (5) days of its receipt. The President will render his or her decision after discussions with appropriate governing bodies and will provide written notification (which will include the Formal Panel report) to the complainant, the respondent, and the Administrator. In the event that the respondent is a faculty member, the appropriate governing bodies are the appropriate divisional council and the General Faculty Council. In cases where the respondent is a member of a collective bargaining unit, the President shall render a decision in consultation with the Director of Human Resources. When the respondent is a member of the administrative and professional staff, the President shall consult with the appropriate division head. In cases involving a recommendation for serious sanction (suspension or initiation of dismissal proceedings), the procedures described in the College Bylaws and, in the case of faculty, the appropriate AAUP guidelines will be followed.
- (18). Appeal. The respondent, complainant or Administrator may present written arguments to the President or his or her designee as to why the Formal Panel's findings and recommendations or the President's decision were inappropriate within ten (10) days after the issuance of the decision by the President or his or her designee. The President or his or her designee will have five (5) days from receipt of such written arguments to act.
- (19). In the event that the respondent is the President, the recommendations of the Formal Panel will be reported to the Chair of the Board of Trustees.

6. Protection From Retaliation

If an individual experiences retaliation for making a complaint (when doing so in good faith), for cooperating during an investigation, or for appearing as a witness in a case, that person shall inform the Administrator. The Administrator will conduct an initial investigation and, if it appears likely that such retaliation has occurred, the Administrator will prepare a written complaint and for-

ward it to the Secretary of the College and serve a copy of the complaint on the alleged wrongdoer. The Secretary of the College has the authority to call a new Formal Panel to hear the complaint or to refer the complaint to an existing Formal Panel.

Appendix 1: THE POLICY ADMINISTRATOR

a. Duties

- (1) The Sexual Offense Policy Administrator, who is appointed by the President, will be responsible for campus-wide education regarding the sexual offense policy, training Sexual Offense Review Committee (SORC) members, members of the community who sit on Formal Panels, and the members of the community who serve as Advocates. The Administrator is also responsible for initiating and coordinating the College's educational programs regarding sexual offense issues and policies for students, faculty, and staff.
- (2) The Administrator will be assisted by a Sexual Offense Review Committee (SORC), whose duties are outlined in [Appendix 2, page 228](#). The SORC will give advice regarding ongoing policy issues and consult with the Administrator regarding the implementation of the sexual offense policy.
- (3) The Administrator will serve as the permanent co-chair of SORC; the other co-chair will be a tenured teaching member of the General Faculty.
- (4) The Administrator will be responsible for informal conflict resolution procedures and for coordinating the formal procedures.
- (5) The Administrator will be responsible when necessary for advising appropriate faculty, staff and the Academic Standing Committee on behalf of a student or students who have experienced some form of sexual offense or been involved in a sexual offense proceeding. In cases involving the Formal Hearings Panel, students may need to request extensions or incompletes in their course work. The Administrator will help students in completing the process of requesting Incompletes. The Administrator shall notify students of, options for, and available assistance in changing academic and living situations after an alleged sexual assault incident, if so requested by the student and if such changes are reasonably available.

b. Record Keeping

(1). Statistical

The Administrator should keep statistical records of certain crimes of a sexual nature which have been reported to campus security, the Oberlin police department, or to any College official with significant responsibility for student welfare and campus activity. Crimes of a sexual nature for which statistical records need to be kept are rape, statutory rape, sexual assault and forcible fondling. The Administrator, in conjunction with the Dean of Student Life, shall publish the statistical records at such time and in such manner as required by the Student Right-to-Know and Campus Security Act.

(2). Records of matters investigated by the Administrator.

Records, including the names of both parties, will be kept of all cases investigated by the Administrator.

(3). Records of Formal Procedures

Records of all Formal Panel hearings will be kept in confidence by the Administrator and all members of the Panel. Normally, they will be divulged only to the President for his or her review or, if requested, to College counsel, or if subpoenaed by a court of law. When necessary to determine disciplinary action, the record before the Formal Panel may be disclosed to the appropriate divisional faculty council and to the General Faculty Council.

(4). Duties of the Administrator regarding record keeping:

The Administrator will be responsible for keeping records on the actions of SORC, a statistical record of all incidents, and confidential files on complaints of sexual offense. Normally, the co-chairs of SORC will have access to the confidential files on sexual offense complaints or charges, which will be kept under lock and key in the Administrator's office.

Records of complaints will show the complaint and the disposition of the complaint, as well as the names of the complainant and respondent.

(5). Special Access to Records and Information

In cases that invoke the use of procedures found in Oberlin College collective bargaining agreements, the Director of Human Resources or his/her designee shall be granted access to the applicable confidential files. In cases in which charges are filed concurrently or subse-

quent to the case with outside government agencies, the Affirmative Action Officer and/or Title IX Compliance Officer shall be granted access to the applicable confidential files.

College counsel shall have access to the applicable confidential files in all cases involving litigation or threat of litigation.

Appendix 2: THE SEXUAL OFFENSE REVIEW COMMITTEE (SORC)

a. Composition

- (1). The Sexual Offense Review Committee (SORC) will be composed of two representatives from each of the following constituencies: Students, Faculty, Administrative and Professional Staff, and at least one member each from the OCOPE and UAW bargaining units. SORC members should include representation by people of color and lesbian/gay/bisexual/transsexual people, if possible. Appointments to the Committee will be made by the President after consultation with current SORC members, the Administrator, and the executive body of the applicable employee group. In appointing student members, the President shall consult with the Student Senate. Each Committee member will serve a two-year term, with terms among members of the same constituency overlapping.
- (2). Five members of SORC will be appointed to serve as first contact advocates for the campus community. (See section 2 below: Advocacy). The entire Committee will be responsible for update and review of the sexual offense policy. The Administrator will keep an updated list of resources on and off-campus (e.g., support groups, counseling services, community programs) and provide advocates with the information.
- (3). Co-chairs of SORC will be a tenured teaching member of the General Faculty and the Administrator.
- (4). SORC members will normally be appointed by the end of April of each school year. Training for SORC will be coordinated by the Administrator.
- (5). The SORC will issue an annual report summarizing the number, types, and outcomes of sexual offense cases and forward it to the Administrator. No names of persons will be included in the report. At least every second year, SORC will undertake a review of the Sexual Offense Policy and, if necessary, recommend revisions to the

General Faculty.

b. Advocacy

- (1). Role of Advocates: An advocate is the first person who should be called with questions about Oberlin's sexual offense policy, either for making informational inquiries or for reporting incidents of sexual offense. Advocacy is available to both complainants and respondents. The Administrator is responsible for educating advocates about the nature of sexual offense and Oberlin's sexual offense policy. Advocates' names, campus addresses, and campus phone numbers will be published in flyers sent to the entire Oberlin College community by the end of each April for the following academic year. During the summer, advocates who are on-campus will continue to be available to the College community for cases that may arise while the College is not in session.
- (2). There will be an Advocate from each campus constituency (i.e., faculty, students, administrative and professional staff, OCOPE and the UAW). These Advocates will have institutional support for their work: hourly employees may need release time and/or paid overtime. The College will fund advocates' attendance at relevant workshops or conferences once a year. Hourly employees will be given release time with pay for time spent attending such workshops or conferences. If appropriate, the deans of the College or the Conservatory or the appropriate division head may grant faculty and administrative and professional staff members release time from their departmental duties. When necessary, students may be excused from classes without penalty.
- (3). The Administrator will conduct an extensive training session for the Advocates each year. The Administrator will schedule additional meetings with the campus advocates as necessary to review any changes in policy or procedures.
- (4). An Advocate is not a counselor, but is available to provide information and to refer individuals to the proper resources if counseling is indicated. An Advocate will describe options and procedures so that if further action is warranted and/or desired, the individual requesting information will be able to make appropriate decisions about a course of action.
- (5). All contacts with an Advocate will be recorded and forwarded to the Administrator or his/her designee. All further actions will be determined by the Administrator or

his/her designee in consultation with the complaining individual.

- (6). An Advocate may serve as an advisor during the Formal Panel process, but may not be called by any party as a witness or participate in the hearing in any way other than to provide support to a complainant or respondent.

Appendix 3: THE FORMAL PANEL

- a. The five-member Formal Panel will be convened by the Secretary of the College. The President shall select an elected member of the Professional Conduct Review Committee to serve as the Chair each time the Formal Panel is convened.
- b. Respondent is a Faculty Member: Augmenting the Formal Panel. In cases in which the respondent is a faculty member and the complainant is not, the Formal Panel will be composed of five (5) faculty members drawn by lot from the membership of the Professional Conduct Review Committee, plus a sixth non-faculty representative who will be chosen by lot from the membership of either the Administrative and Professional Staff Grievance Committee, the Judicial Board (as expanded; see below, paragraph c); the UAW Grievance Committee, or the OCOPE Grievance Committee, as appropriate. This non-faculty representative will have full voice during the hearing of the case, and will present a written recommendation to the panel, but the faculty members alone will determine guilt or innocence.
- c. Respondent is not a faculty member. For cases in which the accused is not a faculty member, the pool for the Formal Panel will be drawn from the Professional Conduct Review Committee, the Administrative and Professional Staff Grievance Committee, the Judicial Board, the UAW Grievance Committee, and the OCOPE Grievance Committee. In order to provide for diversity in the pool of students who might serve on Formal Panels, the Administrator will, in consultation with appropriate student organizations, each April appoint five (5) students to serve along with the members of the Judicial Board as the pool for Formal Panels. Panels will be drawn by lot from this pool with a Formal Panel being composed of three (3) members of the respondent's employee/student group and two (2) members of the employee/student group of the complainant.
- d. The Administrator will coordinate education and training concerning sexual offense and Oberlin's policy for each campus group represented in the Formal Panel pool. All members of the Professional Conduct Review Committee, the Administrative and Professional Staff Grievance Committee,

the Judicial Board (as expanded above), and the campus unions' grievance committees will receive training, as coordinated by the Administrator.

- e. Any member of the Formal Panel should disqualify him or herself from a case if, after learning of the identities of the parties involved, he or she feels that he or she cannot participate objectively.
- f. All matters of interpretation regarding proceedings of the Formal Panel shall be determined by the Panel.

Appendix 4: CONDUCT OF FORMAL PANEL HEARINGS

The following shall be the order of procedure for a formal hearing:

- a. Opening statement of Complainant or Administrator, if acting as complainant) and presentation of written complaint
- b. Opening statement of Respondent
- c. Witnesses and evidence submitted by the Complainant or Administrator, if acting as complainant
- d. Witnesses and evidence submitted by the Respondent
- e. Witnesses and evidence requested by the Formal Panel
- f. Rebuttal witnesses and evidence submitted by the Complainant or Administrator, if acting as Complainant
- g. Rebuttal witnesses and evidence submitted by the Respondent
- h. Summary of evidence (closing statement) submitted by Complainant or Administrator, if acting as Complainant
- i. Summary of evidence (closing statement) submitted by Respondent

Appendix 5: APPROPRIATE DISCIPLINARY GUIDELINES

Sexual offenses may demand serious sanctions. The Formal Panel will judge each case on its merits and recommend disciplinary action according to the seriousness of the offense and, when appropriate, on the record of the accused.

1. If a person is found guilty of sexual harassment, the recommended disciplinary action may include, but not be limited to, admonition, probation, suspension, or dismissal, depending on the severity of that offense.

Offenses involving abuse of power, as opposed to misconduct between equals, and especially repeated abuse of power (i.e., professor-student; supervisor-employee, tenured-untentured faculty) are always severe and may result in dismissal.

2. If a person is found guilty of sexual assault (coercion with or without physical force) or attempted sexual assault, the recommended disciplinary action may be dismissal, termination, or suspension/expulsion, according to the procedures for students and each employee group.
3. If a person is found guilty of sexual battery or rape, the recommended disciplinary action will be dismissal.
4. Disciplinary action shall normally include participation in an education program designated by the Administrator. Repeated offenses while on probation may result in suspension or dismissal.

Appendix 6: GUIDELINES ON EMPLOYMENT OF SPOUSES, PARTNERS AND IMMEDIATE FAMILY MEMBERS

Subject to the guidelines listed below, Oberlin College recognizes no restrictions on the full-time and permanent employment of spouses, partners or immediate family members on the teaching faculty and other College employment. Guidelines:

1. All candidates for job openings will be judged competitively on the basis of professional qualifications. Spouses, partners, or immediate family members will be considered equally with other candidates.
2. No faculty member will participate in any part of the evaluation process of a spouse, partner, or member of his or her immediate family.

I. Noise

Residence halls are students' homes and must inevitably accommodate a wide range of lifestyles, freedoms and values. A continuing subject of concern in Oberlin's residence halls is noise, as must be the case in any community where people live in extremely close quarters and have tastes,

schedules and habits which differ widely. It is appropriate to have agreed-upon times and occasions when the noise level will be much higher than usual, for instance when parties have been planned. However, every Oberlin student is expected to ensure that neither s/he nor any situation for which s/he has responsibility, is noisy enough persistently to disturb his/her fellow residents or persons who live in the neighborhood close to the residence hall.

It is expected that house councils and other groups with the responsibility for governance will establish rules and guidelines in the residence halls to meet particular situations, and that such groups, along with the residence halls staff and individual students, will cooperate to monitor and enforce both College and residence hall policy in this respect. Early in the year, students are expected to discuss whether or not they want to implement specific quiet hours. It is essential to bear in mind that residence hall rooms are students' private homes; while they are of course places to relax, these rooms are the only place where students are guaranteed space and opportunity for sleep; they must also provide private study space. Therefore, the College makes the following regulations, which may be augmented by those that the house will establish:

1. All stereo systems, television sets, radios, etc., must be used either with earphones or at a level which does not disturb others. These standards for appropriate noise levels are purposely stringent; residence halls are encouraged to establish standards for at least moderate quiet hours.
2. The practicing or playing of musical instruments in student rooms or other areas of the building is not permitted except where the house council has designated particular times and areas for such activity. Amplified instruments are not permitted under this clause unless specific parameters have been approved by the house council and Area Coordinator.
3. Specifically, music that is loud enough possibly to disturb persons outside the building, or in other buildings, must be restricted to designated times. The House Council has

a responsibility to determine what times and conditions will be considered acceptable:

- a. In conjunction with the house councils of neighboring residence halls;
 - b. After careful consideration of the wishes of people in other buildings in the surrounding area;
 - c. After consultation with Area Coordinators, Hall Directors and other staff or persons who can bring a helpful, long-term perspective to these considerations.
4. At **all** times, students have responsibility for showing consideration for roommates and neighbors, for cooperating when reasonably requested to reduce the volume of noise, and for negotiating agreements with neighbors and other concerned parties about appropriate guidelines for the playing of music or any other activity which has the potential to be a noise disturbance.

Students are encouraged to take the following steps to counteract the problem of noise in each residence hall:

- a. The section, floor or house should gather at the beginning of the academic year to discuss various community issues and to establish what standards for quiet are desired. Responding to a brief written questionnaire prior to discussion is often helpful so that all those at the meeting know from the start what their neighbors' concerns and ideas are.
- b. A meeting of representatives from the staffs and house councils of nearby residence halls should be held early in the year to discuss issues of noise which may extend beyond the confines of individual buildings; students are also urged to consult with neighboring townspeople before establishing any guidelines for noise control of situations which may affect such neighbors.
- c. Individual students who are disturbed by noise are urged to make a direct, courteous request to the relevant person(s) to reduce noise.
- d. If a problem persists, any student who is disturbed should request a section meeting to review the agreements that have been made and to discuss a solution. Students may want to ask for the support of a staff member in facilitating such a discussion.

