

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No.5.9.2

Title: Court-mandated Community Service Hours	
Originated by: Kim Kickhaefer, VPSS	
Signature	Date
Approved by:	
Signature	Date
Reviewed on:	Revised on:

Policy Statement: MATC students may be allowed to complete court-mandated community service hours on the MATC campus or on MATC-controlled property.

Rationale: This policy will allow students to work towards completion of their program of studies while satisfying the dictates of the court.

Procedure:

1. To be eligible to complete court-mandated community service hours under MATC supervision, the student must be in good standing according to MATC guidelines, and have been charged with no more than a misdemeanor offense.
2. Duties/projects assigned will be at the discretion/approval of the MATC president or his/her designee.
3. Such duties may be custodial in nature, but will consist of assigned tasks separate from the daily custodial duties performed by the MATC custodian(s).
4. Court generated documents designating number of assigned hours and completion timelines will be furnished by the student and signed as necessary by the MATC custodian/project supervisor.
5. Such documentation will be returned to the appropriate court services officer upon completion of the designated number of hours and accompanied by a cover letter from the MATC president or his/her designee.
6. A copy of the above-specified documentation will be made a part of the student's cumulative file.