

Liberty University Christian/Community Service Official Policy Handbook (Revised and Updated; Spring 2009)

The following information needs to be read and understood by *both Liberty students and supervisors who work with Liberty students*. Any questions or concerns not covered by the following policies should be directed to the CSER office.

Location: Religion Hall (RH) 101
Hours: M-F 8:00 a.m. – 4:30 p.m.
Phone: (434) 582-2325
FAX: (434) 582-2660
E-mail: cser@liberty.edu

To fulfill Christian/Community Service (CSER) graduation requirements, students and supervisors must understand particular aspects about four areas: **I) Criteria, II) Enrollment, III) Participation, and IV) Evaluation & Credit**. The following policies are arranged in an FAQ format to facilitate understanding.

Section I - Criteria

A. What qualifies as a valid CSER?

1. To receive CSER credit students may not:

- a. Receive monetary compensation
- b. Receive academic credit
- c. Be awarded a scholarship

2. A CSER must fit within the framework of the [missions and goals](#) of the department, which may include any, or all, of the following:

- a. Evangelism
- b. Discipleship
- c. Tutoring/mentoring
- d. Civic and community services (this does not include political campaigning)
- e. Community improvement
- f. Alleviation of human suffering
- g. Assisting the underprivileged and less fortunate
- h. Education and development of children/adults
- i. Educational assistance
- j. Stewardship of the earth (Environmental projects, care for animals, etc.)

See our listing of [CSER opportunities that fit these criteria](#).

B. Can a CSER be fulfilled with an organization other than is listed?

Yes. This falls under the areas of Special Projects (399s) and Church Extensions

(279s) and requires special application. In these cases, there must be strict adherence to the following:

1. Special Projects (399s)

- a. Students are expected to respect the doctrinal and ethical positions of Liberty University.
- b. Students must make application and receive approval through the CSER office prior to receiving credit.

2. Church Extensions (279s)

- a. Students are expected to respect the doctrinal and ethical positions of Liberty University.
- b. Students must make application and receive approval through the CSER office prior to receiving credit.
- c. The CSER office requires a doctrinal statement from a prospective church. The church will be evaluated in light of [the University's doctrinal statement](#).

Note: Without prior approval from the CSER office for 279s and 399s, students run the risk of having their CSERs denied due to their failure to conform to established CSER criteria.

C. Can a CSER be done with a for-profit business or organization?

While the general rule is that CSERs must be done through existing non-profit 501(c)(3) organizations, it is possible that some for-profit organizations, particularly those dealing with human health and services (hospitals, nursing homes, etc.), may be approved as CSER sites. Further, if a business is involved in a not-for-profit community service endeavor, this may be considered a valid CSER opportunity provided the minimal 20 hours (See Section III.C.) can be completed. Strict guidelines must be followed in these situations. Requests for exceptions will be dealt with on a case by case basis. It is mandatory that students make application and receive approval through the CSER office prior to receiving credit.

Note: Without prior approval from the CSER office, students run the risk of having their CSERs denied due to their failure to conform to established CSER criteria.

D. May students use their internship at a non-profit organization for a CSER?

While you may not receive CSER credit for the work for which you are being paid or are receiving academic credit (Section I.A.1), you may do additional hours for CSER credit. Each situation will be handled on a case by case basis.

Note: Internships at for-profit organizations may not be used for CSER credit.

E. Can students fulfill their CSERs by volunteering at someone's home?

No. Any exceptions to this policy require CSER approval.

Note: Without prior approval from the CSER office, students run the risk of having their CSERs denied due to their failure to conform to established CSER criteria.

Section II: Enrollment

A. Who must enroll in CSER?

1. All residential undergraduate students who are full-time during the fall or spring semester are required to be enrolled in a CSER. Undergraduate students are considered full-time if they are taking twelve (12) or more credit hours in a given semester.
2. According to the student's Degree Completion Plan (DCP), GNED 101 and GNED 102 are a student's first two CSER requirements.

B. What are GNED 101 and GNED 102?

According to the student's Degree Completion Plan (DCP), GNED 101 and GNED 102 are a student's first two CSER requirements.

1. GNED 101: CONTEMPORARY ISSUES 1

This course is designed to aid the student in the development of a biblical worldview. This will involve an introduction to critical thinking, an evaluation of contemporary moral philosophies, and an affirmation of absolute truth. Students will be challenged to integrate a biblical worldview into their Christian/Community Service.

GNED 101 is a Prerequisite for GNED 102

2. GNED 102: CONTEMPORARY ISSUES 2

This course is a study of contemporary moral issues encountered by students in their Christian/Community Service. Students will be challenged to evaluate these issues and understand their responsibilities to them in light of a biblical worldview.

Prerequisite: **GNED 101**

Note: Students who have failed either or both GNEDs will be required to enroll in the needed CSERs to keep from falling behind in their graduation requirements. These students will be doing CSER while simultaneously completing their GNED requirements.