In the event that conflicts are not resolved by any of the above consultations and negotiations, students are

encouraged to communicate their problem to the house council, to seek the assistance of the residence hall staff, or, if necessary, to lodge a complaint with the Judicial Coordinator.

J. Entering of a Student's Room

(formerly titled "Room Searches and Fines" on page 44 of the 2000-01 Student Regulations, Policies and Procedures)

(Approved by the Rules and Regs Task Force 4/18/01, Approved by Student Senate 4/21/01, Approved by the General Faculty 4/22/01)

There are numerous occasions in which a staff member has the right to enter a student's residence hall room. When entering a room for the purposes of life safety inspections, life safety emergencies, closing a building (fall, winter, and spring breaks), facility maintenance, and informal visits, the following activities may occur:

1. If staff members observe items in plain view that are prohibited by the Code of Conduct, such items may be reported.
2. Judicial action may be taken against the resident and any other student involved in the violation.
3. Staff members may have prohibited items which they observe in plain view confiscated by Safety and Security and turned over to the proper authorities.
4. Confiscated items may be used as evidence in a College judicial proceedings.
5. The College reserves the right not to return confiscated items.

Notifying students prior to entering their rooms is not necessary in cases of life safety inspections, life safety emergencies, and facility maintenance. Students will be notified in advance of staff inspections prior to the closing of a building (fall, winter, and spring breaks).

K. Room Searches

Individual room searches are permitted when there are reasons to suspect the existence of contraband or crime. In the

case of probable cause, students are to be notified of an authorized search by mail 24 hours in advance of the search, or by hand-delivered notice served by a member of the dean's staff prior to the search.

Each and every room search must comply with the following regulations. The only exception to these regulations would be for life safety searches.

1. General room searches are prohibited and may not be authorized (except for fire inspections).
2. All searches are to be authorized by the Dean of Students' Office or his/her designee in advance in writing.
3. Students will be notified if a search of their room has been authorized, but they need to be present at the time of the search. The resident may send a witness to observe the search if he/she wishes.
4. In all cases a College official will oversee the search. The search will be conducted in the presence of the resident or a member of the house council or other College personnel or a witness designated by the resident.
5. The resident retains the right to compensation for any damage done to his/her property during a search.
6. If a search has not complied with these regulations, College judicial action against the resident(s) may not be taken on the basis of evidence discovered during the search.

L. Revised Policy on Alcohol, Drugs and Tobacco

(Approved by the Student Life Committee April 13, 1995)

Oberlin College prohibits the unlawful possession, use, or distribution of alcohol or drugs. It is the College's policy to provide a learning, living and work environment that is free of illicit drugs, tobacco smoke, and the unlawful use or abuse of alcohol.

Believing that the acceptance by students of full responsibility for their conduct is an essential component of the edu-

cational process, the College seeks to prevent the destructive use of tobacco, drugs and alcohol by means of counseling and the education of students with regard to the risks involved.

While the College's emphasis is on preventive and educational approaches to substance use and abuse, the College will not protect students from local, state or federal laws. College judicial procedures will be initiated if a complaint of misconduct related to drug, alcohol or tobacco use is filed by a member of the Oberlin College community. Judicial sanctions may include suspension or expulsion, depending on the seriousness of the offense.

The following statement was issued to the Oberlin College community by the General Faculty Council on May 9, 1991:

"Oberlin College cannot condone the illegal possession, consumption, provision or sale of alcohol or drugs, and Oberlin College cannot protect members of the community from prosecution for crimes under federal, state, or local laws. Ohio state law (Section 4301.69) provides that no person shall sell intoxicating liquor or beer to a person under the age of twenty-one years, unless given by a physician in the regular line of his/her practice, or by a parent or legal guardian. Drugs are defined as including marijuana as well as the following, all of which are illegal except when taken under a doctor's prescription: barbiturates, amphetamines, prescription tranquilizers, LSD compounds, mescaline, psilocylin, DMT, cocaine, and other narcotics or opiates."

1. Summary of State Laws

Ohio Revised Code Governing Alcoholic Beverages

Section 4301.22(A). No intoxicating liquor or beer shall be sold to or handled by any person under twenty-one years of age. The penalty for violation of this section provides for a fine of not more than \$500 and imprisonment of not more than sixty days, or both. (Third degree misdemeanor.)

Section 4301.69. No person shall sell• intoxicating liquor or beer to a person under the age of twenty-one years, or buy intoxicating liquor or beer for, or furnish it to, a person under the age of twenty-one years, unless

given by a physician in the regular line of his practice, or by a parent or legal guardian. The penalty for violation of this section provides for a fine of not more than \$1,000 or imprisonment of not more than six months, or both. (First degree misdemeanor.)

** The law is quoted as it reads. Selling alcoholic beverages, however, requires a license and thus is not legal anywhere on-campus, except the Rathskeller, where a license has been issued to sell beer, and the Oberlin College Inn, which has a full liquor license.*

Ohio Revised Code Governing Drugs

The current Ohio law regarding drug abuse, including marijuana, may be found in Chapter 2925 of the Ohio Revised Code and related sections in Chapter 3719. Activities covered in these sections include drug abuse, trafficking in drugs, possession of drug abuse instruments, corrupting another with drugs, permitting drug abuse, selling paraphernalia for consumption of marijuana to minors, drug theft, deception to obtain drugs, illegal processing of drug documents, abusing harmful intoxicants, illegal dispensing of drug samples and counterfeit controlled substances. Traffic laws relating to driving while intoxicated or drugged are to be found in Chapter 4511 of the Ohio Revised Code.

The federal law with respect to drug abuse prevention and control may be found in Title 21, Chapter 13 of the United States Code.

Ohio Revised Code Governing the Reporting of a Felony

Section 2921.22. No person, knowing that a felony has been or is being committed, shall knowingly fail to report such information to law enforcement authorities.

Copies of these laws will be made available to students on request from the Dean of Students' Office.

If a student is apprehended on- or off-campus by the state, local or federal authorities for violation of drug laws:

- a. The student will remain enrolled in the College.
- b. Students released on bail will normally be free to continue their courses of study while awaiting legal proceedings.
- c. Withdrawal without prejudice will be granted to those who find it impossible to continue for legal or personal reasons.
- d. Conviction for a drug or alcohol-related offense will not automatically result in separation from the College, but college judicial procedures will be initiated if a complaint of misconduct is filed by a member of the Oberlin College community.

2. Risks Associated with the Abuse of Alcohol, Drugs and Tobacco

The College is concerned about the risks and potential dangers involved in the abuse of alcohol, drugs and tobacco. There is the risk that the abuse of alcohol, drugs and tobacco may cause profound changes to an individual's physical and/or psychological health. Also, the abuse of alcohol, drugs and/or tobacco may interfere with the process of free and open intellectual inquiry, the interaction and the trust that are crucial to the educational community. Finally, there is the risk of being subject to College judicial procedures as well as the risk of being arrested and possibly serving a prison sentence.

3. Support and Counsel

For counseling, students are advised to consult with the College's Health Services and the Counseling Center. Conferences with physicians and psychologists are privileged information, subject to the standards of privacy in the medical profession. Others also stand ready to help. If individuals need support or seek advice, they may initiate contact with:

- Area Coordinators
- Campus Safety and Security, (440) 775-8444 or emergency 8911
- Lakeland Institute, 1-800-362-1039
- Student Health, (440) 775-8180
- Office of Chaplains, (440) 775-8103
- The Counseling Center, (440) 775-8470
- Lorain County Council on Alcohol and Drug Abuse

(LCCADA), 323-0860

- Allen Memorial Hospital Emergency Room, (440) 775-1211.

4. Violations of College Policies

Whether or not misconduct is involved, those concerned about instances of alcohol and drug abuse, and violations of the smoking policy on the campus have the following options:

- Directly express concern and urge the student to seek support and assistance from among those listed above.
- Refer the matter to the campus Judicial Coordinator.
- Refer the matter to the civil authorities (i.e., report the matter to the police).

5. Alcohol Policy

The following is the College's policy regarding the serving of alcoholic beverages on-campus, please refer to [page 285](#) for required procedures.

- Persons who serve alcohol at any campus function must be twenty-one years of age in accordance with Ohio state law.
- If alcohol is to be served at a student-sponsored all-campus function, sponsors must employ certified student bartenders and comply with Ohio state law. Students who wish to be certified as bartenders must complete an alcohol education course that is offered each semester by the Office of Residential Life and Dining Services to address issues of safety and liability.
- Students acting as bartenders must sign a statement stating that they are aware of the Ohio state law and that they are responsible for compliance with it.
- Every party is required to have two trained, paid bartenders hired by the party sponsor from the current list of students that have been certified through TIPS (Training for Intervention Procedures by Servers of Alcohol) by the Office of Residential Life and Dining Services. In addition, each party must provide registers at the door for non-OCID guests to sign. Guests must have a valid proof of age and must be hosted by a member of the Oberlin College community.
- Some parts of the College grounds are considered to be in the public domain. Individuals on-campus should be aware that the "open container" law applies in those areas and thus they can act accordingly.

- To help ensure state laws are followed, the possession or consumption of alcoholic beverages in the College-operated dining halls is not permitted, excluding special programs or dinners if special approval has been given.

6. Alcohol Intoxication Policy

(Approved by the General Faculty on 3/5/01)

Oberlin College promotes an "intoxication" policy that centers on concern for the health of individual students and on the safety and well-being of the campus community. No person, while voluntarily intoxicated, shall engage in conduct that presents or creates a condition he or she should know is likely to present a risk of physical harm to another person, to the property of another, or to him/herself.

For those students who are found to be abusing alcohol, the College's first priority is to ensure that they receive appropriate counseling and medical attention. This policy is based upon the expectation that students will take responsibility for their own decisions surrounding the use and abuse of alcohol, and that they will accept the consequences of those decisions.

a. Policy

Consistent with these goals, the College maintains the following policy with respect to alcohol intoxication:

- Alcohol consumption to the point of severe intoxication is a violation of College regulations. When severe alcohol intoxication is an accompaniment to other possible disciplinary infractions, under no circumstances may it be regarded as a mitigating factor; indeed, disciplinary infractions may result in additional sanctions when they are in part or in whole the consequence of alcohol abuse.
- Severe alcohol intoxication is defined as intoxication which may be reasonably judged to represent significant potential harm to self.
- Customary indications of severe alcohol intoxication include one or more of the following signs:
 - Stumbling and/or falling while standing or walking
 - Unawareness of surroundings
 - Inability to state or recall basic personal information such as name, address, telephone, birth date, social security number, hometown, etc.
 - Vomiting
 - Unconsciousness

b. Sanctions

Under ordinary circumstances, first-time intoxication unaccompanied by other possible disciplinary infractions results in a required evaluation by the alcohol support team, without additional disciplinary procedures or sanctions. The alcohol support team typically consists of the Assistant Dean of Residential Life, Associate Dean/Judicial Coordinator, and a member of the counseling staff. The reoccurrence of such violations may result in judicial action and include sanctions appropriate to the individual situation.

c. Good Samaritan

In order to ensure that students receive prompt and appropriate attention for alcohol intoxication, and ensure that there are no impediments to seeking such assistance, the College has instituted a “Good Samaritan” policy. In those instances in which a student calls Safety and Security for assistance with an intoxicated student, neither the individual calling nor the student in need of assistance will be charged with violations of the Alcohol Policy. The individuals may be asked to meet with a member of the alcohol support team, but no formal judicial action will be taken against the individuals in need (nor the persons reporting the incident) unless the individuals involved demonstrate a repeated lack of care concerning their well-being and the well-being of the campus community.

7. Drug Policy

The College’s emphasis is on preventive and educational approaches to drug abuse. While the College will not protect students from drug laws, there are forms of conduct which are particularly unacceptable in an educational community and which will not be tolerated. College judicial procedures will be initiated if a complaint of misconduct related to drug abuse is filed. Under the terms of the *Guide to Student Disciplinary and Mediation Procedures*, any member of the College community may file a complaint. Such cases may result in sanctions including suspension or expulsion, depending on the seriousness and extent of the offense.

For the purpose of this policy, drugs are defined as including alcoholic beverages and marijuana as well as the following, all of which are illegal except when taken under a doctor’s prescription: barbiturates, amphetamines,

mines, prescription tranquilizers, LSD compounds, mescaline, psilocybin, DMT, cocaine, and other narcotics or opiates.

8. Smoking Policy

At a meeting held October 26, 1993, the General Faculty voted to adopt the following policy regarding a campus-wide smoking ban:

Oberlin College’s policy is to limit smoking by its faculty, staff, students, and visitors to outdoor areas on-campus that are away from building entrances and exits. Smoking is banned at all times in all campus buildings including libraries, offices, residence halls, dining rooms, laboratories, classrooms, lounges, etc. Smoking in College-owned vehicles is also banned.

Smoking is not allowed in campus buildings except for designated smoking lounges in the residence hall setting. Each community member is responsible for understanding the smoking policy, and is encouraged to educate his/her peers.

9. Following the Letter and the Spirit of the Alcohol, Drug and Tobacco Policy

It is the incumbent responsibility of the Dean of Students’ Office to enforce College regulations with regard to student conduct. The College reserves the right to invoke its student regulations, policies and procedures wherever student behavior is in violation of acceptable standards of behavior. In general, members of the community should be aware of the laws, rules and regulations that govern their conduct. As stated on [page 179](#) of the Oberlin College Student Rules and Regulations, “It is assumed that the accepted principles of social decency and common morality that belong to all good societies will be regarded as binding upon every student.”

Finally, it is a College expectation that all community members will support efforts to enforce College policies on alcohol, drugs and smoking.

M. Smoking Policy

Motion passed by the General Faculty Council, November 13, 1993, See page 243.

Effective January 1, 1994, Oberlin College's policy is to limit smoking by its faculty, staff, students, and visitors to outdoor areas on-campus that are away from building entrances and exits. Smoking is banned at all times in all campus buildings including libraries, offices, residence halls*, dining rooms, laboratories, classrooms, lounges, et cetera.. Smoking in College-owned vehicles is also banned.

*"...the General Faculty Council recommends to the General Faculty that implementation of the smoking policy passed at the October General Faculty meeting be delayed, insofar as it pertains to the residence halls, until August 27, 1994 [pending] further study [of] the matter."

N. Identification Cards

Student identification cards are issued to new students and are expected to be used during the entire student career. Oberlin College has a computerized ID card system that serves as general identification, residence hall access, and dining hall access. Lost or damaged cards may be replaced by contacting the Registrar's Office, paying a replacement card fee, and obtaining a new photo card from Campus Dining Services. Temporary replacement cards are available evenings and weekends from the Safety and Security office. Students are expected to carry their identification card at all times. At the request of any Safety and Security officer or employee of the College, a student must identify him/herself and surrender his/her ID card. Failure to do so is considered a serious violation that could lead to suspension, probation and/or a fine. Failure to identify oneself also may lead to the assumption that one is not a student, and, if there has been misbehavior, civil action may be taken. Any attempt to use a College ID that has expired or to make any use of another person's ID is an offense.

O. Appearance Codes Policy

Oberlin College recognizes choices of dress and appearance

as issues of free speech and expression. There are, however, some college and organizational functions (e.g. theater productions, varsity games, etc.) for which specific costume is required, or for which some dress code or appearance policy must exist. Accordingly:

1. Any dress codes or appearance policies must be explicit and must be communicated to potential participants in an activity/group prior to their participation.
2. Because dress codes and appearance policies may effectively bar students from participating in College events they would otherwise wish to, the greatest care should be taken when determining and applying such codes and policies. Interference with a student's ability to participate in College events and activities is normally grounds for judicial charges under the Rules and Regulations and so any decision to limit this ability must be carefully considered.
3. In general, the College discourages the creation and application of dress/appearance codes unless such codes are demonstrably necessary to the function of the program.
4. Adherence to an appearance or dress code may not be required for membership in a student organization.
5. Public health laws require that shoes be worn in dining halls.

