



Community Service Appeal Policy & Guidelines

An appeal must be submitted in writing (typed) via e-mail to cscel@jsums.edu to the Associate Director for The Alice Varnando Harden Center for Service and Community Engaged Learning within one (1) business day after the student, group, or student organization has received notification of a decision rendered in their particular case.

The appeal request must state the specific grounds on which the student, student group, or student organizations should be granted an appeal.

The appeal request must also be clear and specific, as the Associate Director for the Alice V. Harden Center for Service and Community Engaged Learning may decide whether to grant an appeal based solely on the written request of the student.

After the letter of appeal has been received, the Associate Director for the Alice V. Harden Center for Service and Community Engaged Learning will determine whether there are grounds to grant an appeal and notify the student, student group, or student organization of the decision within five (5) business days after receipt of the student, student group, or student organization request.

If a conference is needed to consider the matter further with the Director of the Alice V. Harden Center for Service and Community Engaged Learning, the notice shall include the time and place at which the student is to be present.

In accordance with the student handbook, Academic complaints dating back more than a semester generally will not be investigated. Authority: Vice President for Academic Affairs, Jackson State University (signed by Dr. Dora Washington -- April 17, 1996) Effective Date: Fall 1996 The decision made by the Associate Director/Director of the Alice V. Harden Center for Service and Community Engaged Learning is final.

Guidelines

Not abiding by the guidelines as set forth will result in the rejection of hours

Community service must be completed through a 501(c)3 non-profit organization, or a federal, state or local government agency. Hours from previous semesters, or hours served prior to current service dates will not be accepted.

All sites/agencies not listed on the Harden Center's Agency List, must be pre-approved via the site approval process, by our staff, prior to service rendered. Students may not complete service where they are currently employed.

In accordance with our policies, all sites/agencies must keep a daily log of student's hours, separate of this form. Failure of site to keep an accurate log of students hours for verification purposes will result in the rejection of hours.

In keeping with federal regulations, students may **not** volunteer more than eight (8) hours per day. *Note: In cases where a students a submit forms with more than 8 per day, the Harden Center staff will reduce the hours submitted to eight. The remaining hours will be applied should they meet full verification, in accordance with our policies.

Students may not volunteer during a scheduled class time. Hours denied for conflict of class will void the total amount of hours for the day. (For instance, student submits hours from 9:00am-1:00pm for community service credit, however, the student has a scheduled class from 10:00am-10:50am and 11:00am-11:50am. All hours for that day are denied in accordance with article 2.70 of the student handbook "Forgery, Dishonesty, Fraudulent Acts, and/or Misrepresentation" clause and our right to refuse any service, not listed, that's provided to an event, organization or company deemed inappropriate based on our policies or sound judgement.

In a case where a student submits community service hours that conflict with a scheduled class, the professor must provide written proof on official university letterhead, in addition to a copy of the class attendance roster, verifying that the student was not in class for each mentioned conflict.

Students volunteering at schools (elementary, middle, high, head starts or any educational facility), must obtain signature of the office manager or principal, only. In accordance with the schools visitor policies, visitors (volunteers) must check in at the main office, each visit. Our office will **only** verify student's volunteer attendance via the mentioned school's official visitor's log.

For all other approved sites (not schools/educational facilities), the agency representative listed on the Harden Center's approved agency list must provide signature and initials as the supervisor on the community service form. No other staff or representative of the agency can provide signature on student's forms.

Please note that our office will not accept fax, scanned, or electronic copies of forms or signatures.

Failure to obtain proper signatures, abide by the guidelines set forth or obtain site approval, before the submission of your community service form(s), will result in the rejection of hours. Our office has the right to refuse any hours or remove sites from our list at any time, for failing to adhere to the Harden Centers guidelines or for failing to abide by the site agreement, signed by the agency representative

***Note: An appeal doesn't automatically overturn a decision, however it allows the student the proper redress to this decision.*