



Academic Support Centers (ASC) Community Service Guidelines

Community Service as defined by Academic Support Centers is volunteer service performed outside of the traditional classroom setting that fosters civic responsibility and benefits the community. This service is non-paid, non-graded, and non-punitive.

- Each student must complete **30 hours** of community service by **5:00 PM Friday, May 6, 2019**
***December 2018 graduates: 15 hours** of community service by **5:00 PM Friday, December 1, 2018**
- Each student completing community service hours must comply with Southeast Missouri State University's Student Code of Conduct
- Community service hours may be completed individually or within a group
- Verification of community service must be submitted and approved by the ASC programs
- Students may not receive monetary compensation for community service
- Internships and political campaigns are not considered community service
- Hours completed with a student organization must be verified by the organization's advisor
- All service hours must be documented by completing and submitting the Academic Support Centers (ASC) Community Service Verification Form by **5:00 PM Friday, May 6, 2019**

Opportunities for Community Service: http://www.semo.edu/campuslife/southeast_serves/index.html
(Please note: this list is not all inclusive)

The following are not accepted:

- Family-related activities
- Any form of mandated community service
- Co-curricular activities that are course requirements
- Donations (ex. blood, Locks of Love)
- Hours submitted with an incomplete verification form
- Hours verified by a current Southeast student (please address concerns with the appropriate ASC staff)
- Hours submitted after **5:00 PM Friday, May 6, 2019** (December graduates: **5:00 PM Friday, December 1, 2018**)

Please address any concerns with the appropriate Academic Support Center Staff (Mr. James Williams jwilliams@semo.edu or Ms. Ariel Dumars ascmentoring@semo.edu)