C. When may a student enroll in a CSER?

Students may enroll during the fall, spring or summer semesters.

Note: Although CSER is not required during the summer semester, a CSER earned over the summer may count for a previous or future semester (See details at Section IV.G. below)

1. **FALL SEMESTER** - The Christian/Community Service Registration Fair occurs during the first week of the fall semester. CSER supervisors are invited to

represent their area of service and register students. Students are not required to register during the fair, but are encouraged to do so. Otherwise, they are responsible to register through the CSER office before the Drop/Add deadline.

The Drop/Add deadline for the FALL semester is the first Monday in October. A \$10.00 late fee will be added to the student's Liberty University account after this date.

Note: CSERs REGISTERED FOR IN THE FALL WILL AUTOMATICALLY CARRY OVER TO THE SPRING SEMESTER, BUT NOT THE SUMMER SEMESTER.

Students must understand that they are making a one-year commitment to the organization when they enroll in the fall semester. If they wish to change CSERs in the spring, they must follow the proper procedures (See E. below).

2. **SPRING SEMESTER** – There is no Registration Fair in the spring semester. Consequently, students enrolling in CSER for the spring semester are responsible to register through the CSER office by the Drop/Add deadline.

The Drop/Add deadline for the SPRING semester is the first Monday in March. A \$10.00 late fee will be added to the student's Liberty University account after this date.

3. **SUMMER SEMESTER** - Students must complete the appropriate forms and obtain the necessary signatures before they can receive credit for a summer CSER. Students must obtain these forms in the CSER office. If possible, it is recommended that students finalize their summer CSER enrollments prior to leaving at the end of the spring semester. Otherwise, they are responsible to register through the CSER office before the Drop/Add deadline.

The Drop/Add deadline for the SUMMER semester is the first Monday in July. A \$10.00 late fee will be added to the student's Liberty University account after this date.

Note: Winter Break is not an official CSER semester, but students may use the break between the fall and spring semesters to make up missed CSERs should they fall behind (See Section III.F.). If a student wishes to use the break for this purpose, they must make application and receive approval through the CSER office prior to receiving credit. Without prior approval from the CSER office, students run the risk of having their CSERs denied due to their failure to conform to established CSER criteria.

All hours must be completed within the Winter Break.

Special note on Winterfest: *Effective fall 2009 Winterfest will no longer be applied to a student's spring semester of the following year.* This CSER opportunity may be used for students' fall semester CSERs of the same year or, like any other CSER, to catch up if they fall behind in previous semesters.

D. Do students need to re-register their fall CSERs in the spring semester?

No. CSERs REGISTERED FOR IN THE FALL WILL AUTOMATICALLY CARRY

OVER TO THE SPRING SEMESTER, BUT NOT THE SUMMER SEMESTER. Students must understand that they are making a one-year commitment to the organization when they enroll in the fall semester.

E. May students change (Drop/Add) their CSERs?

Yes. Students wishing to change a CSER for which they are registered must obtain signed permission from their CSER supervisor and receive approval from the CSER office. The appropriate CSER Drop/Add form is available in the CSER office.

Note: A \$10.00 late fee will be applied to every drop and every add after the deadline of a given semester. (See Drop/Add Deadlines in Section II.C.1-3 above.).

Section III: Participation

A. How many CSERs must students complete?

To graduate from Liberty, all full-time, residential undergraduate students must successfully complete one CSER requirement for each full-time semester that they are a student, up to eight (8) semesters. Undergraduate students must first pass GNED 101 and 102 which are their first two (2) semesters of CSER requirements (See II.B.). They must then successfully complete at least one CSER for each full-time semester that they are enrolled, up to six (6) more semesters. Once students have fulfilled these requirements, they will no longer need to enroll in a CSER.

Note: Residential students who are full-time (12 hours or more) are required to enroll in CSER whether they are taking residential or LU Online courses.

B. How many CSERs may students do during a semester?

While students are only *required* to complete one CSER for every semester they are full-time, they may register and receive a grade for more than one CSER during any semester. Students who fall behind and need to receive credit for more than one CSER in a semester to fulfill their graduation requirements, must get permission from the CSER office (See III.F below).

C. How much time will a CSER require?

Students must complete a *minimum* of 20 hours in order to pass any CSER. Some supervisors may require more than 20 hours. In such cases, supervisors will inform students prior to enrollment, and then the student must complete the additional hours to pass his or her CSER with that organization. (Examples: Young Life and the local hospitals; LGH and VBH).

D. May students complete their CSER requirement during multiple semesters?

No. Students must complete all CSER hours for a registered CSER within that semester only. Semester beginning and ending dates are according to the [official calendar issued by the Registrar's office](#). Summer semester and Winter Break hours

must be completed between the spring and fall and fall and spring semesters respectively.

E. May students complete their CSER requirement through multiple organizations or supervisors?

No. In order to receive credit toward the fulfillment of each CSER requirement students will complete their registered CSER with one organization only and every registered CSER must be completed under one CSER supervisor only.

