



Student Conduct & Academic Integrity Programs

Copies Request/
Record Release

Dear UCR Student,

For copies of your Student Conduct file:

You must complete and submit this form to conduct@ucr.edu using your UCR email address or mail to Student Conduct & Academic Integrity Programs, 119 Costo Hall, Riverside, CA 92521

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

I give permission to Student Conduct & Academic Integrity Programs to release my Student Conduct record to:

FULL NAME: _____ Phone #: (____) _____

ADDRESS: _____

* See page 2 for fees charged to cover copying and administrative cost. **Additional postage fees will be applicable when the mailing of documents is requested. Payment in advance is required. Please contact SCAIP for more information.

_____ Copies of documents only* _____ Pick Up _____ Mail** _____ Email to: _____

Please note that your record will be redacted for any identifiable information pertaining to other students who may also be listed in the record

Indicate what information is to be copied, be specific:

_____ All the current information in my Student Conduct file at UCR

_____ Release 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. below

Fees:

You will receive an email showing the breakdown of any costs. Payment can be made by check and also by cash (exact amount only) by bringing it directly to the Student Conduct Office. Checks must be made out to UC Regents. Your request will not be processed until payment is received. In accordance with UCR Policy, it may take up to 30 working days to process your request.

This is a one-time release request. Once copies are provided, further requests must be completed, signed, and submitted to Student Conduct & Academic Integrity Programs.

Student's Full Name (Print clearly)

Student's Signature

Date

Student ID #: _____

If you have any questions or concerns, please contact Student Conduct & Academic Integrity Programs at (951)827-4208 or email us at conduct@ucr.edu

For further information please visit our website <https://conduct.ucr.edu>

Fee Schedule Information for Copies

Administrative Fee	Number of Pages	Copying Charge Per Page	Postage & Packaging TBD**	Total Including Postage
\$5.00		\$0.10		

**Postage fee will be based on current USPS rates by weight & additional cost will be added if special packaging is required. You will be advised of the total cost once your request is received.

Fee Schedule Information for Committee Recordings (via CD)

Administrative Fee	Postage; Current USPS Rate by Wt.	Jewel Case/ Sleeve	Padded Envelope	Total Including Postage
\$5.00		\$1.00	\$1.00	

Payment by check or money order is required if mailing. Cash is an acceptable form of payment if paying at the Student Conduct office (exact amount only). Please make your check payable to UC Regents and provide your SID # In the "Memo" section. 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.