

## **Guidelines for recognizing volunteer work in the community for credit**

1. The academy recognizes service in the reserve army, and volunteer work in the community and gives 2 credit points for students in undergraduate degrees.
2. The minimum amount of time required for recognition is 14 service days in the reserves or 2 hours per week of volunteer work during 28 weeks, that accumulate to 56 hours a year.
3. The above will give the student 2 credit points. These credits will be calculated in the number of credits required to complete the degree obligations.
4. These credits will come in place of one (1) elective course.
5. This can be done only once during the degree.
6. Volunteer work outside of the academy can be in community centers, charities, non-profits, etc.
7. Volunteer work in the academy can be as part of student cells in the student union, mentorship in the student support unit, etc.
8. The request for recognition will be submitted by the student or by the person in charge of the activity to the Dean of Students. The request must include the contents of the activity and the planned time frame. A final report must be submitted by the end of the activity with explanations and schedule. The Dean of Students will consider the request and inform the student and the students affairs office of his decision.