

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>Student Organizations</b>		<b>SOP #: SA.017.07</b>
Effective Date	02.01.2018	
Last Revision/Review	8.13.2025	

### **1. Purpose**

To outline and define the processes for approval and operation of Student Organizations at Burrell College of Osteopathic Medicine.

### **2. Related SOP/Policy/Authority**

SOP #: SA.032 – Student Event Promotion

### **3. Faculty/Staff Responsibilities**

Director of Student Life, Office of Student Affairs

### **4. Definitions/Abbreviations**

Student Organizations: student organizations and/or student interest groups approved by the College.

### **5. Procedural Steps**

#### 1.1 Recognition as a Student Organization

- a. Burrell College of Osteopathic Medicine acknowledges the value of having Student Organizations that provide students with opportunities to expand and support their varied professional and personal interests; build relationships; develop skills and experiences; allow personal growth; and engage in campus, local, and global communities.
- b. Designation by the College as a Student Organization provides the organization with access to various resources, including funding and event space.
- c. The College maintains a list of Student Organizations online at: <https://burrell.edu/students/student-organizations/>. The webpage also includes links to several of the forms described in this Policy.
- d. Student Organizations may not engage in unlawful discrimination based on a protected status (e.g., race, sex).

#### 2.1 Starting a Student Organization

- a. Students interested in starting a Student Organization must obtain approval from the College. The process starts by completing and submitting the online Student Organization Charter Form.
- b. Student Affairs will forward the completed form to the SGA Executive Board President for review and recommend approval/denial.
- c. The Director of Student Life will review and provide final approval/denial. If denied and a student(s) wishes to appeal the decision, they may do so with the Office of the President within (3) business days following the decision by the Director of Student Life.
- d. If approved, the Director of Student Life will provide the students with the Student Organization Registration Form and any other necessary documentation that is required. Completed documentation must be submitted to the Director of Student Life.

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- e. Once all necessary documentation has been submitted and a faculty/staff advisor has been identified, the Director of Student Life will add the group to the College's list of Student Organizations. The President, Chief Academic Officer, Campus Dean, and Chairman of the Board are not permitted to serve in an advisor role for any Student Organization.

### **3.1 Leadership/Officer Eligibility**

- a. All officers of recognized Student Organizations must be in good academic standing. The Office of Student Affairs routinely reviews student academic standing to confirm eligibility to serve in leadership/officer positions. Students should be aware of national organization leadership criteria.
- b. Consistent with their respective missions, Student Organizations may establish criteria for the selection of their leadership/officers. For example, recognized Student Organizations of a political or religious nature may require leaders/officers to adhere to the beliefs of the organization by committing to a statement of principles or statement of faith. As another example, a Student Organization may require membership in a national organization, including the payment of dues to such organization. Under no circumstance may Student Organizations establish criteria that constitutes unlawful discrimination based on a protected status (e.g., race, sex).

### **4.1 Request for Travel Funding**

- a. Student Organizations may request funding for organizational travel through the Student Government Association and the Office of Student Affairs in accordance with the SGA Treasurer Bylaws.
- b. Required Travel Reimbursement
  - i. The Office of Student Affairs will cover up to \$350 for organizational leadership/officer travel under the following conditions:
    - 1. The student organization leader requesting funds has an approved excused absence from the Office of Student Affairs (approval documentation must be submitted to the Office of Student Affairs prior to a request).
  - ii. Student Organization leaders must fill out and submit the Student Organization Request for Travel Funds to the Office of Student Affairs before the trip and fill out a purchase requisition after the trip. Both documents must be submitted to the Office of Student Affairs for reimbursement.
    - 1. Students must submit receipts for reimbursement.

### **5.1 Student Events**

- a. All Student Organizations who wish to reserve a room at Burrell for an event must submit a Student Organization Event Request Form at least two weeks in advance.
- b. If a guest speaker is wanted for the event, the Student Organization must first obtain approval for the guest speaker by following the instructions in Section 6.1 below.
- c. IT technical support is needed for the event, the requesting party can indicate as such on the Student Organization Event Request Form.
- d. All building use, room use and promotions for student events are approved by the Director of Student Life, who will review the event request to ensure it will not disrupt the learning environment and is not incompatible with the College's mission.

