Volunteer Transcript Recognition

Students may receive recognition on their transcripts for having completed at least 15 hours of qualified volunteer legal public service work during each semester. Volunteer legal public service work that qualifies for transcript recognition includes work with organizations such as Tenant Information Project (TIP), the Volunteer Income Tax Assistance Program (VITA), Pro Seniors, ProKids, Rape Crisis & Abuse Center, Housing Opportunities Made Equal (HOME), Ohio Justice and Policy Center (OJPC), Immigrant Community Legal Advocacy Project (ICLAP) and other appropriate volunteer legal work that is approved in advance. Contact Diane Cross, Public Service Coordinator at diane.cross@uc.edu or 513.556.0058, to gain approval for volunteer work with an organization not listed above. Additionally:

- Students may combine volunteer hours worked with more than one approved organization to fulfill the minimum 15 hours per semester requirement for transcript recognition.
- Students cannot receive transcript recognition for any hours for which they are paid or for which they receive academic credit.
- The Public Service Coordinator will confirm that students have completed the minimum number of volunteer hours through the attorney/organization chair supervising the student’s work.
- A student will not receive transcript recognition if the Public Service Coordinator is unable to verify that the student has completed the required number of hours.

How to Apply for Transcript Recognition

Students who are interested in applying for volunteer transcript recognition must electronically complete the Pro Bono form via Symplicity by the last day of classes each semester.

To access the Pro Bono form on Symplicity:

1. Log on to Symplicity
2. Click on the Profile tab
3. Click Switch to Tab View
4. Select Pro Bono tab
5. Click Add New. Complete the form and click submit. You will remain on the same screen. To return to the previous screen, click back to list.

Note that you can continue to add your hours throughout the semester. It is set up in a manner so that you can log your hours per day. Alternatively, if you do not recall exactly which day the hours were performed, you can select the appropriate month and leave the day blank.

Only those students who timely submit the form will be eligible to receive transcript recognition for their volunteer work.

Questions - Contact Diane Cross, diane.cross@uc.edu or 513.556.0058