Ochsner Clinical School

Policy

TITLE: Student Interest Groups (SIG) and Clubs

EFFECTIVE DATE: 6/21/2017
Revised: 3/16/2026

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. To ensure room availability, meeting space requests should be made **at least one month before** the event.
F. OSA cannot provide administrative support to SIGs and student clubs for large scale events, such as symposiums. Use of the Academic Center for large-scale events will require approval **at least six months before** the event and is subject to the discretion of Ochsner Clinical School executive leadership.
G. 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

H. 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.

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

In order to maintain version control, printed copies of Policies are for reference only.
Please refer to the online Student Policy Manual for the latest version.

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:** _____

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**: _____**

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 July
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: _____ **Date:** _____
Deputy Head of School, Students