

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Special Environments		SOP #: SA.023.01
Effective Date	11.20.19	
Last Revision/Review	05.06.2024	

1. Purpose

To outline and define the processes by which the College operates several programs that require the establishment of special environments for learning and research. Students are cautioned that hazardous chemicals are used and stored in these working laboratories. It is recognized that the risk of chemical exposure is present in these environments.

2. Related Policy/Authority

Policy B5021 Special Environments

3. Faculty/Staff Responsibilities

Office of Student Affairs

4. Definitions/Abbreviations

5. Procedural Steps

1.1 Participation in Special Environments Courses

- a. The College expects all students to participate in the traditional, tissue-based assessment track of a special environments course unless the Office of Student Affairs has granted a student's request to participate in the alternative, digitally-based assessment track. Student requests will be granted in only two circumstances – (1) health-related reasons, or (2) pregnancy or related conditions. Although the digitally-based assessment track is available to any student who meets the above criteria, the student may also elect to remain in the tissue-based assessment track with appropriate support coordinated through the Office of Student Affairs.
- b. Students who otherwise require accommodations under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act should review the institutional policy for Accommodations (<http://burrell.edu/policy-b9100/>) or information on how to submit an accommodation request.
- c. Health-related Reasons
A student with health-related issues – for example, severe upper respiratory allergies – may choose to remain in the tissue-based assessment track of a special environments course with additional in-class supports (e.g., a respirator), or switch to the digitally-based assessment track through the formal process outlined below. The College encourages students to inform the Office of Student Affairs as soon as a potential health issue is known; the Office can help each student explore available options.

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

d. Pregnancy or Related Conditions

The College supports all students in their educational endeavors, including those who are pregnant, lactating, uncertain of their current pregnancy status, or contemplating becoming pregnant in the near-future. While not all chemicals stored or used in special environments are uniformly toxic, the College recognizes that pregnant students may want to take extra precaution against such exposure. We encourage pregnant students to voluntarily disclose their status to the Office of Student Affairs, who will work with each student to discuss any concerns and to ensure the student stays on track to successfully complete her educational program. Available options will be explored with each student, including participation in the tissue-based assessment track of the special environments course while wearing additional Personal Protective Equipment (*e.g.*, respirator, extra layers of clothing); or participation in the digitally-based assessment track, which does not require the use of or exposure to hazardous chemicals.

1.2 A student must make a formal request through the Office of Student Affairs to participate in the alternative, digitally-based assessment track of a special environments course.

a. The student contacts the Office of Student Affairs to express desire to explore participation in the digitally-based assessment track.

b. The Office of Student Affairs discusses the options available to the student, including the ability of the student to remain in the tissue-based assessment track with appropriate in-class supports.

c. If the student decides to proceed with the request to participate in the digitally-based assessment track, the student completes the Transfer Request Form and submits it to the Office of Student Affairs, along with appropriate medical documentation. Requests must be received 15 business days in advance of the anticipated effective date of the transfer.

i. If a student seeks a transfer request for health-related reasons, the medical documentation must describe the reason(s) why the tissue-based assessment track poses a health risk to the student.

ii. If a student seeks a transfer request for pregnancy or related conditions, the medical documentation must indicate the student's pregnancy status and/or describe the reason(s) why the tissue-based assessment track may otherwise pose a health risk to the student (or to the student's fetus or infant).

d. If the Office of Student Affairs grants the transfer request, the student participates in the digitally-based assessment track. If a student wishes to return to the tissue-based assessment track, the student must complete a new Transfer Request Form and submit appropriate medical documentation to the Office of Student Affairs to support resumption of the tissue-based assessment track. Transfers back to the tissue-based assessment track may occur only at the start of a semester.

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

7. Maintenance

Annual Review

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

8. Signature

Approved by	05.06.2024
Department Head 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
1	[e.g., 3.1]			