

## *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), Cincinnati Youth Court and other appropriate volunteer legal work that is **approved in advance**. Contact CPD to gain approval for volunteer work. 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.
- CPD will confirm that students have completed the minimum number of volunteer hours directly with the organization. A student will not receive transcript recognition if CPD 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.

*\*Note that these opportunities do not qualify as pro bono work for the NY Bar.*

Questions – Contact CPD – [cpdlaw@uc.edu](mailto:cpdlaw@uc.edu)