P. Animals in Public Buildings or on the Campus

Dogs may not be brought into College buildings, residence halls or other facilities. (Dog-guides accompanied by their blind users are exempted from this section of the regulation.) Dogs running loose on the campus, in violation of the city leash-law, may be picked up and impounded by Campus Safety and Security or the City Dog Warden. Dogs may not be tied or leashed to any trees, shrubs, sign posts, railings or other such stationary objects on-campus.

For information pertaining to caged pets see Housing and Dining Regulations, page 282.

Q. Unauthorized Keys

Any student who is found to have in his/her possession a key to any College room, residence or building for which s/he is not authorized, or who misuses an authorized master key, is subject to suspension or dismissal. Unauthorized keys must be surrendered upon demand to any College officer or staff representative.

R. Dangerous Weapons, Fireworks or Explosives

Because of the danger posed to the College community, possession of dangerous weapons, fireworks or explosives on College property is expressly forbidden. Definition of these items includes, but is not limited to, the following: firearms (to include bb-guns and all other types of air or spring-powered weapons), knives, firecrackers or sparklers, gunpowder, and unstable and hazardous chemicals, **except** for those stored and used in the appropriate laboratory facilities.

S. Use of Fire Escapes and Roof Tops

Use of the fire escapes on any College building is permitted in emergency situations **only**. Any non-emergency use of fire escapes is expressly forbidden and will be considered an act of trespass.

Presence on the rooftop of any College building is forbidden. Persons with a need to go on the rooftop must have written authorization from the Director of Facilities Operations and the Director of Safety and Security prior to doing so. Any unauthorized presence on a rooftop will be considered an act of trespass.

Sunbathing is permitted on the designated sun deck roofs located at Harkness, South and Fairchild.

T. Unauthorized Entry or Presence in College Facilities

Unauthorized entry or presence in College facilities is strictly prohibited and will be considered an act of trespass. Unauthorized entry or presence will include, but not be limited to, the following violations: entry/presence in a resi-

dence hall when said facility is closed for a vacation or break period; remaining in a facility after closing hours; entry/presence in the office, studio, laboratory or residence hall room of another person without the permission of the assigned occupant, resident, building representative or College official with valid authority to permit same; and entry/presence in any College facility which is closed or otherwise restricted as to use or activity.

U. Possession of Stolen Property

Property rights are an important consideration within any community. For this reason, no person shall at any time have in their possession or under their immediate control, on Oberlin College grounds, the unlawfully obtained (stolen) property of another person or of any firm, institution or municipality.

“Unlawfully-obtained”, or “stolen”, property shall refer to any items of material value possessed/controlled by an individual without the explicit permission or authorization of the owner or the owner’s designated representative.

V. Motor Vehicle Parking and Traffic Regulations

1. Motor Vehicle Parking and Traffic Regulations are designed to best utilize existing parking facilities and maintain an orderly flow of traffic on-campus.
2. The Oberlin College Safety and Security office is responsible for the administration of the regulations.
3. Oberlin College assumes no responsibility or liability for a motor vehicle or its contents while parked or operated on the property of the College.
4. Registration - All motor vehicles owned or operated on College property must be registered with the Safety and Security office.
 - a. Vehicles must be registered as soon as they are brought to campus. Annual registration will be valid until 72 hours after Commencement Day of each academic year.
 - b. Freshpersons are discouraged from having a motor vehicle at the College.

c. Registration fees are due at the time of registration.

5. General Information

Individuals may register only those vehicles for which they are the primary owner/operator. Persons must be prepared to show proof of ownership and proof of insurance at the time of registration.

The person to whom a vehicle is registered will be responsible for all citations issued thereto.

Oberlin College reserves the right to revoke registration and campus parking privileges for the following reasons:

- a. Repeated failure to abide by the regulations, as shown by six (6) or more paid or unpaid violations-of-record within an academic year.
- b. Falsification of information on registration forms.
- c. Actions deemed hazardous to the community or property of Oberlin College.
- d. All vehicles registered and parked on College property must be properly licensed and inspected for operating conditions in accordance with the laws of the State of Ohio or the laws of the state in which the vehicle is duly licensed.

Failure to register a vehicle in accordance with these regulations will constitute a violation of the regulations.

Anyone registering a vehicle and accepting the appropriate permit shall, therefore, be deemed to have acknowledged the Parking Regulations and shall be deemed responsible for compliance with the regulations.

A complete list of vehicle rules and regulations may be obtained from the Safety and Security Office.

W. Use of Bicycles

1. Student Bicycle Regulations

- a. Students owning a bicycle (whether new or second hand) must register it in their own name (\$5.00 fee) with the Oberlin Police Department (85 South Main Street) before using it on-campus or in town. A registration permit will be attached to each bicycle so registered. [The Office of Safety and Security provides this service for no fee.]
- b. Students who ride their bicycles in the evening (from one half-hour after sunset) are required to use a white front light

and red rear light (on their bicycle or person) as well as a red rear reflector on their bicycle. Side reflectors are recommended for wheels.

- c. City ordinances require that bicycles be equipped with a bell or horn by which the rider may warn pedestrians of his/her approach.
- d. Bicycles must normally be ridden on the right side of roads and sidewalks at a reasonable and safe speed (for the sake of pedestrians and drivers as well as that of the rider). Pedestrians have the right-of-way on sidewalks, pathways and crosswalks.
- e. Bicyclists must use appropriate hand signals to indicate turns when riding.
- f. Cyclists must comply with the Oberlin City ordinances that directly affect the operation of bicycles in the city. (It is a violation to ride a bicycle on the sidewalks in the downtown area.)

2. Enforcement of Student Bicycle Regulations

Oberlin College Safety and Security will issue citations with specific and progressive fines to students who fail to observe the Oberlin Student Bicycle Regulations.

A complete list of bicycle regulations and fines can be obtained in the Safety and Security Office.

X. Mailroom Regulations

A mailbox is assigned to each student at the beginning of the academic year. Boxes are located in the basement of Wilder Hall, in the area occupied by the College Mail Service.

College Mail Service's student mailboxes are to be used only for campus mail, U.S. Postal Service mail (personal mail), and mail notices regarding parcels. To permit matching mail with a mailbox, all mail delivered to OCMR boxes must display the student's first and last name as registered in the Registrar's office (no nicknames) and the proper OCMR box number. All items must be placed inside student mailboxes. Mail should be picked up daily.

Messages should *NOT* be attached to the outside of student mailboxes in the lobby of the College Mail Service. Doing so violates fire regulations and creates a fire hazard in the

Student Union building. The College reserves the right to correct fire regulation violations or other violations of its agreement with insurers.

There is a charge for **ten 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.

Y. State Laws Governing Coin Machines

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. Tampering with coin machines is a felony of the fourth degree.

Z. Student Records

1. Pursuant to section 438 of the General Education Provisions Act, with the exceptions noted in item 2 below, Oberlin College students presently or formerly enrolled* shall have the right to review and inspect educational records maintained by the College which contain information directly related to the student.

2. Exceptions are as follows:

- a. Financial records of the student's parents and/or any information contained therein shall not be open to inspection by the student.
- b. Confidential letters and statements of recommendation that were placed on file before January 1, 1975, shall not be open to inspection.

c. Files maintained by individual faculty and staff which are the sole possession of the maker and which are not accessible or revealed to any person except a substitute.

d. Material considered to be privileged medical and psychological information shall not be open to inspection. The student, however, is entitled to have these records personally reviewed by a physician or other appropriate professional of the student's choice.

*Enrollment is defined as beginning when the student first attends classes at Oberlin College for credit. No special 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 s/he is admitted.

3. Offices keeping records which may be reviewed by the student are Career Services, College Relations, the Conservatory, Financial Aid, the Registrar, Dean of Students, Residential Life and Dining Services and Student Academic Services.

4. Students may waive their right of access by attaching to or writing on the document in question the following statement:

"I hereby waive my right of access to this document now or at any time in the future. I do so with the full understanding that a waiver may not be required as a condition for admission, or receipt of financial aid or any other service or benefits of the institution." (Signature must follow.)

5. In order to inspect material in his/her file, the student must make a written request to the supervisor of the office in which the file is kept, if required to do so by the supervisor. Steps will then be taken as soon as possible, and in all cases within no more than 45 days from the date of the request, to make the requested material available in an appropriate office in Oberlin.

- a. The right of inspection includes the right to receive a copy of any and all inspected documents at the student's expense. A fee schedule, covering administrative costs, will be available in the office where student records are kept.
- b. The right of inspection includes the right to be informed of the titles and originators of all documents in the student's file

whether or not they are open to inspection by the student.

6. If a student wishes to challenge the accuracy of any material after inspecting it, s/he may do so, either by inserting a written statement in the file or by requesting a hearing. Any such request must be made in writing to the supervisor of the office in which the file is kept and will be granted within 45 days at the most.

The Dean of Students will appoint a three member committee consisting of a departmental chairperson, a faculty member and an administrator (normally the Dean of Students) to conduct the hearing. During the academic year, when students are in residence, the Dean will select one student to be added to the membership of this committee.

7. In cases such as letters of recommendation, where the material in the student's file was originally included specifically at the request of the student and not on the initiative of the College as a regular part of its record-keeping, either the student or the originator of the material may have it withdrawn from the student's file at any time. In either instance, the Office of Career Services will notify the student and the writer of the letter that the letter has been withdrawn.

8. No records pertaining to the student shall be released to individuals or organizations without the student's written request or consent except:

- a. Authorized College personnel within Oberlin College who have legitimate educational interests. In addition to the staff members of the offices involved, other persons who occasionally have reason to examine records are: in the Office of the Dean of the Conservatory, Office of the Registrar, Office of Residential Life and Dining Services, the student's faculty advisor, individual faculty members who have been asked to write a recommendation for the student, members of the administrative and professional staff or administrative and technical assistants acting on their behalf from the Dean of Students' Office, Financial Aid, the Counseling Center, Student Academic Services, and the Office of the Dean of Studies;
- b. Authorized representatives of (i) the Comptroller General of the United States, (ii) the Secretary, (iii) an administrative

head of an education agency (as defined in section 409 of this Act), or (iv) State education authorities, under the conditions set forth in paragraph (3), which are state agencies which audit, evaluate and enforce federal legal requirements in connection with federally-supported programs;

- c. In connection with an application for, or receipt of financial aid;
- d. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and if such information will be destroyed when no longer needed for the purpose for which it was conducted;
- e. Accrediting organizations, in order to carry out their accrediting functions;
- f. Directory information - that is, information which the College has the policy of announcing publicly. "Directory Information" includes the student's name, address, telephone listing, major field of study, participation in recognized activities and sports that officially represent the College, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

However, any student may refuse to have this information released if s/he notifies the Registrar in writing on or before the end of the second week of his/her first semester in residence during a given academic year or on or before the end of the second week following a mid-year change of College address.
- g. Information, the knowledge of which is necessary to protect the health or safety of the student or other persons;
- h. In compliance with judicial order, or pursuant to any lawfully issued subpoena. The College will use its best efforts to notify the student before it responds to an order or subpoena.

9. All Oberlin College offices, which maintain educational records on individual students, shall keep records of all cases in which documents in students' files are examined or an examination is requested by persons not authorized to have access to the records. Records shall include the

following: date when the file was examined, by whom (name and title) and for what legitimate educational purpose. These records shall be open to inspection by the student. Those inspecting the file shall be informed that information therein may not be disclosed to another party without the written consent of the student.

AA. Rights of Students with Disabilities

The Americans with Disabilities Act of 1990, as amended, prohibits discrimination on the basis of disability and protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits and other aspects of employment. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations. An individual is considered to have a disability if that individual either 1) has a physical or mental impairment which substantially limits one or more of that person's major life activities, 2) has a record of such impairment, or 3) is regarded as having such impairment.

The ADA further prohibits retaliating against an individual for asserting his/her rights under the ADA. The Act also makes it unlawful to discriminate against an individual, whether disabled or not, because of the individual's family, business, social, or other relationship or association with an individual with a disability.

It is the policy of Oberlin College not to discriminate against individuals with disabilities—but who are otherwise qualified—in administering educational policies, employment policies, scholarship and loan programs, and athletic and other College-administered programs.

It is further the policy of the College to enable those individuals with disabilities to participate as independently as possible in Oberlin College activities so that campus life will be enhanced and the individual lives of members of the College community will be enriched.

Oberlin College resolves to make reasonable efforts to see that the opportunities it offers are accessible to all qualified individuals. Appropriate academic adjustments and modifi-

cations of policies and procedures will be implemented for students with disabilities.

In addition, Oberlin College adheres to the policies and procedures and Section 504 of the Federal Rehabilitation Act of 1973 Section 504 of the Federal Rehabilitation Act of 1973 reads:

“No otherwise qualified handicapped individual...shall, solely by reason of his/her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

In April of 1977, the Department of Health, Education and Welfare issued a regulation which defines handicapped persons as those individuals who have a physical or mental impairment which substantially limits a major life activity, and generally requires that “each program and activity, when viewed in its entirety, is readily accessible to handicapped persons and is offered in the most integrated setting appropriate.” Specific requirements of interest to handicapped students include the following (in summary form):

1. Admission to Classes

Institutions may not, on the basis of handicap, exclude a qualified disabled student from any course or area of concentration. This provision requires that some classes may have to be relocated, and some laboratory equipment may have to be modified to accommodate the needs of a qualified disabled student, and that auxiliary aids must be permitted in the classroom when they are necessary to ensure the full participation of a disabled student.

2. Academic Requirements

Instructors are obligated to make changes in course requirements if necessary to ensure that such requirements do not discriminate against a qualified disabled student. Similarly, the faculty must alter or waive any requirement for a major or a College degree that has the effect of discriminating against a qualified handicapped student. Examples of such modifications may include

changes in the length of time permitted for completion of requirements, or providing an alternative for particular laboratory assignments or field trips. If a requirement is **essential** to a course, major or degree, and a handicapped person cannot fulfill it, then the person is not “qualified” within the definition of this term.

3. Other Adjustments

Prohibitive rules, which would have the effect of limiting the participation of a disabled student in campus activities, must be waived for the disabled student. Such rules include a ban on having a guide dog in classrooms or residence halls, or on using a tape recorder in a classroom or during guest lectures. If an instructor is concerned about possible misuse of recordings of lecture material that will be published or otherwise protected by copyright, the instructor may ask a student to sign a form (available from the Coordinator of Services for Students with Disabilities) on which the student agrees that any recordings will be used only for his/her own personal study.

4. Examinations

If necessary, course instructors are obligated to provide alternate testing procedures for a student with a disability, so that the results of the evaluation represent the student’s achievement in the course, rather than the student’s impaired sensory, manual or speaking skills (except where skills are the specific factors being measured).

5. Counseling

A student with a disability may not be counseled toward a more restrictive career than would be suggested for a non-disabled student, unless such counsel is based on strict licensing or certification requirements in a profession.

6. Student Appeal

The College provides, as required, an internal procedure through which a student may appeal an adverse decision on a request for some academic adjustment.
(See section BB below).

Further information about the Section 504 Regulation, and about auxiliary services that are available for disabled students, may be obtained from the Coordinator of Services for Students with Disabilities and from the Section 504 and ADA Compliance Officer, Cheryl Wolfe-Cragin.

