The Faith-Justice Institute
Service-Learning Program

Please review the following guidelines regarding missed service:

- Service can be missed because of family emergency, personal illness and inclement weather only. If service is missed for family emergency or personal illness the time must be made up at the convenience of the Community Partner Organization. Please also see Cancelled Service: Inclement Weather Policy below.
- Since service is part of your class requirements and we encourage students to plan ahead for other major assignments (tests, papers etc), academics are not an excuse to miss service.
- Students in the Freshman Service-Learning classes cannot go to service alone. However, if there are 3 partners going to service and one person is sick, the other two students should still attend service.

Missed Service Procedure

- If you need to miss service, you are required to notify the following individuals:
  - Freshmen Classes:
    1. Call your service partner(s)
    2. Call your Community Partner Organization
    3. Email your Service Scholar and faculty member
  - Semester-Long Classes:
    1. Call your service partner(s) if applicable
    2. Call your Community Partner Organization
    3. Email your faculty member
- Community Partner Organizations should be given at least several hours of notice when service will need to be missed due to illness.

Cancelled Service: Inclement Weather Policy

Service is canceled due to inclement weather when:

- The University cancels classes or closes.
- The Placement Coordinator anticipates inclement weather and/or student traveling is unsafe.
- The Community Partner Organization closes or cancels services.

If service is canceled by the Placement Coordinator students will be made aware by:

- Email notification sent by Service-Learning Program Staff if cancellation is between 9:00am -5:00pm.
- Contacting the Placement Coordinator’s voice mail, 610-660-1334 at any time.
- If service is canceled by the Placement Coordinator before or after normal business hours, students can call the Placement Coordinator’s voice mail for a message canceling service at 610-660-1334.

Special Notes:

Service cancelled by the University, Placement Coordinator, Education Field Placement Office or Community Partner Organization due to inclement weather is not required to be made up.

When service has not yet been canceled by the university or Placement Coordinator and a student driver and/or student passengers have concern for traveling, students can determine they will miss service and make service up as per the missed service procedure (above). If a decision is made not to attend service, the students are responsible for contacting the community partner organization and making up the missed service at a later date.

Education majors: The Education Field Placement Office may also email you that fields have been cancelled. If the Education Field Placement Office cancels fields this means your service is cancelled.