

OBERLIN

COLLEGE & CONSERVATORY

THIS INFORMATION SHEET PERTAINS TO THE CONFIDENTIALITY OF YOUR STUDENT RECORDS

Federal legislation governs what information can or might be released about you once you enroll at Oberlin. The relevant federal legislation is the **Family Educational Rights and Privacy Act of 1974**, sometimes referred to as the **Buckley Amendment**. In accordance with this legislation, Oberlin College has established standards governing the release of student “directory” information to third parties and of academic information to parents or guardians. Please read these standards carefully so that you are completely aware of your rights with respect to your educational record maintained by Oberlin College. If at any time, you have questions regarding the regulations or Oberlin’s policies, please contact Elizabeth Clerkin, Associate Dean for Academic Advising/Registrar, (liz.clerkin@oberlin.edu), in the Academic Advising Resources Center/Registrar’s Office.

RELEASE OF DIRECTORY INFORMATION

Oberlin College has chosen to define directory information to mean:

- Student name
- address
- email address
- telephone listing
- major field of study
- dates of attendance
- degrees and awards received
- participation in recognized activities and sports that officially represent the College
- weight and height of members of athletic teams
- most recent educational agency or institution attended by the student

Once you are a student at Oberlin, the college will release directory information in at least the following three ways:

1. In the Oberlin College Directory available to anyone at new.oberlin.edu (not password protected) there will be a listing for you which will look like this:

Jane Smith Student	OCMR: 9999	jane.smith@oberlin.edu
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2. More complete information will be published online in in Blackboard at the OCTET User Directory (password protected). Your listing in Blackboard will look like this:

Smith Jane	Email: jane.smith@oberlin.edu	OCMR 9999	Major(s): ENGL Class Dean: John Smith Year: Senior Advisor(s): J. Smith
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3. Upon request from any person, whether connected to Oberlin College or not, we will verify that you are a student at Oberlin College and the above directory information.

Publishing this information enables faculty, staff, and your fellow students to contact you easily. However, we understand that a few students may have serious concerns about their privacy. To restrict the release of directory information, you must complete a Student Information Restriction form (available in the Office of the Registrar) **no later than** the end of the second week of classes for your first term of attendance in any given academic year.

(see reverse)

RELEASE OF ACADEMIC INFORMATION TO PARENTS OR GUARDIANS

Oberlin College does not routinely send mailings to parents or guardians regarding a student's academic record. The exception is the case of action taken by an academic standing committee; parents are routinely notified of decisions of the committee.

Under federal regulations, the College *is permitted* to release grades and information regarding academic status to parents or guardians upon proof from one your parents of your status as a dependent for federal tax purposes or upon receiving written permission from you.

If you are no longer a dependent student (for federal tax purposes), you have the right to file a restriction of release of this information to your parents.

You have the ability to allow anyone access to parts of your record via **Banner Web Proxy**. Banner Web Proxy allows Oberlin College Students to grant access to their Banner Web account. This is called granting "proxy access," and the other person is referred to as the proxy. Access is granted using the proxy's email address. Only the student may authorize proxy access; Oberlin College Staff/Faculty cannot grant those rights.

The student controls who they designate as a proxy and what items that person can access. When the student selects the pages for a proxy, they are authorizing them to access the web page. The student is able to modify proxy permissions at any time.

Proxies will only be able to see the information to which they have been granted access. If the proxy has questions about the information they are able to view, they should speak to the student.

Complete instructions for how to set up a proxy are available at:

[https://citwiki.oberlin.edu/index.php/Banner Web Proxy](https://citwiki.oberlin.edu/index.php/Banner_Web_Proxy)

The complete policy regarding confidentiality of records is contained in the "Student Records" section of the "Student Regulations, Policies, and Procedures" at <http://new.oberlin.edu/students/policies/>