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 what procedure to follow; in this case they should seek advice from the Dean of Students’ Office or the Deans of Residential Life 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 classes, 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. Grievances Related to Sexual Harassment.

Complaints of sexual harassment, whether by students or non-student members of the community, may be taken to the Sexual Offense Policy Administrator. (See page 217).

3. Grievances Related to Race Relations.

Complaints of racial harassment, whether by students or non-student members of the community, may be taken to a member of the Committee on Racial Harassment. (See page 214).

4. Student Infractions of the Honor Code

Any form of academic cheating should be referred to the Student Honor Committee. (See pages 153-4 and 156).

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

Student Honor Committee

Wilder 105 Box 22 (440) 775-8462

ohonor@oberlin.edu

Co-Chair, Sarah Colvario (academic year)

Co-Chair, Maggie Raife (spring 2003 only)

Secretary & Treasurer, Laura Gardiner

5. Non-Academic 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 page 191). 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.

6. Complaints of Discrimination

based on a person's sex, race, color, creed, age, physical handicaps, veteran status, religion, sexual orientation, marital status, family relationship to an employee of Oberlin College, political orientation, national origin, etc.

Oberlin College recognizes its legal obligation to comply with the letter and the spirit of Titles VI and VII of the Civil Rights Act of 1964 as amended, Title IX of the Education Amendments Act of 1972 as amended, Section 504 of the 1973 Rehabilitation Act as amended, the Americans with Disabilities Act, the Age Discrimination in Employment Act of 1967 as amended, the Pregnancy Discrimination Act of 1978, and other applicable federal, state, and local legislation and regulations. The College is committed to a policy of non-discrimination toward its students and its employees. (See page 216).

Grievances related to any of the above may be handled as follows:

- a. Complaints of alleged discrimination in academic affairs. (See page 216).
- b. Complaints of alleged discrimination in non-academic matters. These should be taken to the immediate supervisor of the person concerned (if a student or non-student employee of the College), or to the head of or advisor to any student organization. If the matter cannot be resolved at this level, it should then be referred to the Dean of Students' Office.

The Dean of Students' Office may attempt to resolve the dispute by informal means, but if this is not successful, s/he may invite two persons from the faculty and/or administration to join him in forming a committee to hear the dispute. During the academic year, when students are in residence, the Dean will also invite a member of the student body to join the review committee. Members of the committee will be selected at the discretion of the Dean of Students' Office from areas of College life appropriate to the issues involved. The com-

mittee may forward its recommendation either to the person against whom the complaint has been brought or to the appropriate College officer, and ultimately the President.

Students are encouraged to seek the advice of the members of the Committee on the Status of Women, a dean in the Office of the Dean of Studies, the Affirmative Action Officer or any other person, as may seem appropriate. Any of these persons may also be appointed to the review committee.

7. Grievances Under Section 438 of the General Education Provisions Act, (“Buckley Amendment”).

Rights to review and inspection of educational records maintained by the College which contain information directly related to the student. (See page 250).

8. 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.

9. Complaints Related to Health Services or Oberlin Counseling Center

Complaints may be taken to any faculty or student member of the Health Plan sub-committee of the Committee of Student Life. Complaints concerning services provided by the Student Health Services, the Oberlin Clinic, 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 can request that a HPS member discuss the complaint with the health care professional and inform the student of the outcome;

(3) the student may request that a HPS member be present when he/she discusses the complaint with the health care professional concerned; (4) the student may request that the Health Plan sub-committee assign a second health care professional to conduct an informal inquiry into the complaint and report back to the student; (5) the student may request that a formal inquiry of the complaint be conducted.

10. Grievances Related to the Administration of Housing and Dining Policies.

- a. A student with a grievance about the way in which housing and dining policy has been applied in his/her case must submit the complaint in writing to the chairperson of the five student-member Housing and Dining Appeals Board within four weeks of the ruling.
- b. The chairperson will indicate whether additional information is needed from the student, ask the Office of Residential Life and Dining Services for information related to the case, including the relevant policy, and will then call the Board into session to meet with the aggrieved party.
- c. The Board may not alter policy, but 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 Life and Dining Services or a dean of Residential Life.
- d. The action of the Board will become effective when the Board or its chairperson reports the judgment of the Board in writing to the Director of Residential Services or a dean of Residential Life and Dining Services.
- e. If the Director or dean thinks that policy and process have been confused, s/he may request a meeting of the Board (which must then be held and at which s/he will be present) to reconsider the case. The judgment of the Board, however, will be final in all cases.

11. 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.

CC. Title IX Athletic Policies

1. Oberlin College Statement on Non-Discrimination, Equal Employment Opportunity, and Affirmative Action

“In all of its relationships, Oberlin College is committed to a policy of non-discrimination and equal employment opportunity for all persons without regard to race, color, national origin, religion, creed, age, sex, sexual orientation, marital status, family relationship to an employee of Oberlin College, disability, or veteran status, except where such a distinction may be required by law or is proved to be a bona fide occupational qualification. Any form of intimidation, abuse, or harassment based on race, ethnic origin, creed, disability, gender, or sexual orientation is contrary to the ideals of Oberlin College. In furtherance of its policy of non-discrimination and equal employment opportunity, Oberlin College has adopted an affirmative action plan and complies with the following laws and regulations: *The Equal Pay Act of 1963* as amended, the *Age Discrimination in Employment Act of 1967* as amended, *Title IX of the Education Amendments Act of 1972* as amended, the *Pregnancy Discrimination Act of 1978*, the *Americans with Disability Act*, *Title VI of the Civil Rights Act of 1964*, *Title VIII of the Civil Rights Act of 1964*, *Section 504 of the Rehabilitation Act of 1973*, the *Age Discrimination Act of 1975* and all other applicable federal, state, and local legislation and regulations....”

2. Oberlin College Statement on Title IX and College Athletics

Among the many educational goals Oberlin College has for its students is “to encourage their physical and mental well being” (Oberlin College General Faculty, 1977). The College views the opportunity for its students to participate in intercollegiate sports as a valuable means by which to accomplish the aim of physical well being; and is also committed to administering its athletic program in a manner which is gender equitable. Therefore, Oberlin College does not discriminate on the basis of gender in its intercollegiate athletic program.

The fundamental principle underlying gender equity in athletics is that all sports programs are funded in a manner to insure equal access, participation, and support for men and women alike.

Title IX and **gender equity** (in athletics) are often used interchangeably; however, although they address the same issue, they are not the same. Title IX refers to a section of federal law, *The Education Amendments of 1972*, which prohibits discrimination on the basis of sex in educational institutions that receive federal funds. Since intercollegiate athletics is considered an integral part of an institution’s educational programs, it is therefore covered by Title IX.

The concept of gender equity is broader. It is premised on a philosophical or moral approach to the distribution of resources and its focus is fairness. The NCAA Gender Equity Task Force offers the following definition of gender equity in college athletics to which the college subscribes:

“At an institutional level, gender equity in intercollegiate athletics describes an environment in which fair and equitable distribution of overall athletics opportunities, benefits and resources is available to women and men and in which student-athletes, coaches, and athletics administrators are not subject to gender-based discrimination.”

3. The Role of Athletics and Physical Education at Oberlin College

The Department of Athletics and Physical Education provides a multi-faceted program including activity classes, intramural sports and activities, and intercollegiate athletics to accommodate all levels of physical activity. The various intercollegiate sports have comparable status. For all members of the College community, the Department encourages and supports equal opportunities for regular physical activity that is crucial to physical and mental well-being.

By design, activity classes develop skills ranging from beginning to advanced levels in a variety of individual and group sports. Emphasis is placed on the use of recreational time, the enjoyment of lifetime physical exercise, and the broad-based participation of the whole student community.

The intent of intramural sports is to promote an appropriate level of competition within the college community for students, faculty members and staff alike. For students, intramural participation is a natural extension of activity classes. Intramurals should encourage cooperation, intra-college socialization and respect for teammates and opponents.

Intercollegiate athletics provide opportunities for skilled student athletes to pursue excellence and to experience development through competition with comparable programs. The role of intercollegiate athletics at Oberlin is complementary to academics and significant in the overall developmental process. Oberlin's philosophy of competition embraces a healthy view of winning and an educational view of grace under pressure. Winning is an important goal. The effort and dedication of student athletes and coaches as well as the active support of the rest of the College community are, however, as important as the final score. Supervision of the policies and procedures of the intercollegiate athletics program resides with the General Faculty and its designated agent, the Athletic Advisory Committee.

4. Title IX Related Goals of the Program

In accord with its stated mission concerning its intercollegiate sports program, the College establishes the following Title IX goals:

a. The accommodation of interest and abilities

The College will meet at least one of the following three criteria:

- participation proportionate to enrollment (by sex)
- establishment of a history and continuing practice of program expansion for the underrepresented sex; or
- full and effective accommodation of the underrepresented sex.

b. Equipment and supplies

The College will ensure that the quality, suitability, maintenance/replacement and availability of equipment and supplies is equitable.

c. Scheduling of games and practice times

The College will ensure fairness in the number of games; number, length, and time of day of practices; time of day of games; pre-season and post-season opportunities for its teams.

d. Travel and per diem allowance

The College will ensure that budgeting for the modes of transportation, housing furnished during travel, length of stay before and after competitive events, dining arrangements and per diem are equitably distributed.

e. Coaches

Each of the following three areas related to coaching will be addressed equitably:

- availability
- assignment
- compensation.

f. Locker rooms, practice and competitive facilities

The quality, availability, and exclusivity of practice and competitive facilities plus the quality and availability of locker rooms and finally the maintenance and preparation of practice and competitive facilities will all be addressed equitably.

g. Medical and training facilities and services

Availability will be equitable in each of the following areas: medical personnel

- quality of weight training and conditioning facilities

- qualifications of athletic trainers
- health, accident, and injury insurance coverage.

h. Housing and dining facilities and services

Housing provided, special services as a part of housing, and all dining arrangements will be equitable.

i. Publicity

The College will ensure that the availability and quality of sports information personnel and the availability and quality of publications and other promotional devices is equitable. Any access to other publicity resources will also be equitably distributed.

j. Support services

All administrative, secretarial, and clerical support and office space will be equitably arranged.

k. Recruitment of student athletes

There will be equal opportunities for professional personnel to recruit. In order to accomplish this, the availability of financial and other resources for recruitment will be equitable. It is expected that there will be equivalent benefits, opportunities, and treatment of all prospective athletes.

5. Administration of Title IX

The Title IX Coordinator oversees matters related to federal compliance. The Oberlin College Gender Equity in Athletics Review (GEAR) Committee¹ monitors the conditions and treatment of student-athletes.² The College Athletics Committee serves as the designated agent of the General Faculty on matters related to supervision of policies and procedures of the intercollegiate athletics program. The Director of Athletics coordinates all activities of the department. The Director of Athletics designates a person on the athletics staff who is knowledgeable about Title IX athletics to administer the Title IX policy. The Director of Athletics also designates a person on the athletics staff to serve as the Senior Woman Administrator. This person will

- a. be the key voice on women's issues related to athletics
- b. assist in the development and implementation of a gender-equity action plan; as well as be involved in monitoring the activities for the implementation of the plan

- c. convey to others the needs and interests of women within the intercollegiate athletics department, the campus and the community

¹ Composed of the Title IX Coordinator *ex officio*, the Director of College Athletics *ex officio*, the Dean of the College of Arts and Sciences, the Chair of the College Athletics Committee of the General Faculty, the Senior Woman Administrator, the Athletics Department's Title IX Administrator and the Chair/CoChairs of the Student Athletic Committee.

² It should be noted that GEAR differs from The Athletics Committee of the General Faculty. The General Faculty committee serves as liaison between the general faculty and the Athletics and Physical Education Department and makes athletic policy recommendations both to the Department and the General Faculty; whereas GEAR has a specific charge to monitor conditions and treatment of student-athletes in light of the requirements of Title IX, and other regulatory agencies.

6. Grievance Procedure

Any person with a request or concern relating to athletics should, under normal circumstances, first address the concern directly and verbally with the appropriate person. (In the case of a varsity sports participant, the athlete should talk first with his/her coach.)

Should there continue to be a concern, it should next be submitted to the Director of Athletics and/or the Senior Woman Administrator in writing on one of the departmental complaint/concerns forms available in the Athletics Office. Should the request/concern not be reasonably resolved by the Director of Athletics or his/her designee, a complaint can be submitted to the Title IX Coordinator, who will investigate the matter.

Should informal procedures not resolve the complaint, the matter will then be submitted for a formal review by a panel of 3 of the members of Oberlin College Gender Equity in Athletics Review (GEAR) Committee.

HOUSING AND DINING REGULATIONS

A. Terms and Conditions of the Housing and Dining Agreement

1. Eligibility and Requirements

All students enrolled in Oberlin College are required to pay the room and board fee and to live and take meals in college residence and dining halls.

Students in the following categories may be exempted from the on-campus housing requirement:

- Married students who submit a copy of their marriage license and domestic partners who submit the approved Affidavit Concerning Relationship.
- Students who live with their parents and commute from their parents' home.
- Students who are 23 years of age or older.
- Students who are enrolled for 5 hours or fewer.
- Students who have underage dependent children.

Exemption from the dining requirement may be granted under special circumstances.

In addition, seniors who apply to live off-campus by the March deadline, and juniors who apply to live off-campus by the March deadline and meet the junior limitation qualifications are permitted to live off-campus. These seniors and juniors are still required to participate in the college board program.

Students who are required to follow a special diet for medical reasons must submit the Oberlin College Medical forms, available by contacting the Office of Residential Life and Dining Services. A student will not be granted an exemption unless the College cannot meet the dietary needs of that individual.

Students are liable for all room and board charges until and unless they are granted a housing or dining exemption in writing from the Office of Residential Life and Dining Services, after which an appropriate adjustment will be made. Individual financial concerns cannot be considered in determining assignments by the Office of Residential Life and Dining Services. Non-payment of room and board fees cannot be used as a form of financial aid. The Financial Aid Office is the only office that can fairly and equitably administer financial aid.

2. Services Provided

Room and Board fees provide furnished rooms in college maintained residence halls and meal service for the full academic year, with the exception of the December vacation. Housing assignments are for the full academic year, including Winter Term (January), but not including the December vacation. Meals **are not** offered during fall or spring breaks. Meals are offered on an optional basis during Winter Term at an extra charge. A valid ID card is required for access to residence and dining halls.

3. Term of Services

Occupancy of residence halls begins for new students the first day of Orientation, and for returning students the Saturday before classes begin. Occupancy ends for undergraduates at 9:00 a.m. of the day following the last day of exams and for graduates by 9:00 a.m. on the day following Commencement. Meal service begins on the Monday before classes begin and ends on the last day of the semester.

4. Payment of Fees

Fees are set each year and are payable at the start of each semester; they are included in the statement sent by the Office of Student Accounts. Charges for students who leave the housing and/or dining program are billed at the rate of ten percent (10%) of the semester charge for each week or fraction thereof in residence. There is no refund after the ninth (9th) week of the semester.

Students who are suspended, leaving or withdrawing from Oberlin College must vacate their residence halls within 48 hours of the actual date of withdrawal. Students leaving at the end of the semester must vacate by 9:00 a.m. the last day of the last semester enrolled or the last day of Winter Term if they are registered for a project. If a student appeals the decision, s/he must vacate by the date set unless the appeal has received a favorable response prior to that time. Failure to vacate will result in the assessment of a \$50.00 per hour room charge plus the cost of labor. (Limited to four hundred dollars a day.) Staff persons will pack the resident's

belongings and s/he will be billed for the incurred labor cost. Judicial action might be initiated which could affect the individual's future status as a student at the College. Students must have written permission from the Director of Residential Life and Dining Services for remaining in the residence halls beyond their deadline.

