



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 1st, 2nd, 3rd **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