UCRIVERSIDE
UNIVERSITY OF CALIFORNIA

STUDENT CONDUCT & ACADEMIC INTEGRITY PROGRAMS
Copies Request

Dear UCR Student,
For copies of your Student Conduct file:

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 #: (_____) _____

ADDRESS:_____

* See reverse side for fees 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.

___ Copies of documents only * ___ Pick Up ___ Please mail **

*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 copie, be specific:

___ All of 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: (i.e.: 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 when the number of pages you've requested has been verified. Please see page 2 for costs associated with copying and mailing. Payment must be made by check/money order, made our to UC Regents, or by cash, exact amount only. 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.

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 (Please Print Clearly)   **STUDENT SIGNATURE**   **DATE**

STUDENT ID #: _____

If you have any question or concerns, please contact Student Conduct & Academic Integrity Programs at (951) 827-4208 or email: conduct@ucr.edu. Please also visit our website at conduct.ucr.edu

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Office Use Only: ___ Approved/Verified Student ID Date: ____/____/_____ Not Approved Date: ____/____/_____
Staff Action Taken: Reason and Action Taken:
Initials: _____

Fee Schedule for Information Copy

Number of Copies	Administrative Cost		Copying Charge	Postage Cost**	Total w/o Postage	Total Including Postage**
1	$5.00		$ 0.10	$0.49	$5.10	$5.59
2	$5.00		$ 0.20	$0.49	$5.20	$5.69
3	$5.00		$ 0.30	$0.49	$5.30	$5.79
4	$5.00		$ 0.40	$0.49	$5.40	$5.89
5	$5.00		$ 0.50	$0.49	$5.50	$5.99
6	$5.00		$ 0.60	$0.49	$5.60	$6.09
7	$5.00		$ 0.70	$0.67	$5.70	$6.37
8	$5.00		$ 0.80	$0.67	$5.80	$6.47
9	$5.00		$ 0.90	$0.67	$5.90	$6.57
10	$5.00		$ 1.00	$0.88	$6.00	$6.88
11	$5.00		$ 1.10	$0.88	$6.10	$6.98
12	$5.00		$ 1.20	$0.88	$6.20	$7.08
13	$5.00		$ 1.30	$0.88	$6.30	$7.18
14	$5.00		$ 1.40	$0.88	$6.40	$7.28
15	$5.00		$ 1.50	$1.09	$6.50	$7.59
16	$5.00		$ 1.60	$1.09	$6.60	$7.69
17	$5.00		$ 1.70	$1.09	$6.70	$7.79
18	$5.00		$ 1.80	$1.61	$6.80	$8.41
19	$5.00		$ 1.90	$1.61	$6.90	$8.51
20	$5.00		$ 2.00	$1.61	$7.00	$8.61
21	$5.00		$ 2.10	$1.82	$7.10	$8.92
22	$5.00		$ 2.20	$1.82	$7.20	$9.02
23	$5.00		$ 2.30	$1.82	$7.30	$9.12
24	$5.00		$ 2.40	$1.82	$7.40	$9.22
25	$5.00		$ 2.50	$1.82	$7.50	$9.32
26	$5.00		$ 2.60	$2.24	$7.60	$9.84
27	$5.00		$ 2.70	$2.24	$7.70	$9.94
28	$5.00		$ 2.80	$2.24	$7.80	$10.04
29	$5.00		$ 2.90	$2.24	$7.90	$10.14
30	$5.00		$ 3.00	$2.24	$8.00	$10.24

**Postage fee is based on current USPS charges, by weight.

***CD Duplication Cost Schedule: (for those who have had committee hearings)

$1.25	Duplication cost/CD
$1.00	CD cost/each
$2.75	Adminstrative charge/CD
$5.00	**TOTAL COST PER CD COPY**

Payment must be either check or money order only. Cash is not an acceptable form of payment. Please make your 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.