

INSTITUTION NAME:

Greenfield International College

Address: 124 Campus Drive, Lakeview City, 12345

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Date: September 21, 2025

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## Subject: Suspension Notice for Violation of Code of Conduct

Dear [Student Name],

Student ID: 20231045

Program: Bachelor of Business Administration – 2nd Year

After a formal disciplinary hearing held on September 18, 2025, the Disciplinary Committee has found you in violation of the Greenfield Student Code of Conduct, specifically:

Section 4.2 – Disruption of academic or administrative processes, and  
Section 6.1 – Physical altercation with a fellow student.

As a result, the College has decided to impose the following disciplinary action:

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□ Suspension Period: September 22, 2025 – October 6, 2025 (inclusive)

During this period:

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You are prohibited from entering the campus premises.

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Your attendance during this time will be marked as suspended.

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You must submit a written apology and attend a behavioral counseling session before reinstatement.

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## Right to Appeal

You have the right to appeal this decision within 5 working days from the date of this notice by submitting a formal appeal to the Dean of Student Affairs.

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We encourage you to reflect on your actions and take this opportunity to make the necessary improvements. This action is intended to help you understand the gravity of the violation and prevent further misconduct.

Sincerely,  
Dr. Elaine Matthews  
Dean of Student Affairs  
Greenfield International College