V. Special Policies
   A. **BWVW 101/102 and RLGN 105**
      1. According to the student's Degree Completion Plan (DCP), BWVW 101 and BWVW 102 are a student's first two CSER requirements. This applies to students who have DCPs predating the Fall 2017 semester. Students who have failed either BWVW course will be required to complete any necessary CSERs to avoid falling behind in their graduation requirements.
      2. As of Fall 2017, BWVW 101 and 102 are no longer available. Students who have successfully completed each of these courses will receive one CSER credit for each course. Residential students enrolled after the Fall 2017 semester may be required to complete RLGN 105, which replaced BWVW 101 and 102. Students will not receive any CSER credit for completing RLGN 105. Therefore, all new residential students who are enrolled at full-time status are encouraged to register for CSER in their first semester.
   B. **Student Leadership**
      1. Students who serve in leadership roles—Resident Assistant, Resident Shepherd, or Community Group Leader—are eligible to earn CSER credit for their service.
      2. The CSER minimum of 20 service hours must exceed any hours these roles require for a student scholarship.
      3. No student leader may receive double CSER credit for their service.
      4. Student leaders are approved and selected by Residence Life and LU Shepherd respectively. Resident Directors supervise Resident Assistants, and Senior Resident Shepherds supervise Resident Shepherds and Community Group Leaders.
   C. **Student Clubs**
      1. CSER is available through student clubs who are approved by LU Serve. Approved student clubs will be given a pre-approved CSER code (e.g. Circle "K" Club: CSER 533-001).
      2. The CSER supervisor must be the club's faculty or staff advisor of record. Students must register the club advisor's name as their CSER supervisor.
      3. Club officers may earn CSER credit under the following guidelines:
         a. The officer must serve at least 15 either through fulfilling their officer role, mentoring club members, or through service engagement to the community. A maximum of five hours of club meetings may count toward CSER credit.
      4. Club members may earn CSER credit under the following guidelines:
         a. The club is an approved CSER organization with a unique code (e.g., Circle "K" Club: CSER 533-001).
         b. The club member must serve at least 15 through service engagement to the community. A maximum of five hours of club meetings may count toward CSER credit.
   D. **LU Send and LU Send Now**
      1. Students may earn CSER credit through participation in LU Send and LU Send Now travel.
      2. In a standard CSER course, students must complete a minimum of 20 hours of service with one organization in one term. In relation to LU Send and LU Send Now travel, students must meet the following criteria:

       a. Training: A minimum of six hours of classroom/video training prior to service.

       b. Service: A minimum of 10 hours of service on location. This does not include travel time to and from location.

       c. Essay: After the trip, the student will write a 1000-word minimum essay submitted to the CSER supervisor. The two components of the essay will be: (1) a 500-word summary of the service project; (2) a 500-word self-reflection. The essay should be the equivalent of four hours of service.

3. The CSER supervisor will evaluate the student's service hours and essay and assign a grade.

4. In order to earn double credit for LU Send trips, a student must serve a minimum of 30 hours on location in addition to completing the pre-trip training and post-trip essay. Double-credit will only be approved for specific trips as determined by LU Send and LU Serve.

E. Service-Learning: Earning CSER Credit in an Academic Course

1. Service-Learning offers a unique way for students to earn academic credit while also completing their CSER requirement. This involves completing a service project and reflection assignments in conjunction with the academic course.

2. Students should consult faculty members for Service-Learning opportunities. Faculty should work with LU Serve to have their Service-Learning projects approved for CSER credit.

3. Service-Learning CSER credit requires a minimum of 20 hours of service divided between three categories: Pre-Reflection assignments, Serving with a community partner, Post-Reflection assignments.

       a. Pre-Reflection assignments require a minimum of five hours and should include assigned reading about Service-Learning. These readings will be determined by the faculty member.

       b. Serving with a community partner requires a minimum of 10 hours (which cannot include travel time).

       c. Post-Reflection assignments require a minimum of five hours.

4. The faculty member must agree to be a CSER supervisor.