

RADFORD UNIVERSITY

Student Standards and Conduct

Student Conduct Record Request Release Form

Student Full Name (Last, First, Middle):	Office use only: Received by: _____ Date: _____ Processed by: _____ Date: _____
Radford University ID #: (required)	

Please indicate the release of information you are requesting:

*** Please print clearly ***

- Letter of conduct standing**
*This official letter indicates if you are in good standing or not in good standing, ONLY
This type of letter is the vaguest option our office provides, often provided to submit with applications*
- Letter of completion**
*This official letter is very detailed - typically lists the policy violations and sanctions for cases resulting in an outcome of
"responsible" - status of your case at the time may also be included
Admissions and selections committees often request or require a letter of this nature*
- A copy of your case file documents**
*A report might include originating incident referral, outcome, sanction descriptions and status, case notes, letters, and/or
Police referrals/notes received - may require redaction when victims, witness or other accused identifying information is
included
Typically used for a student's personal records, legal representation or the courts*

*The full statement of the Family Educational Rights and Privacy Act (FERPA)
and information explaining how students may exercise the rights accorded them
by this policy are posted to the RU website and are available from the Office of the University Registrar*

Please circle method of delivery: mail*, email, fax, pick up – notify by phone

Name:
Title:
Full Mailing Address:
Email Address:
Phone:
Fax:

** costs for mailings above letter size may be transferred onto requesting party*

Student Signature: _____

Date: _____

Submit form to:

Case Manager, Radford University, Student Standards and Conduct Office, 207 Heth Hall, PO Box 6996, Radford, VA
24142, 540-831-5321, Fax 540-831-5866, conduct@radford.edu