5. Room and Board Assignments

New student housing is guaranteed. Space is reserved in most residences for new students. Assignments are made based on the Housing Application in order of its receipt. Returning students select rooms based on an assignment system set by the Housing and Dining Committee that gives priority to upperclass students and group applications (for two to sixteen people) over individual ones.

a. Priority for assignment is based upon the student's individual class rank for fall semester and randomly assigned number. Students who qualify for a higher class rank because of semesters in residence or summer studies may request an adjustment. Students must submit by mid-August proof of their summer course enrollment and the number of semester credit hours for which they are enrolled, from the Registrar's office at the school attended.

b. Housing assignments are made in stages, each of which has a deadline. A student who is offered a room assignment at a particular stage must sign a housing and dining agreement before the deadline or the offer is forfeited. Housing assignment stages are completed in the following order:

(1). Off-campus (seniors and selected juniors only)

The number of juniors eligible for off-campus status is determined by the actual enrollment numbers each year. Students are made eligible based on their fall rank and random number.

Any student enrolled for the fall semester who wishes to live off-campus for the spring semester must live off-campus for the entire academic year. Continuing students will not be granted off-campus status for the second semester, even if they achieve junior or senior status. Only seniors or juniors returning from leave will be eligible for off-campus housing for the spring semester. Students requesting re-admission following a withdrawal or leave should apply for housing by May (for fall semes-

ter) and November (for spring semester).

(2). Single Rooms are offered to students with the highest priority who have requested a single as their first preference on their housing request form. Appointments are scheduled and posted for selecting rooms. Students who miss their appointment forfeit their priority. Application for single room exceptions may be submitted by those who have special reasons for needing a single, but whose individual number will probably not give them priority for one.

(3). Co-op Membership - selection to a co-op housing or dining unit is made by lottery drawing of students who request a co-op assignment. Students may apply for room and board only. Students who live in a co-op must also dine in that co-op, but students may live elsewhere and dine in a co-op. Waiting lists are maintained for both co-op housing and dining units. Membership is managed by the Oberlin Student Cooperative Association.

(4). Program House - assignments for housing and dining are made directly by the faculty-in-residence according to procedures established by the program.

(5). Group Housing Assignments - groups of 2 (or any even number up to 16) people may apply for housing together. Group priority is determined by average class rank and the average of random numbers of members of the group. Groups are then sequenced in priority order and appointments are scheduled and posted for selecting rooms. Groups whose representative fails to keep the appointment forfeit their priority.

(6). Individuals without requested roommates and students unassigned at the end of spring semester will be assigned to on-campus housing during the summer. Preferences submitted on the housing and dining request form will be used as much as possible. At the beginning of fall semester some students may be assigned to vacancies in program houses and to other spaces not regularly assigned. Students assigned to program houses are encouraged to acquaint themselves with the program, but are not required to participate. Those assigned as non-program students will be given first priority for available space in a traditional hall.

c. Wait lists

(1). Summer wait lists for room changes are determined by class rank/random number and are done automatically. Summer wait lists are in effect until the first day of fall

classes.

- (2). Fall wait lists for room changes begin on the first day of classes and are determined by class rank and date of request. Students are notified of vacancies and have the option of accepting or refusing the offer.
- (3). OSCA maintains its own wait list and no assignment or billing change will be made without a change notification from OSCA.

The College at all times reserves the right to assign or reassign students to rooms and to close rooms and/or residence halls when vacancies exist or when areas are rendered unfit for occupancy.

6. College Board

Students are required to be on either the Campus Dining Service or Oberlin Student Cooperative Association dining plan. The only students eligible for the 5 or 7 meal plans with flex are those with town housing status who have attained Junior or Senior standing. [Note: The 7 meal plan with flex is for Juniors with town status, and the 5 meal plan with flex is for Seniors with town status.] Access to dining halls will be permitted only when students present a valid ID card. ID cards may be used one time per meal. It is understood that credit will not be given for meals missed and that board is not transferable. Partial meal plans, box lunches, and sick trays, are available for qualifying students. Guests are welcome on a cash basis. Public health laws require that shoes be worn in dining halls. Misuse of an ID card or the board program may result in fines, charges and/or judicial action. Comments and complaints may be posted in the dining halls or presented to the Housing and Dining Committee.

If a student changes from the residence hall and/or food service to OSCA the billing cannot be changed until a change notification is received from OSCA. Food service billing is prorated and changes each Monday at noon.

7. Release from Housing and/or Dining Service

All students are expected to live and take meals on-campus unless released in writing from the Assistant Director of Residential Life and Dining

Services/Assignments. **Students should not sign an off-campus rental lease or pay a security deposit without written notification of release.** Any student who remains enrolled in the College, but leaves the residence and/or dining halls during the academic year without a release, continues to be liable for the charges for the full academic year. Students who accept the off-campus option, and then chose to return to the residence hall system will be eligible to select only from rooms available at the time of their return.

8. Personal Use Agreement

The resident agrees that the room assigned shall be used by him/her and may not be transferred or assigned to another person. Residents may not be assigned and may not occupy more than one space at the same time. The space may not be sublet. Further, the resident agrees that the space will be used for personal living, sleeping, studying and that no commercial operation, solicitation, canvassing, sales or advertising will be carried on therein.

9. Responsibility for Room Condition and Use

The resident is responsible for the condition of the room and its furnishings during the occupancy period and shall reimburse the College for all damages/losses to the room or furnishings above normal wear and tear. The resident is responsible for acknowledging the condition of the room by reviewing and signing the room condition report (RCR) presented by the residence hall staff member during the first week of residency. The description will be used for the basis of comparison and charges at checkout. The College agrees to provide a desk, desk chair, chest of drawers, bed frame and mat-tress (36 x 80) for each student. As well, each room is provided with one lounge chair. The resident is expected to provide bed linen, including blankets, pillows, towels, toiletries, soaps, cleaning supplies and non-flammable wastebasket.

ONLY the appropriate College Services employees may paint and make alterations to the room or furnishings.

No furniture is to be removed from any room or lounge. Room furnishings may not be stored in Residence Hall Storage areas or in any public areas including hallways, bathrooms, kitchens, laundry rooms, and/or lounges. Furniture in one room may not be exchanged for furniture in another room. Any lounge furniture found within a student's room will be considered theft and judicial charges will be filed against the students assigned to the designated room. Windows may not be used as room entrances or exits except in the case of an emergency. Window screens must be kept on windows in residence and dining halls as a safety factor. If screens are removed or damaged, students will be billed for labor to rehang or replace the screens. **Any missing, damaged room items and/or surfaces will be billed to students assigned to the room.** Residents have the right to contest charges by documenting concerns and sending the appeal to the Office of Residential Life and Dining Services. **If residents do not check-out in person, they will not be able to contest any charges reported in their absence and will be charged a \$25 failure to check-out with a staff member fee.**

Duct and packing tape, screws, nails, etc. may not be used on walls, doors, woodwork, or furnishings due to the damage that may occur to walls or finishes. Materials that are specifically designed to not damage walls or surfaces may be used to hang room decorations (such as "sticky tack," a rubbery substance that is usually blue in color). Some campus rooms have bulletin boards or corkboard strips, while other rooms have molding strips on which molding hooks may be used. The College does not provide molding hooks.

Excessive wall coverings including posters and pictures are not permitted. (No more than 50% wall service may be covered). Cloth wall hangings, tapestries, and flags suspended from ceilings or walls are not permitted.

10. Room Key Policy

All keys remain the property of Oberlin College. It is unlawful to duplicate a College key. Lost keys are to be

reported to a residence hall staff member immediately. A lost key or failure to return a key at check-out may result in a \$45.00 charge.

11. Residence Hall Security

Out of concern for safety and security, residence halls are locked 24 hours each day. Student identification cards are programmed to unlock access doors on College residence halls. Students are expected to carry their ID cards with them at all times. Identification cards may not be lent or given to anyone else, nor may they be altered. Residents may not allow people who are not their guests into the building.

Lost cards are to be reported immediately to Residential Life and Dining Services or to Safety and Security for deactivation. Students are required to show their ID card when asked to do so by a College official. Misuse of, altering, forging, contributing to the fraudulent use of, or failing to show an ID card may result in a fine and/or disciplinary action. Tampering with a residence hall exterior door system or propping a residence hall exterior door open may result in disciplinary action.

12. Check-out Procedures

Residents are expected to check-out, return their room key and complete a room inspection in person with a residence hall staff member prior to changing rooms or leaving campus. Students are expected to reassemble furniture and to empty their room of trash, personal belongings and College property not itemized on the room condition inventory prior to check-out. Fines and/or charges will be assessed for failure to meet the check-out requirement or for damage or loss of College property. Residents who fail to check-out in person waive their right to contest charges assessed in their absence. Residents must vacate by the published deadlines. Failure to vacate may result in the assessment of a late check-out charge. Students who are suspended, leaving or withdrawing from Oberlin College must vacate within 48 hours of the actual date of withdrawal.

13. Room Changes

Residents who wish to change rooms must apply by filling out a wait list card and be granted permission from Residential Life & Dining Services prior to moving from one room to another. As space becomes available, residents who apply for room changes will be sent a confirmation notice with procedural instructions. Residents who complete an unauthorized room change or fail to complete an approved room change may lose their preferred room assignment, be required to relocate, be charged a fine, and/or be charged with disciplinary action. Residents authorized a room change at the end of fall semester must vacate their current room prior to leaving Oberlin in December. This regulation applies even if those students plan to be on-campus during Winter Term. Students are given 48 hours to completely move and sign all administrative paperwork.

14. Remaining Occupant

When vacancies occur in College residence halls the College has the right to show rooms and assign new occupants to fill those vacancies. The College also reserves the right to reassign the remaining occupant of a room to different accommodations. If a resident has a roommate who fails to move in, leaves the College or moves elsewhere on-campus, the remaining resident may request a specific new roommate or make a room change within ten business days. After ten business days, the College may consolidate assignments, assign new roommates to the empty spaces, or bill the resident at the prorated room rate.

- a. A student left in a double will be billed the prorated super single rate.
- b. Student(s) left in a triple will be charged the double or super single rate if one or two roommates move out.
- c. Student(s) left in a quad will be charged the single or super single rate if one or two roommates move out.
- d. Student(s) in a program house will not be charged at the higher rate only if there is no available consolidation within the program.

Students with the highest priority (class rank/random number) will have the first option to occupy double rooms without roommates. Assignment of multiple occupancy rooms as lower occupancy (double as super singles, etc.) follows the same priority, as do assignments to single rooms. Students with the highest priority from the wait list will have the first option to take the assignment.

15. Responsibility for Personal Property

The College and the Office of Residential Life and Dining Services assume no liability for theft, damage or loss of money, valuables or other personal effects of any student or guest caused by fire, water, steam, insufficient heat, power failure, the elements or actions of a third party which occur in the residence halls or on College property. Residents are encouraged to confirm that their property is covered by their families' homeowner's insurance, or to carry personal property insurance.

16. Responsibility for Public Areas

Residents may be held responsible for the upkeep of public areas including hallways, baths, stairwells, elevators, lounges, studies, utility rooms and lobbies. Residents are expected to take every precaution to assure that communal property is not abused. It is the responsibility of the residents to keep laundries, bathrooms, and kitchenettes clean. In halls or sections in which the College determines that a majority of the residents are tolerating undue abuse of College property, (in excess of normal wear), and the responsible individual(s) cannot be identified, all residents of the area will be held responsible for a proportional amount of the cost of repairing or replacing damaged items and/or the cost of fines.

Residence hall lounge furnishings are designated for the collective use of the hall residents; therefore, they may not be redistributed for use in student rooms. Judicial action will be taken against students who remove residence hall furniture to student rooms, and another building on or off-campus.

In hallways, lounges or stairwells, students may not conduct games, sporting events/activities or other behaviors that may cause damage or injury to any other person or property or limit egress from the building. This includes using rollerblades, roller skates, skateboards, or scooters within the residence halls.

17. Student Code of Conduct

Residents are responsible for understanding and complying with the social conduct standards as stated in this manual. Behavior that threatens or endangers the well-being of others or substantially interferes with the rights of others may result in eviction or room transfer.

18. Entering Policy

Agents of the College shall have the right to enter student rooms at all reasonable hours for the purpose of examining the rooms or making repairs or alterations as necessary for safety and maintenance. The College reserves the right to conduct inspections as necessary without prior notice to correct life safety violations.

19. Weapons

The possession, distribution, or use of rifles, shotguns, pistols, air rifles, air pistols, spring powered weapons, other fire arms, ammunition, explosives, gun powders, fireworks, marshal arts weapons, knives, unstable or hazardous chemicals, or dangerous instruments is prohibited.

20. Life Safety Equipment

Tampering with, misuse of, or vandalism to life safety equipment in any College building is a violation of state law. Equipment includes fire extinguishers, heat sensors, pull boxes, fire doors, exit signs, smoke detectors, door closures and fire hoses. Causing a false fire alarm to sound may result in disciplinary action. Evacuation from the building by all residents is required when the fire alarm sounds. Use of the fire escape of any College building is permitted in emergency situations only. Any non-emergency use of fire escapes is prohibited and will be considered an act of trespass.

21. Life Safety and Sanitation Policy

Residents agree to abide by state, local and College regulations regarding fire, safety and sanitation as stated below. Failure to comply with these regulations jeopardizes the safety of others and may result in judicial action and/or fines:

a. Egress from room

Fire escapes, room windows, and other means of egress may not be blocked by furniture or other obstacles. Items may not block or limit access to the door, window or fire escape of any building.

b. Electrical appliances

Air conditioners, cooking appliances including immersion heaters, coffee pots, popcorn poppers, hot plates, water heaters, humidifiers, clothing iron without automatic shut off device and microwave ovens are prohibited from use in students' rooms. Electrical appliances permitted in student rooms include TVs, radios, stereos, telephones, fans, typewriters, personal computers, hair dryers, and curling irons.

c. Refrigerators

Capacity of refrigerators may not exceed 5 cubic feet and only one refrigerator per room is allowed.

d. Grounded extension cords

Extension cords must be grounded and should be protected with fuse devices.

e. Flammable furnishings

Upholstered furniture, curtains (other than those provided by the College), wooden structures, lofts or room dividers, excessive wall coverings (limited to 50%) including posters and pictures. Cloth wall hangings, tapestries, and flags suspended from ceilings or walls, candles, incense, open-flames and live Christmas trees or artificial Christmas trees over 4 feet tall are not permitted.

f. Combustible fluids

Presence of combustible fluids (gasoline, kerosene, paints, and thinners) or of poisonous or hazardous chemicals is prohibited throughout the residence halls.

g. Electric blankets

Presence of electric mattress pad covers or electric blankets are prohibited in residence halls.

h. High wattage lamps

Use of light bulbs of higher wattage than the specified rating in the light fixture, and halogen lamps are prohibited due to generation of excessive heat and potential fire.

i. Portable heaters

Use of electric, kerosene or other types of portable space heaters is prohibited in residence halls due to serious threat of fire.

j. Door closures/smoke detectors

Removal of or tampering with an automatic door closer or smoke detector is prohibited.

k. Non-flammable waste containers

metal and plasticware baskets are permitted.

l. Water-filled furniture

Water beds and other pieces of water-filled furniture are not permitted due to problems of water damage and weight.

m. Bicycles

Bicycles may be stored in residence halls room if they don't block egress. Additional designated storage areas are located in Burton and Noah bike storage areas. Motorized bicycles or motorcycles may not be stored in any facility. Motorcycles and motorized bicycles found in College residence or other facilities will be towed at the owner's expense.

n. Housekeeping

Excessive accumulation of paper and/or clothing on the floor may constitute a fire hazard.

