



Reference No.: BatStateU-FO-OSD-02

Effectivity Date: January 3, 2017

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**MEMORANDUM**

**WRITTEN WARNING FOR VIOLATION OF NORMS OF CONDUCT**

DATE:

TO:

The Office has received a letter/ report on \_\_\_\_\_ from  
\_\_\_\_\_ complaining that you \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Your behavior was a violation of Section \_\_\_\_\_ of the Norms of Conduct for  
College Students, to wit, \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

This memorandum constitutes a formal warning and informs you that, unless your behavior  
changes to an acceptable level, further disciplinary action will follow. Any question regarding this  
memorandum should be addressed to \_\_\_\_\_.

\_\_\_\_\_  
**Head/Coordinator/In-Charge**  
**Office of Student Discipline**

**NOTE:**

A copy of this memorandum shall be furnished to the parent/guardian. Further, the parent/guardian shall be  
contacted to ensure that they are actually informed of the case.

The Guidance and Counseling Office and the Dean will also be furnished a copy.