



STUDENT CONDUCT & ACADEMIC INTEGRITY PROGRAMS  
STUDENT CONDUCT RECORDS RELEASE AUTHORIZATION

Conduct Meeting/Hearing Attendance

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.

You must complete and submit this form to:  
Student Conduct & Academic Integrity Programs, 111 Costo Hall, Riverside, CA 92521  
PLEASE PRINT – Illegible request 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 record to:

FULL NAME: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_  
TITLE/RELATION TO YOU: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

This release is to allow the above named to attend a Student Conduct meeting or hearing as an advisor:

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.

Indicate what information may be released:

\_\_\_ 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: (i.e.: place, class, online, etc.) \_\_\_\_\_

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

\_\_\_ Until the resolution of my 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.

STUDENTS FULL NAME (Please Print Clearly) \_\_\_\_\_ STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

STUDENT ID #: \_\_\_\_\_

If you have any question 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 [conduct.ucr.edu](http://conduct.ucr.edu)

Office Use Only: \_\_\_ Approved/Verified Student ID Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Not Approved Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Staff Action Taken: \_\_\_\_\_ Reason and Action Taken: \_\_\_\_\_  
Initials: \_\_\_\_\_