

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

COVID-19 Vaccine Exemption Request		SOP #: GA.015.00
Effective Date	6.28.2022	
Last Revision/Review		

1. Purpose

This procedure describes the process for students to submit a COVID-19 vaccine exemption.

2. Related Policy/Authority

College Catalog

3. Faculty/Staff Responsibilities

Office of Compliance: Receives vaccine exemption requests via Qualtrics.

Office of Clinical Education/Student Affairs: Notifies students of the COVID-19 vaccine exemption process.

5. Procedural Steps

Exemption Request Procedures

1. Students who plan to request a medical or religious exemption for the COVID-19 vaccine may do so by submitting their exemption via [Qualtrics](#).
2. Upon receipt of a COVID-19 vaccine exemption request, the College Dean reviews the request to make a determination.
3. Submitting an exemption does not guarantee approval.
4. A student will be notified via email regarding their vaccine exemption approval/denial.
5. If approved, the Office of Compliance will email the Office of Clinical Education to notify the Office of the approved exemption.

Exemption Approval

1. Students who have an approved medical or religious exemption should be aware that some clinical sites do not accept a College's exemption.
2. In the event the exemption is not accepted by the clinical site, the Office of Clinical Education will work to re-assign the student to another clinical rotation site within their assigned Regional Academic Center (RAC).
3. In the event the Office of Clinical Education is unable to secure an alternate clinical site that accepts the exemption the student will be required to complete their rotation at an alternative RAC at the student's expense.
4. The College will not cover the cost for the student to travel to another RAC and will not pay for housing during the alternative clinical site stay.
5. In the event the Office of Clinical Education is unable to secure alternative clinical sites within alternative RAC's the student's graduation may be delayed.

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

7. Maintenance

Reviewed annually by the Office of Compliance.

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8. Signature

Approved by

Department Head of Office of Compliance

6.28.2022

Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date