TO WHOM IT MAY CONCERN

Subject: JOHN HENRY DOE
Student Identification No.: 055999

The above named, MR. JOHN HENRY DOE, is a regularly enrolled full-time student at Campbell University for the (insert the specific term/semester).

The dates for the _____ semester are ________ through __________.

The student has asked that we provide this letter in support of a request to defer jury duty for which he has been called. In providing this information for your consideration, it is our understanding that the student has neither been examined nor seated for a case currently being heard by the Court.

The University has consistently taken the position that jury duty, military duty, and duties of a similar nature are the civic responsibility of all members of the University family, including faculty, staff, and student body, and the University will continue to make provisions for such service. Faculty members willingly help students make up the classes missed in this service while currently enrolled in classes. It should be clear to all that the missing of a significant number of class meetings will impose a difficulty obstacle for the student to overcome.

Generally, in the past, rather than interrupt the student’s present course of study, the Courts have deferred student jury service to vacation periods. While we have the deepest respect for the laws of our Nation and the Courts in their execution of the difficult tasks set before them, we continue to believe that, whenever possible, this deferment is preferable.

We appreciate your consideration of our student’s request.

Respectfully submitted,

J. David McGirt
University Registrar