



Dear Instructor:

This letter serves as notice that the student listed below is currently a U.S. service member. This letter is aimed to address planned absences. However, students may encounter abrupt changes in mission and are directed to notify instructors and University Veteran Services immediately.

In accordance with 2019 Wisconsin Act 75 and the UW-Madison Policy for Enrolled Students Called to Active US Military Service, a service member enrolled in courses and unable, because of their military service, to attend classes on a particular day or days has the right to be excused and to reschedule a course examination or other course activity administered on the missed day or days. Course activity includes group assignments or assignments being completed outside of regular class meetings. The student and instructor are to determine if the student will be able to successfully complete the course due to missed classes or if the student needs to drop the course due to military service.

A copy of military orders, employer letter, or other documentation, attached to this letter, must be presented to each instructor prior to their absence(s).

While instructors are encouraged to provide reasonable flexibility for students with military responsibilities, successful completion of the course(s) remains the sole responsibility of the student.

The class/examination dates below conflict with this student's military service. It is possible that travel time and/or new military orders effect the exact date and time of these orders.

Student Name	
Class Name, section, and Instructor Name	
Class Activity or Examination Dates missed	
Expected return to class date	

<https://policy.wisc.edu/library/UW-1034>

Please do not hesitate to ask any questions:

University Veteran Services veterans.wisc.edu veterans@wisc.edu 608-265-4628

**Office of the Provost and Vice Chancellor for Academic Affairs
University Veteran Services – Student Affairs**