



DOCUMENTATION OF COMMUNITY SERVICE LEARNING HOURS ON THE FULLERTON COLLEGE TRANSCRIPT

OVERVIEW

A procedure has been approved for documenting a student's Service Learning hours on their college transcript. A student may request documentation of Service Learning hours contributed during the semester. Advantages to documentation are:

- ▶ Proof and commitment level of civic involvement
- ▶ Student pride/sense of accomplishment
- ▶ Increased scholarship opportunities
- ▶ Positive university admissions application and acceptance
- ▶ Career exposure/exploration

The trend toward requiring Service Learning for graduation is steadily increasing at colleges and universities across the nation, including a number of universities in the state. The California State University system is a leader in providing community service and Service Learning opportunities to students. **It is anticipated that all campuses will require Service Learning as a graduation requirement in the near future.** Service Learning transcript documentation is becoming an option at a number of community colleges. It remains to be seen if the documentation at the community college level would satisfy university graduation requirements, but it will contribute to overall student recognition and accomplishment.

PROCEDURE FOR REQUESTING DOCUMENTATION

A student who satisfactorily completes a minimum of 20 Service Learning hours with any **non-profit** community organization, **along with satisfactorily completing respective course requirements**, may request documentation from the Office of Special Programs. The student must also complete and submit the attached Service Learning Program Placement forms at the end of the current semester before requesting documentation. These forms are available at the Office of Special Programs or through your instructor. The request process is the same for students who are participating in either course-required or optional Service Learning.

Documentation of community Service Learning hours will be required on an official Record of Service Learning – Documentation of Time/Attendance form. The community agency supervisor must sign this form. Submit the form to your course instructor (if part of a course requirement) or to the Office of Special Programs for approval/signature. Your instructor will then forward the form to our office. The office director will verify the student's successful completion of all course requirements before forwarding the documentation request to Admissions and Records. Documentation will be made on the transcript for the number of Service Learning hours completed for the respective semester course. **These forms should be turned in to your instructor or the Office of Special Program at the end of the semester.**

Please contact our office for additional information and assistance.

Office of Special Programs
Building 2300, Room 2305
(714) 992-7783
<http://specialprograms.fullcoll.edu>