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**FOR: Atty. CHRISTOPHER E. CRUZ**

University Legal Counsel

**THRU: Mr. MICHAEL G. MILLANES**

Director, Student Discipline Formation Office

**FROM: Ms. NIMPHA U. BALDEO** SDFO Coordinator for Student Discipline Operations

**RE: DISCIPLINE CASE REFERRAL**

**DATE:** {date}

We respectfully endorse for comments and evaluation Discipline Case No. {casenum} as follows:

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| **Student Information**  Name: {name}  ID Number: {idn}  College: {college}  Degree: {degree} | **Associate University Legal Counsel Remarks**  Decision: {decision}  Reasons: {reason}  Remarks: {remark} |
| **Violation**  {violation} | Change of Violation: {changes} |
| **Witness**  {complainant} |  |
| **Nature of Proceedings**  {nature} | Other remarks/comments (ULC): {others} |
| **Consulted by:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mr. Michael Millanes  *Director, SDFO* | **Approved by:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Atty. Christopher Cruz  *University Legal Counsel, OULC* |