



## Policy

**TITLE:** Student Interest Groups (SIG) and Clubs

**EFFECTIVE DATE:** 6/21/2017

**Revised:** 3/28/2023

**APPROVER(S):** Dean of Medical Education, OCS Head of School

**NUMBER:** OCS 158101.1

### I. Purpose

OCS Student Interest Groups (SIGs) allow students to create programs and activities to further their shared interests in medical specialties. Student clubs are not specialty-specific and bring together students with similar interests.

### II. Scope

This policy applies to all Ochsner Clinical School Students.

### III. Policy Statements

SIGs and student clubs must adhere to all applicable University of Queensland, Ochsner Clinical School, and Ochsner Health System policies and procedures.

### IV. Policy Implementation

- A. Ochsner Student Affairs (OSA) must approve all leaders/officers before an election. **SIG and student club leaders/officers must be in good academic standing.** Students NOT in good academic standing may attend meetings but are not to hold a leadership position or participate in external activities.
- B. All SIGs and student clubs must have a faculty sponsor responsible for all activities.
- C. SIGs and student clubs should meet regularly, and internal speakers (employees of Ochsner) are encouraged.
- D. To obtain approval for an external speaker or activity, SIGs and student clubs must submit the Request for External Function Form (enclosure 1) at **least one month before** the event. This form must be signed by the faculty sponsor and must be approved by the Deputy Head of School, Students.
- E. SIGs and student clubs may reserve meeting space by submitting a room reservation form to [academicsclassrooms@ochsner.org](mailto:academicsclassrooms@ochsner.org). To ensure room availability, meeting space requests should be made at **least one month before** the event.
- F. OSA must approve new SIGs and student clubs.
- E. Maintaining an Active Student Interest Group or club
  1. To remain active, SIGs and student clubs must apply for reauthorization each academic year before the end of rotation
    - a) This application should include the following information:
      - Updated OCS Petition (enclosure 2)

- Attendance rosters from meetings or activities during the previous academic year
- Documentation of at least four attendees at each meeting or activity
- Documentation of at least three meetings or activities during the previous academic year

G. Chartering a new Student Interest Group or club

1. Submit a completed OCS Petition for a SIG/club to OSA at any time during the academic year (enclosure 2). For a sample, see enclosure 3.
2. This petition must:
  - a) Describe a purpose that distinguishes your group from other groups and does not duplicate existing programs or services.
  - b) List a minimum of three officers/leaders, all of whom must be in good academic standing. At least one officer must be designated as “President” and another as “Treasurer,” but there should be **no more than two** co-officers for any position.
  - c) Identify a faculty advisor who must sign the petition.
  - d) Provide a plan for activities for the coming academic year.
  - e) Present a budget showing anticipated expenses and anticipated sources of funding.
3. Submit the completed form to OSA for approval by the Deputy Head of School, Students. For questions regarding SIGs, please get in touch with OSA at [med.ocsStudentAdmin@uq.edu.au](mailto:med.ocsStudentAdmin@uq.edu.au).

## V. Enforcement

The Office of Student Affairs (OSA) reserves the right to dissolve any SIG or student club that does not follow policies and procedures, including the criteria outlined in this policy.

## VI. References

1. Enclosure 1 – Student Interest Group (SIG) Request for an External Function
2. Enclosure 2 – OCS Petition for a Student Interest Group (SIG) or student club
3. Enclosure 3 – Sample OCS Petition for a New Student Club

## Enclosure (1). Request for an External Function

**Student Interest Group or club Name:**

**Name of Student President:**

**Faculty Sponsor:**

Brief description of the activity/speaker, including dates, location:

If this is a speaker, does the speaker have colleagues, friends, contacts, or family members working at Ochsner? If so, please list these.

**Signature of student leader:** \_\_\_\_\_ **Date:** \_\_\_\_\_

By signing below, I attest that I have reviewed this activity or speaker and believe it is in the best interests of the Ochsner Clinical School to proceed.

**Signature of Faculty Sponsor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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*Office of Student Affairs Only*

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Deputy Head of School, Students

**Enclosure (2). OCS Petition for a Student Interest Group (SIG) or student club**

**Name of Group:**

**Purpose:** *(This will be listed word for word on the OMSA website.)*

**Officers:**

**Advisor:**

**Activities for the upcoming year:**

**Signature of student leader:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Faculty Sponsor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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*Office of Student Affairs Only*

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Deputy Head of School, Students

### Enclosure (3). Sample OCS Petition for a New Student Club

**Name of Group:**

Student Whale Watching Club (SWWC)

**Purpose:**

To bring together students with a common interest in whale watching, to raise awareness of the plight of whales, and to better understand the contribution of whales to human society. To our knowledge, there are no other student interest groups with a similar purpose.

**Officers:**

President: Mary Humpback

Treasurer: Thomas Blue

Activities director: Christopher Robin Right

**Advisor:**

Dr. Susan Thompson, chair of endocrinology

**Activities for the upcoming year:**

1. We'll view a video on the plight of whales in March
2. We plan an outing to the Gulf of Mexico for Whale Watching in November
3. We will do fundraising for our outing at various events throughout the year
  - a. Bake sale
  - b. King cake delivery service during Mardi Gras
  - c. Uber is sponsoring a week of "rides for the whales" and will donate 25% of all proceeds during that week.

**Signature of Faculty Sponsor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Office of Student Affairs Only*

**Approved by:** \_\_\_\_\_

Deputy Head of School, Students

**Date:** \_\_\_\_\_