22. Guests

Residents may have overnight guests for not more than seven consecutive nights and only with their roommates permission and as long as the guests do not constitute an inconvenience for roommates or otherwise interfere with residential hall life. Residents are responsible for the actions of non-Oberlin College guests at all times. A Resident Assistant must be notified of all such non-Oberlin College student guests.

Hall Councils of individual residence halls are invited, within the confines of this policy, to elaborate their own guest policies at the beginning of the year and to

respond to any special circumstances as they arise.

23. Visitation Policy

It is Oberlin's philosophy that the residence halls should provide a living environment that fosters mature and responsible behavior between students and which protects the rights and needs of individuals. To this end, it is the policy of the College that each section or residence hall should determine its visitation policy.

24. Residence Hall Governance***a. Structure and Organization of House Council (Legislative).***

By the end of the second week of classes, each section or floor of a residence hall will elect a president, fire chief and any other officer deemed necessary. Section presidents will represent their sections on the house council and will be responsible for calling hall meetings and seeing to it that the section responsibilities and business are carried out.

b. Responsibilities of Section Presidents/House Council Members.

Sections are required to meet to discuss the needs and concerns of group living and to determine any regulations desired by the residents (quiet hours, visiting limitations, etc.). No such regulations voted by the sections may contravene published student regulations. Sections are encouraged to meet as often in the year as their needs dictate.

Attendance of the entire section will be required when section regulations (as previously noted) are established or changed. Regulations adopted will require a three-quarters vote and will be cast by secret written ballot.

c. Section Enforcement and Appeal

The individual section will be responsible for the enforcement of the regulations it has established. If the section finds that individual members refuse to abide by the rules established, the section or the individual members may bring a formal complaint

to one of the College judicial bodies, having sought the advice of the Judicial Coordinator as to the appropriate and available channels. Alternatively, any of the in-hall professional staff of Residential Life & Dining Services may be asked to act as intermediary and more formal avenues for mediation are also available.

If behavior in a particular section disturbs other sections, the house council will request the section to respect the rights of others in the residence hall. If the problem continues, a complaint should be brought to one of the higher judicial authorities, above.

25. Maintenance

No resident shall alter, repair or contract the repair of any furnishing, structural fixture, or electrical, mechanical, or plumbing equipment. Maintenance needs are to be reported to a residence hall staff member. The College will be responsible for making all repairs determined as being necessary and appropriate. Presence in a mechanical space or on a rooftop of any building is prohibited and will be considered an act of trespass

26. Pets

Fish and turtles are the only pets permitted in residence halls. Violation of this rule will result in a \$25 fine (plus repair and replacement costs.) It may also result in referral to the College judicial system.

27. Noise

Residents are expected to ensure that neither they nor any situation for which they are responsible is persistently noisy enough to disturb fellow residents or persons who live close to the residence halls. College regulations establish that after 1:00 a.m. all conversation and noise must be at a level that does not disturb others. Musical instruments may not be practiced or played in student rooms or other areas of the building unless the house council has designated particular areas or times for such activity. Amplified instruments are not permitted unless specifically approved by the house council. At all times, residents are responsible for showing consideration for roommates and neighbors. Judicial action can be initiated for disruptive behavior, participating in and/or refusing to terminate a disorderly party, or refusal to reduce the volume of a TV or stereo equipment at the request of others.

28. Telephones

One telephone and one telephone jack is provided in each room. On-campus and local calling (includes Elyria) is free of charge. Residents may place collect or credit card calls. In addition, Oberlin College and AT&T provide AT&T ACUS™ Service to campus residents. All ACUS Service calls must originate from a telephone on the College's CentraNet telephone system. Residents will be held responsible for all charges assessed to their ACUS security card. Public (or residence hall) phones may not be used to make third party billings, accept collect calls, or charge calls made elsewhere. Violations of this regulation will result in fines, payment of any charges, and possible judicial action for repeated violations.

29. Storage of Personal Belongings

As a courtesy, residents are permitted to store some of their belongings **in residence hall storage** over the summer. There is a **5 item limit** including trunks, luggage, or boxes measuring up to 3 cubic feet. Each item stored must meet UPS shipping requirements and must include an identification tag, which will be provided when you arrive at storage. UPS requirements are indicated below:

- Full name and home address.
- Maximum measurements = 3 cubic feet
- Maximum weight = 70 lbs.
- Contents must be in a sturdy box wrapped with packing tape.

Resident-owned furniture, refrigerators, rugs, empty boxes, etc. **MAY NOT BE STORED** in residence hall storage areas. The College will dispose of unauthorized items in storage or possessions left more than one year. Residents will be billed for the removal of non-authorized items found within storage. The owner of refrigerators found in storage will be billed \$60 for its removal and disposal. Residents may not store personal items after they have graduated from Oberlin College. There is no access to storage areas over vacation periods or during the summer recess. Residents store items at their

own risk. OBERLIN COLLEGE ASSUMES NO LIABILITY FOR LOST, STOLEN OR DAMAGED ITEMS.

Residents taking leaves or planning to study abroad may ONLY store their belongings in East Field Storage. Items may only be stored in East Field for a period of up to 1 year. Resident-owned furniture, refrigerators, rugs, empty boxes, etc. MAY NOT BE STORED in East Field Storage. Residents will be billed for the removal of non-authorized items found within storage. Each item stored must meet UPS shipping requirements and must include an identification tag, which will be provided when you arrive at storage. UPS requirements are indicated above.

Contact Scott Stanfield at (440) 775-8548 for East Field Storage hours or other information.

30. Bicycles

Bicycles may be stored in residence halls room if they don't block egress. Additional designated storage areas are located in Burton and Noah bike storage areas. Motorized bicycles or motorcycles may not be stored in any facility. Motorcycles and motorized bicycles found in College residence or other facilities will be towed at the owner's expense.

31. Alcohol, Drugs and Tobacco

Please refer to [page 236](#) regarding these policies.

32. Residence Hall Party Planning

Acting under the provisions of the Constitution of the Association of Students, the Student Senate, on November 8, 1976, passed the following legislation:

At the beginning of each year, each residence hall will set up procedures to regulate parties at their respective residence halls and shall notify the Senate of these procedures, taking into account all surrounding residents (both students and townspeople). If, however, the Office of Residential Life and Dining Services judges such provisions not satisfactory, the Senate shall be notified and will take action to resolve the conflicts. The Senate places an acute responsibility on each residence hall to carry out these provisions. The guidelines listed below should be strictly followed by any staff or residence hall group planning a party in the hall, or by any per-

son or organization planning a campus event. Planners of any large-scale event should make use of the Party Planning Packet, which is available from the Office of Residential Life and Dining Services. Following the steps outlined in the Party Planning Packet should ensure that all reasonable steps to comply with the law and with College regulations have been taken and the party has been planned with due consideration for the rights and safety of all persons affected. To further ensure that there are no misunderstandings, all individuals who complete the forms must meet briefly with the Party Planning Coordinator before approval will be given for the event. Careful planning and monitoring will naturally increase the chances that the party will be an enjoyable and problem-free event, but it will also reduce house or hall liability if problems nevertheless do occur.

a. All Parties

- (1). If alcoholic beverages are served, the state laws must be observed. These laws are outlined below. Specifically, the sponsoring group or person must require proof of age and must either exclude all persons under the age of twenty-one or must not serve them alcohol. Proof of age is required at the point where alcohol is served. Proof of age is to be demonstrated by 1) showing a valid driver's license, or 2) a valid College ID. An adequate number of checkers must be available for all points of entry to the party.
- (2). At all events which serve alcohol, food and non-alcoholic beverage(s) must also be served for the duration of the event.
- (3). If a party is publicly advertised, the advertisement may not call attention to alcoholic beverages being served unless it draws equivalent attention to whatever non-alcoholic beverage(s) will be served.
- (4). Although it is permissible to charge an entry fee at College parties, **no alcohol may be sold**.
- (5). Arrangements for any party that will involve music or other noise loud enough to disturb neighbors (whether students or townspeople) must be made in accordance with College regulations governing noise ([see page 232](#)) and in consideration of those neighbors. A reasonable closing hour should be determined beforehand and conscientiously observed. 2:00 a.m. is the latest that parties are permitted to function. In accordance with state law, the serving of alcohol must cease at 1:00 a.m.
- (6). Parties that are held in College residence halls must con-

form to hall rules, which may augment but may not contravene College regulations.

- (7). All parties must observe state fire code stipulations for maximum number of persons to be accommodated in a given room.
- (8). The usage of all residence hall, dining halls, or conference services contractual spaces must be approved by the building supervisor, the party planning coordinator, and the Director of Safety and Security.
- (9). All parties must have at least two student responsible hosts and a Residential Life and Dining Services trained employee or, two student responsible hosts, an organizational advisor (present during the event), and a hired Security person.

b. Parties Out-of-Doors and Other “Open” Social Events

Some College events, such as concerts, Mayfair, etc., are entirely open to persons who are not members of the College and who may attend without having received a specific invitation. Any large gathering characterized as a “party” which is held out-of-doors, is likely to attract people who are not members of the College community. Therefore, all large (more than fifty people) parties held out-of-doors must be planned for and monitored as if they were “open” to all-comers, whether or not this is the case. Outdoor parties require especially careful planning because of their potential to be disturbing to neighbors and because of the difficulty in monitoring them for safety and liability. Therefore, they are not very frequently permitted.

- (1). Authorization for an outdoor party sponsored by a residence hall must be sought from the Office of Residential Life and Dining Services. Outdoor parties sponsored by student organizations that are not affiliated with Residential Life MUST seek authorization from advisors of their organization Application must be filed ten (10) days prior to the event.
- (2). The Student Union or other building representatives should be asked to advise on facility scheduling/arrangements, etc.
- (3). Confirmation that the event will take place must be given to the Director of Security, after meeting with the designated Assistant Dean of Students/Residential Life, at least three days in advance of the party, with notice that the event is open to the public.
- (4). These rules will not apply to picnics held in lieu of regu-

lar dinners where the College Dining Services provides arrangements, where service is limited to students on board and where no alcohol is served.

c. Restricted Parties and Social Events

All parties held within residence halls may be open only to members of the hall, house, or to the College community and/or to specifically invited guests. Because residence halls are private dwelling places where residents are vulnerable to security risks and aggravation from an event which is taking place in their own building, it is not appropriate for any parties held inside a residence hall to be “open” to the same extent as an outdoor party. Therefore, at parties held inside residence halls, all non-College guests must have a specific invitation from a member of the College community who will be at the party him/herself and who takes responsibility for his/her guest(s). The hosts who issue invitations need not always be individual students, but may be the party organizing committee, the House Council, etc. A list of persons who have been invited must be given to the monitor at the door who checks IDs for age. People who are not on the list should not be admitted unless they are known to someone attending who is willing to take responsibility as their host and unless the names of guest and host are at that point added to the list. This means that posters or flyers must indicate that an Oberlin College ID or invitation is required for admission. At no time may parties held indoors be advertised as open to the public.

- (1). The Parties/Other Social Events-Student Agreement explains in detail the steps that must be followed to register a party or social event. This agreement and party guidelines must be obtained from the Office of Residential Life and Dining Services. Party hosts are required to have a meeting with in-hall professional staff seven days prior to the event to review party policies and requirements.
- (2). If an event is intended for members of the College only, or for a specific group within the College, but is staged in such a way as to make it likely that other persons will be attracted to the event, extra monitoring assistance must be arranged to ensure that uninvited persons are identified and courteously requested to leave. At large-scale events it may be wise to hire the services of a Security Officer or Cadet; advice on this may be sought from the Director of Security and/or the Assistant Dean of Students/ Residential Life who has been designated to implement the party policies.

(3). All regulations listed under “All Parties” above must be observed.

33. Smoking

Smoking is limited to designated smoking lounges not in proximity to student rooms and outdoor areas that are away from building entrances and exits.

34. Suggestions, Complaints and Appeal Process

Students’ suggestions and complaints regarding residence hall accommodations, services, regulations, policies and issues should be submitted either to the Office of Residential Life and Dining Services or to the Housing and Dining Committee. Suggestions and complaints should be filed in writing. Requests for exceptions to any policy listed in this agreement should be submitted in writing to the Office of Residential Life and Dining Services. All requests for exceptions will be granted or denied in writing. Students should not assume approval prior to receiving written notification.

Appeals: Students who have requested exceptions, but have been denied may appeal the decision to the Appeal Board of the Housing and Dining Committee. All appeals must be submitted in writing to the Appeals Board, in care of Residential Life and Dining Services. A final decision will be rendered within thirty (30) days of receipt of the appeal, or if the appeal is received after May 1 or December 1, 30 days after the beginning of the next semester.

B. Campus Fasts

All proposals for a campus fast to benefit a humanitarian cause or organization must be submitted to the Housing and Dining Committee by the last day before Fall break for the fall semester or by the last day of February for the spring semester. A proposal must include a plan detailing ways in which the sponsoring group will inform and raise the awareness of the campus community about the rationale and purpose of the fast. The proposal must be submitted at least three (3) weeks before the proposed fast date.

The number of approved fasts may not exceed one per semester.

FINES AND PENALTIES

Many violations of College regulations carry automatic fines and penalties and do not require a judicial hearing. A fine schedule for particular offenses is outlined on the following pages.

