



Reference No.: BatStateU-FO-OSD-04

Effectivity Date: January 3, 2017

Revision No.: 00

**MEMORANDUM**  
**LETTER OF SUSPENSION**

DATE:

TO:

After a careful investigation, this Office has concluded that you violated Section \_\_\_\_\_ of the norms of Conduct for College Students, to wit,  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

For 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> **offense** of \_\_\_\_\_, this sanction shall be imposed: \_\_\_\_\_ day suspension effective \_\_\_\_\_. Continued violations of policies and regulations of the University may cause further, more serious disciplinary action.

A copy of this letter will be placed in the record of this Office. If you have questions or need clarifications, please contact this office.

\_\_\_\_\_  
**Coordinator/In-Charge, OSD**

\_\_\_\_\_  
**Dept./Program Chair / Adviser**

\_\_\_\_\_  
**Dean**

\_\_\_\_\_  
**OSD, Head of the Campus**

\_\_\_\_\_  
**Administrative Representative**

**CONFORME:**

\_\_\_\_\_  
**Student**

\_\_\_\_\_  
**Parent/Guardian**

\_\_\_\_\_  
**Date**

**NOTE:**

A copy of this memorandum of suspension will be furnished to the following:  
Guidance and Counseling Office, Dean, Head, Coordinator/In-charge, Security Officer