



CAMPUS MEMORANDUM

TO: Jackson State University Campus *etc.*
FROM: Center for Service & Community Engaged Learning
RE: Graduation Service Requirement

The Alice Varnado Harden Center for Service and Community Engaged Learning promotes all students toward improving the human condition through civic engagement. Beginning with the Class of 2014, every student graduating from Jackson State University must have 120 verifiable service hours to graduate (60 hours for transfer students).

Please be advised of the following:

- Only students who have enrolled in Jackson State University beginning in fall 2010 to present are required to complete the service requirement for graduation; students enrolled prior to fall 2010 are **NOT** required to complete the service requirement.
- If a student transfers at least one (1) academic credit from an accredited university/college, than he/she is considered to be a transfer student. Therefore, students accepted to JSU with transfer credit hours are only required to complete 60 hours of service in order to graduate.
- Military and Veteran students must provide documentation from the Veteran's Center to receive the sixty (60) hour exemption credit.
- The Department of Distance Learning students' are exempted from the graduation service requirement.
- School of Life-Long Learning students' are required to complete 60 hours of service for graduation.
- Field hours/practicum/unpaid internship/field experience and the like, must be submitted on official letterhead, from the Department Chair, to the Alice Varnado Harden Center for Service and Community Engaged Learning in order to document the completed service hours on the student transcript.
- Any service hours notated as "In-progress" on a student's transcript must be manually added to the total cumulative service hours. This step is required because hours will change quite frequently in the current semester. The final hours for the current semester will roll over to the student's official transcript at the end of the semester.
- Undergraduate students cleared for Fall 2014 Commencement may have any combination of the following:
 - 120 hours of on-campus community service ; OR
 - 120 hours of off-campus community service ; OR
 - 120 hours of service learning (offered through an academic course); OR
 - 120 hours of unpaid internship; OR
 - 120 hours of field experience; OR
 - 120 hours which are completed through a combination of on-campus/off-campus community service/service-learning/internships and/or field experience.
- Students are encouraged to complete community service hours over Spring Break, Fall Break, Winter Break, and/or the summer however, approval of the service site is required by the Alice Varnado Harden Center for Service and Community Engaged Learning before completing any service hours.

Getting involved in civic engagement at Jackson State University is simple. The Center has information on a variety of opportunities for community involvement. Should you have questions about community service/service-learning opportunities, Alternative Spring Break, or National Student Exchange, please contact The Alice Varnado Harden Center for Service and Community Engaged Learning staff at (601) 979-1294.

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The Alice Varnado Harden Center for Service and Community Engaged Learning

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