

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

<b>Student Request Form</b>	<b>SOP #: SA.031.00</b>
Effective Date	2.3.2025
Last Revision/Review	

### 1. Purpose

To outline and define the process of receiving and reviewing submissions from the Student Request Form (SRF). The purpose of the SRF is to enable students to share their suggestions, concerns and ideas for improvement. The form is specifically intended for constructive comments or thoughtful suggestions to be shared with members of the Student Government Association (SGA).

### 2. Related Policy/Authority

### 3. Faculty/Staff Responsibilities

Office of Student Affairs  
Facilities Department  
Office of Diversity and Inclusion

### 4. Definitions/Abbreviations

SRF: Student Request Form

SGA: Student Government Association

### 5. Procedural Steps

1. Students can submit an SRF by utilizing the form on the Burrell SGA website <https://burrell.edu/students/student-organizations/sga-form/>
2. When an SRF is submitted, it is automatically forwarded to SGA via email [sga@burrell.edu](mailto:sga@burrell.edu) for review
3. Upon receipt of an SRF submission, SGA will review the submission, and forward it to the appropriate party based on the category or “area of suggestion/concern/idea” it falls under:
  - a. Curriculum
    - i. Pre-clinical curricular suggestions/concerns/ideas (OMS-I or OMS-II): forwarded to that cohort’s elected Class Representative
    - ii. Clinical curriculum suggestions/concerns/ideas (OMS-III or OMS-IV): forwarded to that cohort’s elected Class President
  - b. Facilities
    - i. SRF’s regarding suggestions/concerns/ideas for the Burrell campus facilities (e.g., rooms, spaces, parking, building, etc.): forwarded to the Facilities Department
  - c. Physical/Mental Health
    - i. Suggestions/concerns/ideas as they relate to physical/mental health services: forwarded to the Office of Student Affairs.
    - ii. SRF forms should not be used for mental health or wellness concerns for a particular student. As stated on the SRF form: “If you have a mental health or

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wellness concern for yourself or another student, please fill out a CARE Team referral or reach out to the Office of Student Affairs directly”

- iii. If an SRF is received regarding the physical/mental health or wellbeing of a student, the SRF will be forwarded to the Office of Student Affairs.
- d. Diversity and Inclusion
  - i. Suggestions/concerns/ideas as they relate to DEI: forwarded to the Chief Diversity Officer
- e. Faculty/Staff
  - i. SRFs should not be used to address specific faculty/staff. Any SRF that is directed towards specific faculty/staff will be forwarded directly to the Office of Student Affairs.
  - ii. Please visit [General Feedback and Grievances](#) for concerns related to faculty/staff.
- f. Other
  - i. SRFs should not be used for Title IX related issues. Please contact the College’s Title IX Coordinator for Title IX related concerns.
  - ii. For any SRF’s that do not fit into one of the above categories (e.g., research, social events, fundraising, outreach, etc.), SGA may seek guidance from the Office Student Affairs on the appropriate party for review of the concern.

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

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

[General Feedback and Grievances](#)

### 7. Maintenance

### 8. Signature

Approved by	2.3.2025
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