



Reference No.: BatStateU-FO-OSD-04

Effectivity Date: May 18, 2022

Revision No.: 02

LETTER OF SUSPENSION

Date: _____

Name: _____

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 clarifications, please contact this office.

Prepared by:

NAMECoordinator, Student Discipline
Date:

Checked by:

NAMEDepartment/Program Chairperson /
Adviser

Date:

Verified by:

NAMEDean/ Head, Academic Affairs
Date:

Recommending Approval:

NAME

Head, Student Discipline

Date:

Approved by:

NAME

Vice Chancellor, Academic Affairs

Date:

Conformed:

Signature over Printed Name of Student

Date:

Signature over Printed Name of Parent/Guardian

Date:

Pursuant to Republic Act No. 10173, also known as the Data Privacy Act of 2012, the Batangas State University, the National Engineering University recognizes its commitment to protect and respect the privacy of its customers and/or stakeholders and ensure that all information collected from them are all processed in accordance with the principles of transparency, legitimate purpose and proportionality mandated under the Data Privacy Act of 2012.

cc: Head, Student Discipline
Coordinator, Student Discipline
Guidance and Counseling
Dean/Head, Academic Affairs
Security Services