

## STUDENT CONDUCT RECORDS RELEASE AUTHORIZATION

Dear UCR Student,

According to the Family Educational Rights and Privacy Act (FERPA), the University of California, Riverside has a responsibility to protect your confidentiality of personal information including your student conduct files. In order for Student Conduct & Academic Integrity Programs to release any of your student conduct file information to a person other than yourself, you are required to provide written documentation of your permission to release specific information in your discipline records. *NOTE: Records will be redacted for any identifiable information pertaining to other students who may also be listed in the records.*

**You must complete and submit this form to:**

**Student Conduct & Academic Integrity Programs, 111 Costo Hall, Riverside, CA 92521.**

***PLEASE PRINT – Illegible requests will not be approved and will delay the release of information.***

Person who you give permission for Student Conduct & Academic Integrity Programs to release your student conduct records information to:

FULL NAME: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

TITLE/RELATION TO YOU: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PURPOSE for Authorizing Release -please specify:

Indicate how you want the information released:

\* See reverse side for fee charged to cover copying and administrative cost. \*\* Additional postage fees charged to cover postage and surcharge when mailing documents is requested. Payment in advance required. Please contact SCAIP for more information.

- |   |                                  |   |
|---|----------------------------------|---|
| <input type="checkbox"/> Verbal communication only                      | <input type="checkbox"/> Pick Up | <input type="checkbox"/> Please mail ** |
| <input type="checkbox"/> Copies of documents only *                     | <input type="checkbox"/> Pick Up | <input type="checkbox"/> Please mail ** |
| <input type="checkbox"/> Verbal communication and copies of documents * |                                  |   |

Indicate what information to release to person indicated above, be specific.

- Release all of the current information in my student conduct file at UCR
- Release only information related to the following incident that occurred on the following date and location:  
 Incident Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Incident Location (ie: place, class, online, etc): \_\_\_\_\_
- Release parts/sections of my discipline file - please specify (ie: specific letters, reports, etc): \_\_\_\_\_

Specify time period Student Conduct & Academic Integrity Programs may release the designated information\*.

- Until the resolution of your current pending case
- This is a one time release request. Once information is provided, further release requests must be completed, signed, and submitted to Student Conduct & Academic Integrity Programs to release further information.
- \* SCAIP is unable to honor blanket or indefinite release requests.

Student Conduct or College Academic Integrity Committee Review Meeting Audio CD Duplication Request:

\*\*\* See reverse for a cost schedule on audio CD duplication

- Person listed above will pick up CD(s) on \_\_\_\_/\_\_\_\_/\_\_\_\_
- Mail CD to the above address

\_\_\_\_\_  
**STUDENT FULL NAME** (Please Print Clearly)

\_\_\_\_\_  
**STUDENT SIGNATURE**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
**DATE**

**STUDENT ID#: 86** - -

Please note that while you have the right to be assisted by an advisor (who may be any person of your choice, not directly involved in the case) throughout the student conduct process, all communication during the process must be conducted directly with you. You may speak using the advice of others, but they may not speak for or represent you during the student conduct process.

If you have any questions or concerns about your release of information, please contact Student Conduct & Academic Integrity Programs at (951) 827-4208 or email: [conduct@ucr.edu](mailto:conduct@ucr.edu). Please also visit our website at [www.conduct.ucr.edu](http://www.conduct.ucr.edu).

**Office Use Only**

Staff  
 Initials: \_\_\_\_\_

Approved/Verified Student ID Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Action Taken:

Not Approved Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Reason and Action Taken:

## Fee Schedule for Information Copy

Number of Copies (double-sided)	Administrative Cost	Copying Charge	Postage Cost**	Total w/o Postage	Total incl. Postage**
1	\$5.00	\$0.10	\$0.48	\$5.10	\$5.58
2	\$5.00	\$0.20	\$0.48	\$5.20	\$5.68
3	\$5.00	\$0.30	\$0.48	\$5.30	\$5.78
4	\$5.00	\$0.40	\$0.77	\$5.40	\$6.17
5	\$5.00	\$0.50	\$0.77	\$5.50	\$6.27
6	\$5.00	\$0.60	\$0.77	\$5.60	\$6.37
7	\$5.00	\$0.70	\$0.77	\$5.70	\$6.47
8	\$5.00	\$0.80	\$0.77	\$5.80	\$6.57
9	\$5.00	\$0.90	\$0.77	\$5.90	\$6.67
10	\$5.00	\$1.00	\$1.06	\$6.00	\$7.06
11	\$5.00	\$1.10	\$1.06	\$6.10	\$7.16
12	\$5.00	\$1.20	\$1.06	\$6.20	\$7.26
13	\$5.00	\$1.30	\$1.06	\$6.30	\$7.36
14	\$5.00	\$1.40	\$1.06	\$6.40	\$7.46
15	\$5.00	\$1.50	\$1.06	\$6.50	\$7.56
16	\$5.00	\$1.60	\$1.06	\$6.60	\$7.66
17	\$5.00	\$1.70	\$1.35	\$6.70	\$8.05
18	\$5.00	\$1.80	\$1.35	\$6.80	\$8.15
19	\$5.00	\$1.90	\$1.35	\$6.90	\$8.25
20	\$5.00	\$2.00	\$1.35	\$7.00	\$8.35
21	\$5.00	\$2.10	\$1.35	\$7.10	\$8.45
22	\$5.00	\$2.20	\$1.35	\$7.20	\$8.55
23	\$5.00	\$2.30	\$1.65	\$7.30	\$8.95
24	\$5.00	\$2.40	\$1.65	\$7.40	\$9.05
25	\$5.00	\$2.50	\$1.65	\$7.50	\$9.15
26	\$5.00	\$2.60	\$1.65	\$7.60	\$9.25
27	\$5.00	\$2.70	\$1.65	\$7.70	\$9.35
28	\$5.00	\$2.80	\$1.65	\$7.80	\$9.45
29	\$5.00	\$2.90	\$1.94	\$7.90	\$9.84
30	\$5.00	\$3.00	\$1.94	\$8.00	\$9.94

\*\*Postage fee is based on the following mail rates (1 oz. or less is \$ 0.48, for ea. additional oz. there is a charge of \$0.24)  
<http://ucmail.ucr.edu/index.php?content=rates/rates.html>

\*\*\*CD Duplication Cost Schedule:

\$1.25	duplication cost/CD
\$1.00	CD cost/each
\$2.75	administrative charge/CD
<b>\$5.00</b>	<b>TOTAL COST PER CD COPY</b>

**Payment must be either check or money order only. Cash is not an acceptable form of payment. Please make check payable to UC Regents. In the "Memo" space please record your Student ID. Your request will not be processed (copies will not be made) until payment is received. In accordance with UCR policy, it may take up to 30 working days to process your request.**

**Office Use Only**

Check Payment (include check number)\$ \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Staff Initials: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Request Completed (check one):  Release of Information  Committee Review Mtg CD Duplication

Type of Delivery (check one):  Pick-up  Mail

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_