F. What if students fall behind in CSER?

Students may make up their CSER requirements in later semesters by completing more than one CSER in a semester. They may use the winter break to catch up as well (See Note in Section II.C. above). Students may only complete a maximum of two (2) CSERS with one CSER registration. IT IS MANDATORY THAT STUDENTS APPLY FOR APPROVAL THROUGH THE CSER OFFICE BEFORE CREDIT WILL BE GIVEN FOR ANY MORE THAN ONE CSER PER SEMESTER.

G. What if a student receives an “F” for CSER?

The grade of "F" will remain on the student's transcript for that CSER and will not count toward fulfilling the graduation requirement unless the grade is changed through one of three ways:

1. **The Repeat Policy:** Students wishing to change a failing grade must repeat and pass *that same CSER* under the CSER repeat policy. It is mandatory that students apply for the repeat policy through the CSER office before credit will be given.
2. **Drop/Add:** Students may need to see their supervisor to process a Drop/Add form. Supervisors have full authority to deny dropping the students' CSER and in that case the CSER office may not change the "F." The student may then use the Repeat Policy.
3. **Missing Service Evaluation Form:** Students may simply have failed to turn in their completed Service Evaluation form, and doing so will correct this situation (See section IV.A. for details).

Section IV: Evaluation and Credit

A. What is the CSER evaluation process?

This process is central to the CSER program. Upon registration for a CSER, students will need a Liberty University Christian/Community Service Evaluation form (the "blue" form). When the student fulfills their hours for a registered CSER, this form must be completed before the CSER office will accept it. Students are responsible to make sure that their exact dates and hours have been logged, that they have done

the student reflection and that they have met with their supervisor to receive their final evaluation, grade and supervisor's signature. IT IS THE STUDENT'S RESPONSIBILITY TO RETURN THE COMPLETED FORM TO THE CSER OFFICE BY THE POSTED DEADLINE. (This deadline date is posted on [the CSER calendar](#) and will be announced via a university-wide e-mail and a Splash page notification within a week of the time it is due at the end of the semester).

B. How will students be graded for their CSER?

Each student will receive a letter grade of A, B, C, D or F, according to the following criteria:

A - student displays exceptional service; excellent attitude; volunteered at least 20 hours

B - displays satisfactory service; punctuality; appropriate attitude; volunteered at least 20 hours

C - displays acceptable service; usually punctual; acceptable attitude; volunteered at least 20 hours

D - displays unsatisfactory service; not punctual; volunteered at least 20 hours

F - designates "failure"; unacceptable service; volunteered less than 20 hours

Note: Supervisors will also be required to validate each student's hours, and write out a brief personal evaluation of each student. No incomplete evaluation sheet will be accepted, and no evaluation form will be accepted without the supervisor's signature. It is the STUDENT'S responsibility to return the final evaluation and grade form to the CSER office by the posted deadline. (This deadline date is posted on [the CSER calendar](#) and will be announced on the Splash page within a week of the time it is due at the end of the semester).

C. How may students inquire about their CSER status?

Students who have questions or concerns regarding their CSER history and status should direct them to the CSER office.

Location and Hours: Religion Hall (RH) 101, M-F 8:00 a.m. – 4:30 p.m.

Phone: (434) 582-2325

E-mail: cser@liberty.edu

D. What should students do if there is a question or conflict concerning their registered CSER?

All questions regarding schedules, accountability procedures, grades or conflicts of any nature concerning a student's specific CSER should be initially directed to the student's supervisor for that CSER. If a satisfactory solution does not result from this meeting, the student should then contact the CSER office for further assistance.

E. May students receive credit for a CSER done in a previous semester for which they did not register?

Yes. However, it must meet all previously established criteria (See Section I.A). Further, the student must complete the appropriate paperwork and receive

permission from the CSER office. By not getting prior approval the student runs the risk of having their request for credit denied due to their not meeting the established criteria.

A \$10.00 late registration fee will be added to the student's Liberty University account for each CSER.

F. May students complete extra CSERs in the fall or spring semester to count for a future semester?

No. The only semester in which a CSER may be applied to a future semester is the summer semester; otherwise, students cannot get ahead in their CSERs. (See next question for how summer credits will be applied). Additional CSERs done while the student is taking GNED will not count toward future requirements either, unless the student has failed either or both GNEDs (See section II.B. above).

G. How will CSERs completed during the summer semester be applied?

Summer CSERs may be used for a previous or future semester, however, only **one** CSER per summer semester may be applied toward a future semester. (Restrictions mentioned in Note of III.F. above apply to the summer semester).

H. How will grades received for CSER affect students' GPAs?

Grades received in GNED 101 and GNED 102 will become a permanent part of students GPAs. Grades received for CSER will not affect their GPA, however, they will be recorded as a standard letter grade and become a permanent part of the student's school transcript.

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