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Effectivity Date: January 3, 2017

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MEMORANDUM

WRITTEN REPRIMAND FOR VIOLATION OF NORMS OF CONDUCT

DATE:

TO:

After a careful investigation, this Office has concluded that you violated Section _____ of the Norms of Conduct for College Students, to wit, _____

_____.

This memorandum constitutes a formal *reprimand*. Continued violations of policies and regulations 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
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 assure that they are actually informed of the case.

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