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- e. The promotion of student events will be governed by SOP#: SA.032 – Student Event Promotion
  - f. Once the building use request form is submitted, the Director of Student Life will work to approve the room request. Once the request has been approved, the Student Organization representative and appropriate staff will be notified and the event will be placed on LEO, which is maintained by the Director of Student Life.
- 6.1 Request for Guest Speaker Presentation
- a. Student Organizations interested in inviting a guest speaker to present at Burrell must fill out the Burrell Guest Speaker Request Form to request approval. All guest speakers must be approved prior to invitation.
  - b. The Student Organization’s President must get signature approval from their Faculty Advisor and the Director of Student Life.
  - c. The Student Organization’s Faculty Advisor and Director of Student Life will verify that the guest speaker’s presentation is relevant, will not disrupt the learning environment, and is not incompatible with the College’s mission.
  - d. The Assistant Vice President of Student Affairs has final authority to approve or deny guest speaker presentations.
  - e. The promotion of guest speakers will be governed by SOP#: SA.032 – Student Event Promotion
  - f. Once a guest speaker is approved, a Student Organization may fill out the Student Organization Event Request Form to reserve a room on the Burrell campus.
- 7.1 Logging TOUCH Hours
- a. Student Organizations are encouraged to have their members log their eligible community service hours through TOUCH (Translating Osteopathic Understanding into Community Health). TOUCH is a national volunteer initiative organized through the Council of Osteopathic Student Government Presidents (COSGP). The goal of the TOUCH program is to encourage osteopathic medical students to work toward improving the health of their local community through service.
  - b. Burrell students may submit TOUCH hours on the website: <https://www.trackitforward.com/site/bcom>. Students must create a login before moving on to logging their hours.
  - c. TOUCH hours are approved or denied via the site.
- 8.1 Participation in extra-curricular activities
- a. All enrolled students are encouraged to participate in events and activities that are specifically designed to support student success. These include activities focused on student support services, academic support, student wellness, and resource awareness.
  - b. To support students in their transition into medical school and establishing a strong academic foundation during their first term, students enrolled in the first year of the curriculum (OMS-I’s) are expected to limit their involvement in extra-curricular activities until the start of the Spring term. During this period, OMS-I’s may not:
    - i. Join a student organization;
    - ii. Participate in planning or coordination of activities/meetings organized by student organizations;
    - iii. Charter a new student organization;
    - iv. Hold a leadership position within a student organization;

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- c. Student organizations are not permitted to actively recruit OMS-I's during the fall term, aside from recruitment events hosted by the Student Government Association.

### 6. Reports/Charts/Forms/Attachments/Cross References

<https://burrell.edu/students/student-organizations/>

<https://cosgptouch.aacom.org/>

### 7. Maintenance

### 8. Signature

Approved by

08.12.2025

Office of Student Affairs

Date

### 9. Distribution List

Internal/External

### 10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
07.01.2019	3.1	Added new criteria for approval 3.1 based on the updated excused absence policy		07.01.2019
05.12.2023	All 1.1,3.1,4.1 4.1 6	Updated titles Director of Student Life to Executive Director of Student Affairs, Assistant Vice President of Student Affairs Updated student event procedures Updated reimbursement amount and form names Updated weblinks		05.12.2023
10.7.24	1.1a, 1.1f	Clarified language regarding student orgs/interest groups that are religious or political in nature; updated language regarding who cannot serve as an advisor.		10.7.2024
01.21.2025	5.1	Updated Executive Director of Student Affairs to Director of Student Life		1.21.25

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04.25.2025	All	Clarified and reorganized language throughout section 5. Added language regarding an appeal process for the denial of a student org; clarified funding for student travel.		4.25.25
7.22.2025	5	Added information about OMS I participation in student organizations during OMS I Fall semester.		7.22.25
08.12.2025	2. 5.1 6.1	Added related SOP Added criteria for promotions Added criteria for promotions		08.13.2025