Offense	Penalty
Housing and Dining Violations	
Failure to vacate residence hall room by stated date and time	Students charged \$50.00/hr and cost of labor. (Limited to four hundred dollars a day.)
Misuse of Centra Net telephone (e.g., acceptance of collect calls, third number billings)	\$5.00 administrative charge per call
Public area furniture in residence hall room	\$75.00 first day, then \$25.00 a day
Violations of fire and safety regulations:	
a) initial inspection	Warning or \$5.00
b) after 2nd inspection	\$15.00
c) after subsequent inspections	Referral to College judicial system
Late or improper check-out	\$25.00
Room left in dirty condition	\$35.00 (Plus labor)
Lock out charge	\$45.00
Pet rule violation	\$25.00 and possible referral to College judicial system (plus repair or replacement costs)
Lock out charge	Students get 1 free lock out, then pay \$10.00 for the second one and each one thereafter.
<i>A fine schedule for damage to residence hall property is available in the Office of Residential Life and Dining Services.</i>	

Offense	Penalty
Student Motor Vehicle Violations	
Failure to register	\$60.00
Off-campus registered cars found on-campus	\$60.00
Violations of parking regulations (not including handicapped or fire lane violations)	\$10.00
Immobilization fee after 3rd unpaid violation within a semester	\$75.00 plus unpaid fines and late fees
Violation of fire lane restriction	\$75.00
Violation of handicapped space designation	\$75.00
Late Fee (If violation not paid within 10 days – weekends included)	\$5.00
<p><i>Three unpaid violations may result in an order to immobilize or remove car from campus. Six violations will require removal of car from campus. Additional parking restrictions and fees listings are available from the Office of Safety and Security or at www.oberlin.edu/security/</i></p>	

Offense	Penalty
Library Violations	
Failure to respond to recall notices Reserve room penalties	\$10/day overdue fine, referral to Honor Committee or judicial system
Reserve room penalties	\$2/hour overdue fine
Violation of established Library building rules	Referral to College judicial system or local law enforcement authorities
Violation of food policy:	
a) first offense	Warning
b) second offense	Referral to College judicial system
c) third offense	\$25.00 fine
d) additional offenses	\$50.00 fine
Unauthorized entry in the Library roof areas or unauthorized presence in the Library or Computing Center after regular hours	Referral to college judicial system or other appropriate authority.
Improper removal, retention, concealment or damage of Library, Computing Center or AV materials and equipment	Referral to Honor Committee and/or College judicial system plus appropriate fees and fines as listed in lending regulations

Offense	Penalty
Other Violations	
<p>If the following violations occur, a member of the Office of Residential Life and Dining Services or the Judicial Coordinator will speak to the student to hear his/her side and, if convinced the violation occurred, will impose the scheduled fine and penalty, using his/her discretion. A judicial hearing is not required, however, the student may appeal to the Judicial Board if s/he thinks there are mitigating circumstances.</p>	
Damage to College property	Up to \$50.00 and reprimand (plus repair or replacement costs)
Tampering with fire-safety equipment; i.e., fire extinguisher, smoke detectors	\$300.00 and probation (plus repair or replacement costs)
Theft of College property	\$50.00 and probation (plus repair or replacement costs)
ID misuse	\$15.00 and reprimand
Failure to show ID	\$15.00 and reprimand
Verbal abuse of a College officer	\$15.00 and reprimand
<p><i>Copies of the Oberlin College Guide to Student Disciplinary and Mediation Procedures and Guidelines for the Judicial Coordinator, Judicial Bodies and Officers are on file in the Dean of Students' Office.</i></p>	

A

Academic Advising, v, 61, 63-64
 Academic Freedom, 149, 152
 Academic Regulations, 61-63, 66, 69
 Academic Requirements, 62-63, 66, 126, 255, 292
 Academic Standing Process, 66
 Advisors, Faculty, 61, 63
 Affirmative Action, 216, 260, 262,
 Africana Community Coordinator, 6
 Alcohol and Other Drugs, 34-35, 125, 129, 187, 236, 236-239, 240-242, 295, 243, 284-285, 292
 Art Museum, Allen Memorial, v, xi, 9, 28, 73, 298
 Asian/Pacific American Community Coordinator, 6
 Associate Dean of the Conservatory, 61-62, 65-67, 257-258
 Athletics, 175
 Athletic Advisory Committee, 264
 Club Sports, 96, 99, 123-126
 Department Of, 96
 Intercollegiate, 96, 263-264
 Intramural Sports, 96-97, 264
 Recreation Center, v, 96-97, 102-104
 Title IX, 126, 217, 228, 259, 262-263, 265-267, †295
 Audiovisual Services, 72, 139

B

Bible Study Group, 115
 Bicycles (Rules and Regulations), v, 26, 55, 58-60, 62, 126-127, 248-249, 280, 284, †295
 Bills and Fees, 131-133
 Bisexual, 6, 100, 110, 228
 Bonner Scholars Program, 90
 Boxer Rebellion, 95
 Buckley Amendment (Also See FERPA and Student Records), 48, 260
 Budget Payment Plan Contract, 131
 Building and Facilities, Use Of:
 Conservatory Complex, 137
 Roof Tops, 35, 126, 246, 288, †295

C

Campus Dining Service, 21-22, 37, 244, 272, 298
 Career Services:
 Hire Intelligence Career Fair, 94
 Internships, 68, 89, 93
 Practice Interviews, 92
 Cat in the Cream Coffeehouse, 14
 Center for Service and Learning, v, 81, 84-85, 88-89
 Chaplains:
 Catholic, 52

 Jewish, 52
 Protestant, 52
 Chaplain Affiliates, 52
 Chartered Student Organizations,
 Categories of, 99-100
 (Club Sports/Recreation, Community Service and Social Activism, Entertainment, Executive, Fine Arts, Inter-Cultural, Journalism, Literary, Media (Audio/Visual), Political Interest, Religious/Spiritual, Special Interest, Support)
 Chartered Student Organizations Descriptions, 98-119:
 African Students' Association, 106
 Anime Club, 106
 Asian American Alliance, 106
 Class Council, 107
 College Democrats
 Enchiridion, 108
 Exco, 101
 Forum Board, 101
 Good Food Co-op, 109
 Hillel, 110
 Independent Film Series, 113
 Latter-Day Saint Student Association, 110
 Liberated Unitarian Universalist Voices, 111
 Newman Catholic Community
 O.G.R.E., 116
 Oberlin Animal Rights, 114
 Oberlin Astronomy Club, 106
 Oberlin Christian Fellowship, 115
 Oberlin College ACLU, 114
 Oberlin College Chess Club, 107
 Oberlin College Marching Band, 111
 Oberlin College Mentors, 111
 Oberlin College Sailing Club, 117
 Oberlin College Scuba Club, 114
 Oberlin Community Of Writers, 115
 Oberlin Computer Recycling Program, 107
 Oberlin Democrats, 115
 Oberlin Film Co-operative, 113
 Oberlin Habitat for Humanity, 109
 Oberlin Public Interest Research Group, 116
 Oberlin Review, 113
 Oberlin Steel
 Oberlin Student Theatre Association, 118
 Oberlin Swing Society, 113
 Oberlin Ultimate Team, 108
 Oberlin Water Polo Club, 119
 Offbeats, 115
 Pagan Awareness Network, 116
 Queers And Allies of Faith
 Senior Class Council, 117
 Skinny, The
 Socialist Alternative, 118
 Student Finance Committee, 104
 Students of Caribbean Ancestry, 117
 Vibe Dance Company, 119
 WBOC, 119

Cheating, 122, 130, 150, 152-154, 258, 292
 Class Deans, 3-4, 43, 62
 Code of Conduct, 27, 123, 127-129, 180, 183-184, 188, 192, 194, 225-227, 235, 278, 292, 295
 College Calendar
 College Lanes, 13
 College Owned-Housing
 Commencement, 69, 160
 Committees:
 Housing and Dining Committee, 20, 270, 272, 288
 Professional Conduct Review Committee, 230
 Student Finance Committee (SFC), 99, 104, 169
 Community Board, 124, 128-129, 168, 170, 182, 188-190, 196-198, 202-203, 292, 294
 Computing:
 Acceptable Use of Information Technology Resources, 143
 Access to Computing Resources, 74, 144, 147
 Center for Information Technology (CIT), 74, 143
 Computer Access, 39
 Computer Facilities List, 77
 Computer Facilities/Labs On-Campus, 76
 Computer Lab Systems, 74
 Computer Store, 74, 77
 Security (Computing Resources), 146
 Vandalism of Computing or Network Facilities, 145
 Concert Production Office, 135-136
 Confidentiality, 47, 85, 88, 156-157, 178, 189, 213, 221, 227-228, 250
 Consent, 84, 130, 159, 217-218
 Conservatory of Music:
 Career Resources Center, 94
 Conservatory or Double Degree Student(s), 132, 165-166
 Hours Open, 137-138
 Instrument Lockers, 136
 Regulations and Procedures, 134-139
 Controlled Substance(s), 129, 187
 Cooperatives :
 Co-Ops , ii, xi, 18-19, 20, 21, 23, 58, 79, 102, 103, 109, 112, 121-122:
 Billing 262,
 Membership 271, 298
 OSCA, ii, 18, 19, 2399, 102, 103, 109, 262, 272
 OSCA Wait List, 272
 Counseling, iv, 3, 4, 45,
 Complaints 260, 292, 298
 Staff Psychologists 46, 47-49, 52, 237, 239, 252,
 Crime Prevention, 56, 60
 Crime Report, 55

D

Dance Company, 119
 Dance Workshops, 119
 Dean of Students' Office, x, xi, 2, 3, 4, 5, 128, 157, 162, 192, 203, 205- 209, 210, 211, 217, 236, 238, 243, 252, 257, 258, 259, 261, 291
 Dean of Studies, v, 61-65
 Dean of The Conservatory, 252
 Dean-On-Call, 58
 Degree Requirements, 69
 Demonstrations, 205-212
 Dining Hall Access, 244
 Dining Locations And Hours, 22
 Dining Services (See Campus Dining Services)
 Directory Information, 253
 Disabilities, Services for Students
 With:
 ADA Compliance Officer, 257
 Federal ADA Guidelines, 44
 Americans with Disabilities Act Of 1990, 217, 254, 259, 262
 Coordinator of Services For Students With Disabilities, 42-43, 256-257
 Dionysus, the, 13
 Discipline, 35-37, 41, 83, 129, 142, 184, 186, 196, 202, 209, 216-217, 227, 231-232, 241-242, 258, 275-276, 278, 294
 Discrimination, 216, 259
 Dismissal, 231
 Domestic Partnership, 85
 Double-Degree, 61-64, 66, 132, 164
 Drugs, 34-35, 56, 187, 236-240, 242- 243
 Due Process, 179-180
 Duty to Report (Sexual Assault), 220

E

Emergency:
 Blue Light Phone, 56
 Repairs, 40
 Room (Allen Memorial Hospital), 240
 Enrollment, 69, 141
 Entering a Student's Room, 235, 278
 Ethical Usage (Information Technology Resources), 146
 Exco (Experimental College) , xi, 99, 101, 106-107, 111-113
 Expulsion, 160, 203
 (Also See Student Records and Buckley Amendment)

F

Faculty Advisors (See Advisors, Faculty)
 Failing Grade, 160

False Alarms, 35
 Falsification of Information, 248
 Family Educational Rights and Privacy Act (FERPA), 178
 Federal Work Study, 81-82, 90
 Federal, State, and Local Laws, 34, 180, 184-185, 208, 237, 259
 Fees and Fines:
 Appeal (Residential Life), 24
 Failure to Vacate, 289
 ID Card Replacement Fee, 244
 Room and Board Fees, 23, 40, 268
 Room Damage, 41
 Unauthorized Room Change, 41
 Fellowships Advising, 43-44
 Felony, 219-220, 238, 250
 Final Examination Schedule, 63
 Financial Aid, v, 64, 70-73, 75, 78-81, 123, 176, 251-253, 268, 293
 Financial Records, 250
 Finney Chapel, 11
 Fire Safety, 25, 35, 55-57, 138, 246, 250, 278-279, 291
 Firearms, 187
 First Generation Students, 6, 42
 Fisk Organ, xi
 Forgery, 186
 Freedom of Speech, 129, 176, 204-206, 212-213, 216, 245
 Full-Time Enrollment, 179

G

“Good Samaritan” Policy, 242
 Gay (Men), ii, 6-100, 110, 228
 Gender, 7, 84, 218, Athletics 263, 266-267, 293
 Governance:
 Faculty Governance System, 163
 Governance, Student Participation in Institutional, 163, 179
 Grades, 63, 69
 Graduate or Professional Schools, 92
 Grievance Procedures, 83, 257-262, 267:
 Academic, 257
 Athletic, 267
 Counseling, 260
 Discrimination, 216, 259
 Educational Records, 250, 260
 Health Services, 260
 Honor Code Violations, 153-154, 156, 258
 Housing and Dining, 261
 Non-Academic Against Students, 191, 258
 OSCA, 262
 Race Relations, 214, 258
 Sexual Harrassment, 217, 258
 Student Organizations and Governing Bodies, 260

Group Housing, 20, 271
 Guest Speaker Policy, 177
 Guests, 36, 280
 Guidance Services, 42
 Gynecological Care Services, 49

H

Hales Annex, iv, 9, 10, 13
 Harassment, 16, 84, 88, 123, 125, 145, 178, 180, 185, 194, 201, 206, 212-216, 218-221, 231, 254-258, 262, 293, 295
 Harkness, 103
 Health Plan Sub-Committee, 260
 Hebrew House, x
 Help Desk, 74-76, 143
 Hillel, 52, 110
 Honor Code and Honor System, 104-105, 122, 130, 140-141, 149-150, 152-154, 156-162, 184, 196-202, 258, 292-293, 295:
 Academic Honesty, 149
 Academic Integrity, 154
 Anonymous by Reporting, 156
 Appeals, 161
 Audio-Taped, 158
 Complainant, 152, 154, 157-161
 Default Assumption
 Faculty Honor Committee, 155-156, 160
 Filing Complaints, 162, 258
 Hearings, 157-158
 Honor Probation, 160
 Investigating Complaints, 156
 Sanctions, 160
 Student Honor Committee, 99, 104-105, 130, 140-142, 152, 154-155, 159-162, 168, 170, 192, 258, 290, 292-293
 Violation, 105, 140-141, 156, 158-159, 160-161
 Hopkins International Airport, viii
 Hospital, Allen Memorial, xi, 240, 298

I

Immigration, 64
 Individual Major, 62
 Information Technology, Ethical Usage
 Insurance (Sickness and Accident Insurance Plan), 50, 133,
 Proof of Insurance 248
 Interfaith Activities, 110
 International Students, 6, 64, 63-64, 68, 100
 Intramural Sports, 96-97, 264

J

Jobs
 Approved Student Teaching Program, 135
 Federal Work Study Positions, 90

Job Listings, 82
 Job Search Strategy, 92
 Judicial System, 123, 128, 140-142, 180-181, 183, 187-189, 200, 203, 222-243, 282, 289-290, 294:
 Appeals, 198
 Audio-taped, 196
 Complainant, 182-183, 192-198
 Hearings, 188, 197
 Judicial Action, 21, 25, 33, 39, 189, 194, 200, 235-236, 242, 270, 272, 277, 279, 282-283
 Judicial Authority, 187
 Judicial Board Action, 148
 Judicial Board Members, 194
 Judicial Board Responsibilities, 189
 Judicial Board, 124, 128, 148, 168, 170, 182, 189-191, 193-195, 197, 200-202, 230-231, 258, 260, 291, 294
 Judicial Charges, 24, 188
 Judicial Coordinator, 4, 124, 128-129, 180, 183, 186-188, 190-201, 203, 235, 240, 242, 258-259, 282, 291, 294
 Judicial Procedures, 204, 206, 209-210, 237
 Judicial Proceedings, 135, 235
 Judicial/Community Board
 Appointments, 170
 Jurisdiction, 183
 Limitations on Participation (Sanction), 201
 Sanctions, 196-197, 200
 Violations, 159

K

Keep Cottage, 19, 103
 Keys And Locks, 12, 40, 274
 Kosher Co-op, 103

L

Latino/a Community Coordinator, 6
 Latter-Day Saint, 110
 Laundry Facilities, 39
 Learning Assistance Programs, 42-44:
 Basic Computer Skills, 43
 Developmental Mathematics, 43
 English as a Second Language (ESL), 43
 Learning Resource Center, 43
 Leaves, Academic and Personal, 63-64, 123, 167-170, 176, 284, 294
 Lesbian, 6, 100, 110, 228
 Lesbian, Gay, Bisexual, Transgender (LGBT) , 110, 228
 Libraries:
 Art Library, 9, 70
 Conservatory Library, 70-71, 141-142, 298
 Interlibrary Loan Services, 72
 Library Food and Drink Policy, 73
 Library Materials, 139

Library, Use (Rules and Regulations), 139-142
 Main Library, 70-71, 139, 141, 298
 Reserve System Rules, 141
 Science Library, 70-71, 77
 Life Safety
 Life Safety Equipment, 35, 278
 Life Safety Inspections, Life Safety Emergencies, 235
 Life Safety Policy, 279
 Life Safety Searches, 236
 Life Safety Systems, 57
 Locks And Keys, 12, 40, 274
 Lorain County Mental Health
 Hotline, 47
 Lorain County, 109
 Lost Items:
 Lost and Found, 12
 Lost Items, 138
 Lost Keys, 40
 Lost, Stolen or Damaged Items, 38, 284
 Lost, Stolen, or Abandoned Bikes, 60

