



The Medical College of Georgia Office of Academic Affairs

Approved on: March 21, 2017
Effective on: immediately
Last Approval/Revision: May 6, 2025
Expires: on revision

Applicable to: Preclerkship Students
Approved by: COC
Category: Grading
Context:

Service Hours Policy

All medical students are required to perform a minimum of 40 hours of community service/service learning throughout their Preclerkship Phase at MCG.

Students on the Athens campus fulfill this requirement as part of the regular coursework on that campus.

Students on the Augusta and Savannah campuses fulfill the requirement according to the following process.

A minimum of 40 completed service hours are required by the end the Preclerkship Phase. Failure to meet the minimum requirement each year will be considered a professionalism violation.

Students are made aware of service opportunities on the Student Affairs website and through emails sent to the students by their class officers.

Students use a form on the Student Affairs website to log their service hours
<https://www.augusta.edu/mcg/academic-affairs/wellness/volunteering.php>.

Procedures governing the submission and approval of service hours is outlined below:

- Students are required to submit their hours and may be required to write a reflection
- Students must submit their hours within 30 days of completing the service. No submissions will be approved after 30 days.
- Hours are approved or denied by a Student Affairs staff member and/or the class Community Vice Presidents.
- If hours are denied, students will be notified via email and may resubmit the denied submission after correcting the reason for denial.
- Students have access to an updated count of their total service learning hours 24/7 via a link provided in the confirmation email following hour submission.