



## University Veteran Services

STUDENT AFFAIRS

UNIVERSITY OF WISCONSIN-MADISON

Dear Instructor:

\_\_\_\_\_ is currently serving in the U.S. military and may have planned and unplanned service obligations. These service obligations may directly conflict with a scheduled course time or create issues with study and preparation time in the days before a scheduled class time. Our process is designed to address and prepare for the planned and unplanned obligations.

### Planned Obligations

A copy of military orders, employer letter, or other documentation shall be provided to each instructor along with a copy of this letter. It is expected that students will utilize office hours or other opportunities to discuss alternative arrangements well in advance.

### Unplanned Obligations

In the event the student is notified of an unscheduled mandatory military obligation, such as debris clean up after a tornado or other official military activities, they must notify their instructors and University Veteran Services as soon as practicable. It is expected that students will utilize office hours or other opportunities to discuss the possibility of an absence or interference with coursework at the beginning of the semester.

### Background

Public Law 117-328, Wis. Stat. 36.11(47) and UW-Madison Policy for Enrolled Students Called to Active US Military Service, require that students who are unable to attend class due to military service have the right to be excused and to make up any missed exams, assignments, or other course activities. Course activities include group assignments or assignments completed outside of regular class meetings.

### Support

Instructors are encouraged to provide the service member with reasonable alternative arrangements and due dates to complete coursework missed due to mandatory military service. Examples of alternative arrangements may include:

- Rescheduling exams and quizzes
- Creating alternative assignments
- Offering online opportunities to participate in class
- Establishing alternative dates, times, or modalities for presentations
- Offering independent study options to complete course requirements

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 student and instructor are to determine if the student will be able to successfully complete the course, take an Incomplete grade, or if the student needs to drop the course.

Please contact University Veteran Services with any questions or concerns related to this process. Our goal is to help everyone understand the required actions, hidden or unknown factors, and responsibilities.

Dates of Planned Service

Student Initials and date \_\_\_\_\_

Instructor Initials and date \_\_\_\_\_