



**Program Policies & Procedures Wavier**

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

The Office for Community Service & Engagement is responsible for guiding you towards the completion of your obligation. You are an integral part of Lincoln's success and fulfilling required obligations demonstrates growth and a pursuit of future achievement. Failure to adhere to Lincoln's standards jeopardizes the success of your academic and social career at the University.

As a participant of the DSCS program, you are expected to adhere to the following:

- Student must report to all programs, University or reflection meetings, activities and community service trips on time or hours will be deducted.
- Student must sign in at each meeting to receive credit for attendance.
- Student must be respectful to staff, peers and community partners. A student displaying a disrespectful attitude or behavior will be asked to leave and/or hours will be deducted.
- Student must display a positive attitude towards the program while in attendance at any program, activity, event or he or she will be asked to leave and will not receive credit.
- If a student is ever dismissed from a program, event, or activity no credit is given and the incident may be referred to the Director or Dean of Students for further disciplinary action.
- Participation in all required activities at programs, meetings, events is mandatory.
- All cell phones should be turned off during a program, meeting, or activity. If the student expects an urgent call, notify the presenter, place the phone on vibrate, and ask for permission to leave the room if the call is received.
- At reflection meetings, each student must speak one at a time while sharing and respectfully allow others the opportunity to share. Sidebar conversations are not allowed.
- **Information revealed in Reflection Meetings is strictly confidential and should not be shared with others outside of the meetings. Breaking confidentiality waiver may result in dismissal from the DSCS program with a referral to the Dean of Students. Such referral may result in suspension.**
- Student will graduate from the DSCS program after completing DSCS online registration process, required community service hours, required online training, post-reflection supplement form, and any other sanctions imposed.
- Student will receive reminders for any program, meeting, activity where attendance is required.

**My signature indicates that I have read, understood, and will abide by the policies and procedures of the DSCS Program. I understand that it is my responsibility to complete the terms of the DSCS program in a timely manner to avoid additional consequences. I must complete my mandated community service hours to ensure my participation in the University's social events, activities, and/or other student life and development opportunities.**

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Student ID#

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cell#