

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

<b>Student Event Approval and Promotion</b>		<b>SOP #: SA.032.01</b>
Effective Date	08.13.2025	
Last Revision/Review	11.24.25	

### 1. Purpose

Burrell College encourages a diverse and active student life while maintaining institutional neutrality on political, ideological, and religious matters. This operating procedure provides a consistent framework for determining which student-sponsored events, including guest speakers, may be approved and promoted through official institutional communication channels.

### 2. Scope

This applies to all student organization events, regardless of location (on-campus, off-campus, virtual) and regardless of cause or affiliation. This operating procedure applies to the approval and promotion of events through:

- School-wide emails or listservs
- Institutional newsletters or bulletins
- Official institutional websites and social media accounts
- Digital displays or announcement boards managed by the school

### 2. Related SOP/Policy/Authority

Student Organizations SOP #: SA.017

### 3. Faculty/Staff Responsibilities

The Office of Student Affairs

### 4. Institutional Position

#### 1. Events Eligible for Institutional Approval and Promotion

- Student-sponsored events may be approved and promoted through official institutional channels if they meet **all** of the following criteria:
  - **Recognized Student Organization:** Hosted by a registered student group in good standing with the Office of Student Affairs.
  - **Mission-Consistent:** The primary purpose of the event aligns with the school's educational, community service, health, wellness, or professional development mission.
  - **Inclusive and Non-Partisan:** The event fosters community and service in ways that are inclusive and does not promote or oppose any specific political, ideological, or political position.
  - **Open Access:** The event is open to all students regardless of viewpoint, and participation is voluntary.
  - **Informational, Not Advocacy:** Events providing health-related information, services, or community-based learning experiences may be promoted even if the hosting organization has a religious or ideological affiliation provided that:
    - The event's primary purpose is informational or educational, not advocacy;

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

- Participation does not require agreement with or endorsement of any religious or ideological position;
- No petition signing, lobbying, or political action is part of the event.

### **2. Events Ineligible for Institutional Approval and Promotion**

- Events **will not** be approved and promoted through official channels if they:
  - Are tied to political campaigns, parties, or advocacy movements tied to worldwide conflicts.
  - Take a position on geopolitical conflicts or governmental actions.
  - Advocate for or against specific religious or ideological doctrines.
  - Are likely to cause the perception that the institution endorses a political or ideological position.
  - Involve fundraising or donation drives that target a specific side of a conflict or could be reasonably perceived as supporting one side rather than addressing general humanitarian needs.

### **3. Use of College Name and Branding for Event Promotion**

- Student organizations may only promote events that have been reviewed and approved in accordance with college guidelines. If an event is deemed ineligible for promotion, the organization is strictly prohibited from advertising or hosting the event in any manner that implies affiliation with the college. This includes, but is not limited to:
  - Use of the Burrell College name in any promotional materials or communications which may include but not limited to social media.
  - Use of the Burrell College logo or any official branding elements.
  - Any language or imagery that suggests endorsement, sponsorship, or partnership with Burrell College.

### **4. Disclaimer**

- When Burrell College promotes an event or opportunity under these guidelines, such promotion does not imply endorsement of the views, beliefs, or positions of the hosting organization. The College's involvement is limited to supporting educational, health-related, or community-based learning experiences that align with its mission. This includes student events and learning opportunities that provide health access and educational value—not because the College agrees with any religious, ideological, or political stance of the sponsoring organization.

### **5. Procedural Steps**

The Office of Student Affairs will review event approval and promotion requests per SOP #: SA.017 Student Organizations. Decisions are final, but organizations may request a meeting for clarification.

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

### **7. Maintenance**

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

### 8. Signature

Approved by	11.24.25
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
11.21.25	5	Provided clarity surrounding student events that are inclusive, mission aligned and non-partisan allowing informational health or community-based opportunities without advocacy, endorsement or activities that imply support for political, ideological or conflict-related positions.		11.24.25