M

Mailroom Regulations, 39, 140:
 OCMR, 39, 81, 249
 Maintenance, 40, 282
 Map (Campus), inside back cover
 Matriculation Deposit, 133
 Mediation:
 Mediate (Sexual Offense), 221
 Mediate Disputes, 87
 Mediation Team, 88
 Mediation, 193, 198-200
 Multicultural Resource Center (MRC), 5-6:
 Community Coordinators, 6, 83
 Mission, 5-6
 MRC Constituency, 6

N

Noise, 33, 232-234, 282
 Nurse Access/Medical Information Service, 49

O

Oberlin at a Glance:
 Death of Cleopatra, i, x, 8, 9
 Memorial Arch, ii, x, 95, 298
 Pyle Inn Co-op, 19
 Rock, the, ii, 28
 Timeline, x-xi
 Underground Railroad, ii, xi, 91
 Oberlin City Police Department, 55-56, 59, 207-208, 210, 227, 248
 Oberlin Campus Dialogue Center (OCDC), 87
 Oberlin Inn, viii, 211, 213
 Obie Dollars, 22

Off-Campus Rental (College Owned), 22-23
 Off-Campus Student Advising, 5
 Off-Campus Study (See Study Away)
 Oberlin College ID, 21, 37, 97, 134, 139, 186, 240, 244, 272, 275, 285, 287
 Offices:
 Career Services, v, 77-83, 92, 252
 Dean of Students' Office, 2
 Office of Chaplains, 239
 Office of Equity Concerns, 82
 Office of Financial Aid, v, 70-73, 78-81
 Office of International Student Affairs, 64
 Office of Residential Life and Dining Services, 274, 284-286, 288
 Office of Study Away, 64
 Office of the Associate Dean of the Conservatory, 61, 65
 Office of the Chaplains, 52
 Office of the Dean of Studies, 62
 Office of the Ombudsperson, 86
 Office of the Registrar, v, 69, 252
 Student Academic Services, 42
 Student Accounts Office, 50, 78
 Student Employment Office, 82
 Winter Term Office, v, 67-68, 75-76
 OHIOlink, 72
 Old Barrows, 103
 Ombudsperson, 86
 On-call Personnel, 58
 Online Registration, 76

P

Parking and Traffic:
 Parking and Traffic Regulations, 186, 247, 294
 Parking Permits, 58
 Parking Privileges, 248
 Parking, 58
 Parties, 34
 Party Planning, 285-286
 Peer Liaison, 44
 Pets, 36, 282, 245
 Pharmacy Service, 49
 Photocopies, 12
 Pool Room, the, 14
 Post-graduate Opportunities, 44
 Practice Rooms, 134
 Pregnancy Discrimination Act Of 1978, 259, 262
 PRESTO, 69, 75-76
 Program Houses, 20, 271
 Protest(s), 205-206, 209-210 (Also See Demonstrations)
 Psychiatric/Medication Counseling, 46
 Psychotherapy Services, 45
 Pyle Inn, ii, xi, 19, 103

R

Racial Harassment, 213-214
 Radio Station, 119
 Rape, 83, 85, 220-221, 227, 232, 295
 Reading Skills, 43
 Recreation Center, v, 96-97, 102-104
 Refrigerators, 26, 279
 Refund Policy:
 Registrar, 69, 244, 253
 Rental Housing, 21
 Residence Halls Regulations, 268-289
 Appeal Process, 288
 Art Installations, 36
 Check In /Check Out Procedures, 24, 41, 275
 House Council, 281, 287
 Housing And Dining Appeals Board, 191, 261
 Murals, 36
 On-Campus Housing Exceptions, 268
 Quiet Hours, 33, 233
 Release from Housing and/or Dining Service, 272
 Residence Hall Access, 244
 Residence Hall Eviction, 25
 Residence Hall Governance, 281
 Residence Hall Party Planning, 284
 Residence Hall Security/Access, 37
 Room and Board Assignments, 270
 Room Condition Report (RCR), 24, 41, 273
 Room Transfer, 25
 Room Vacancies, 41
 Residential Life and Dining Services, 3-4, 15-17, 21-24, 34, 36-37, 40, 251-252, 257, 261, 268, 270, 273-275, 277, 284-286, 288-291
 Residential Life Staff, 16-18, 191-192:
 Area Coordinator(s), 17, 191, 233-234, 239
 Housing Loose End Coordinator (HLEC), 18
 Resident Assistant (RA), 17, 38, 40-41
 Resident Hall Directors, 17, 234
 Resident Computer Consultant (RCC), 39
 Senior Resident Assistant (SRA), 18
 Residence Hall Living Guide, 23
 Resnet Usage, 147
 Restricted Parties, 287
 Room Search(es) (Student's), 235-236
 Roommate Relations 101, 29

S

Safety and Security, v, 3, 4, 30, 37, 40, 47, 54, 55, 56, 57, 58, 59, 60, 61, 62, 85, 128, 192, 207-208, 235, 239-240, 242, 244, 245, 246, 247, 248, 249, 275, 286, 290

Sailing, 117
 Science Center, xi, 11, 71, 77, 139, 298:
 Craig Auditorium (Science Center), 11
 Science Library, 70-71, 77
 Science Related Materials, 71
 West Lecture, 11
 'Sco, the, 11, 13
 Scheduling Of Classrooms, 135
 Scuba, 114
 Secret Societies, 175
 Senior Class, 117
 Senior Interview Days, 94
 Services For Students with Disabilities, 43-44:
 ADA Compliance Officer, 257
 ADA/Section 504, 504, 217, 255, 257, 259, 262
 Coordinator of Services For Students with Disabilities, 43
 Grievance Procedures, 259
 Sexual Offense Policy, 217-235:
 Abuse of Power (Sexual), 218
 Advocates (SORC), 229
 Complainant, 220-225, 227, 230-231
 Confidentiality, 221
 Definitions (Harassment, Assault, Battery, Rape) 218-220
 Duty to Report, 220
 Investigation, 221
 Sanctions, 231
 Sexual Offense, 56, 83-85, 88, 130, 184-185, 192, 218-222, 226, 228-229, 231-232, 258, 292-293, 295
 Sexually Transmitted Diseases, 49
 Smoke Detectors, 280
 Smoking, 35, 141, 243, 288
 Social and Political Protest/Unrest, 204
 SORC, 227
 Space Reservation Form, 37
 Speakers, 107, 110
 Special Advising, 44:
 Class Deans, 4-5
 Coordinator of Services For Students With Disabilities, 43
 Fellowships, 43-44
 Health Profession, 43-44
 Learning Strategies, 44
 Peer Liaisons, 44
 Special Advisors, 43-44
 Special Collections, 70
 Stafford Loan, 80-81
 Stalking, 185
 State, Local and Federal Laws, 25, 125-126, 213, 237-238, 240, 250, 285, †295
 Storage, 24, 37, 127, 283, 295:
 Non-Resident Hall (East Field Storage), 284
 Guidelines (Residence Hall And Non), 38
 Items Must Meet UPS Shipping Requirements, 38, 283-284
 Student Academic Services
 Student Accounts, 133
 Student Activities and Organizations, v, 98, 105-119, 121-152
 Student Activity Fee, 104, 132
 Student Appointments, 168
 Student Bill of Rights, 175
 Student Demonstrations, 178
 Student Employment Opportunities, 97
 Student Government Constitution, 163
 Student Health Services, iv, 3, 48, 49, 50, 51, 52, 53, 133, 260, 239
 Student Honor Committee, 99, 104, 130, 152, 162, 258
 Student Media, 178
 Student Records (Also See Buckley Amendment and FERPA), 250-254
 Student Right-to-Know and Campus Security Act, 227
 Student Senate, 98-99, 101, 104-105, 107, 122, 155-156, 163-164, 166, 168, 170, 172-174, 178, 182, 189-190, 203, 228, 235, 284, †295:
 Adopting Legislation, 167
 Committee/Advisory Council Appointments, 172
 Composition, 164
 Elections, 165
 Interim, 167
 Referenda, 173
 Responsibilities, 181
 Senate Plenary Sessions, 171
 Senate's Proceedings Must Be Accessible, 171
 Senators Compensation, 171
 Student Sexual Assault Support Team (SAST), 83
 Student Support Services, 44
 Student Teaching, 135
 Student Union, iv, xi, 3, 5, 6, 7, 8, 9, 10, 11, 13, 98, 99, 168, 170, 174, 207, 250, 286, †295
 Studio Assignments, 66
 Study Away, v, 64-66, 74, 79, 284:
 Oberlin Affiliated Programs, 65
 Off-Campus Study, 63, 65
 Study Away Office And Library, 64
 Study Skills, 43
 Substance Use and Abuse, 237
 Summer Jobs, 93
 Supervised Student Teaching Program, 135
 Suspensions, 130, 142, 202, 231-232, 246
 Swing Dance, 114

T

Tank, 103
 Tappan Square, x, 11, 28, 76, 211, 295
 Telephone:
 Calling Card Calls, i
 At&T Acus™, 283
 Term Bills, 131, 133
 Theatre, 118
 Third World Co-op, 103
 Tickets, 12
 Tobacco, 237
 Town Clergy, 53
 Town Status, 79, 272
 Transcript Requests, 69
 Transfer of Credit, 66
 Transgender, 6, 110
 Transportation, VIII, 59, 61:
 Cleveland's Rapid Transit System, viii
 Dial-a-Ride, viii
 Lorain County Transit System, viii
 Student Shuttle System, 59
 Travel, iv, viii, 59, 64, 265
 Tuition, 82, 132
 Tutor, 43
 TV Lounges, 38

U

Ultimate Frisbee, 108
 Unauthorized Entry, 142, 246
 Underground Railroad, ii, xi, 91
 Unitarian Universalist, 111

V

Vandalism, 145, 208
 Vehicle Registration, 58, 248
 Vending Machines, 39
 Verbal Harassment, 185
 Violation Of The Honor Code, 156, 158, 160
 Visitation Policy, 36, 281
 Visual Arts, 70
 Vocal Ensemble, 115

W

Wait Lists (Housing), 271
 Walking Safety Escorts, 57
 Wall Coverings, 274
 Washers and Dryers, 39
 Weapons, Fireworks Or Explosives, 26, 187, 246, 278
 Wellness Center, iv, 49, 51, 53
 Wilder Bowl, 11, 13, 76
 Wilder Information Desk, iv, 7, 8, 10, 11
 Winter Term, v, xi, 41, 61, 63, 67, 68, 75, 76-91, 93-94, 189, 221, 269, 276,

296:

 Electronic Guidebook, 68
 Handbook, 61
 Internships, 90
 Supplement, 68
 Withholding the Diploma, 160
 Withholding a Degree, 203
 WOBC, 119
 Women's Resource Center (WRC), iv, 7

Academic Calendar**2002-03 Academic Year****First Semester**

Residence halls open for new students, 8 a.m. Tues. Aug. 27
 Orientation begins Tues. Aug. 27
 New student advising/registration Thu. Aug. 29
 Residence halls open to
 returning students, 9 a.m. Sat. Aug. 31
 Add/drop begins Sat. Aug. 31
 Fall semester board program begins, dinner Mon. Sept. 2
 Labor Day (free day) Mon. Sept. 2
 Classes begin Tues. Sept. 3
 Yom Kippur (free day) Mon. Sept. 16
 Fall recess begins, noon Sat. Oct. 19
 Residence halls remain open/All dining halls close
 Fall recess ends (8:00 a.m.) Mon. Oct. 28
 Parents Weekend Fri-Sun Nov. 8-10
 Thanksgiving (free day) Thurs. Nov. 28
 Free Day Fri/Sat. Nov. 29/30
 Classes end Fri. Dec. 13
 Reading period begins Sat. Dec. 14
 Reading period ends Mon. Dec. 16
 Exam period begins Tues. Dec. 17
 First semester ends/Board program ends-lunch Sat. Dec. 21
 Residence halls closed, 9 a.m. Sun. Dec. 22
 Students not enrolling for Winter Term and Spring Semester must vacate their rooms

Winter Term

Residence halls open, 9 a.m. Fri. Jan. 3
 Winter Term board program begins, dinner Fri. Jan. 3
 Winter Term begins Fri. Jan. 3
 Martin L. King Jr. Day (free day) Mon. Jan. 20
 Winter Term ends Tues. Jan. 28
 Students not enrolling for spring semester
 must vacate their rooms, 9 a.m. Wed. Jan. 29

Second Semester

Residence halls open for new and returning students,
 1 p.m. Wed. Jan. 29
 Orientation begins Thur. Jan. 30
 Add/drop begins Fri. Jan. 31
 Spring semester board program begins, dinner Sun. Feb. 2
 Classes begin Mon. Feb. 3
 Spring Recess begins (noon) Sat. Mar. 22
 Residence halls remain open/All dining halls close
 Spring recess ends (8 a.m.) Mon. Mar. 31
 Classes end (noon) Sat. May 10
 Reading period begins Sun. May 11
 Reading period ends Tues. May 13
 Exam period begins Wed. May 14
 Second semester ends (noon) Sun. May 18
 Board program ends, dinner Sun. May 18
 All undergraduates, with the exception of
 Commencement workers, must vacate (9 a.m.) Mon. May 19
 Commencement weekend begins Fri. May 23
 Commencement exercises Mon. May 26
 Residence halls closed to all undergraduates
 and guests, 4:00 p. m. Mon. May 26
 Residence halls closed to all graduates, 9 a.m. Tues. May 27

Allen Art Building	60	Dascomb Hall	20	Student Health	36
Allen Memorial Art Museum	59	Daub House		Oberlin College Inn	62
Allen Memorial Hospital	35	<i>(College Relations ☞ Campus Dining Services)</i>	30	Old Barrows	2
Allencroft <i>(Russian House)</i>	3	East Hall	47	Peters Hall	24
Asia House <i>(Quadangle)</i>	56	Environmental Studies Center	65	Philips Physical Education Center	38
Bailey House <i>(French House)</i>	43	Fairchild House	12	President's House	10
Baldwin Cottage		Finney Chapel	26	Price <i>(Third World House)</i>	7
<i>(Women's Collective ☞ Third World Co-op)</i>	17	Hales Gymnasium	34	Rice Hall	21
Barnard House	49	Hall Auditorium	61	Saunders <i>(African Heritage House)</i>	9
Barrows Hall	48	Harkness House	19	Savage Football Stadium	41
Bosworth Hall	57	Harvey <i>(Spanish House)</i>	5	Science Center	51
Burton Hall	44	Heisman ClubField House	38a	Security Building	32
Carnegie Building	53	Johnson House <i>(Hebrau House)</i>	1	Service Building	33
Charles Martin Hall House	63	Jones Field House	40	Severance Hall	52
Clark Bandstand	58	Kade <i>(German House)</i>	4	South Hall	11
College Relations Office	31	Keep Cottage	55	Stevenson Hall	54
Conservatory		King Building	22	Talcott Hall	18
Bibbins Hall	16	Langston Hall	42	Tank Hall	64
Central Unit and Warner Concert Hall	15	Lewis House	6	Tennis Courts	37
Conservatory Library	14	Lord <i>(African Heritage House)</i>	8	Warner Center	27
Robertson Hall	13	Memorial Arch	23	Wilder Hall	29
Counseling Center	36	Mudd Center <i>(main library)</i>	28	Williams Ice Rink	39
Cox Administration Building	25	Noah Hall	46	Zechiel House	45

Alphabetical Listing