



## OHSU POLICY MANUAL

**Policy Number:** 02-90-035

**Policy Title:** OHSU APPROVAL OF STUDENT-LED OUTREACH ACTIVITIES AND INITIATIVES

**Effective Date:** May 2, 2019

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### 1. Policy Statement

OHSU is committed to ensuring Student talents and interests are developed by supporting Student-Led Outreach Activities and Initiatives. This policy establishes the review and approval/denial process for the development, design and implementation of Student-Led Outreach Activities and Initiatives when students represent themselves as OHSU Members to organizations and individuals outside of OHSU. In doing so OHSU seeks to:

- Eliminate duplicative Student-Led Outreach Activities and Initiatives;
- Support existing institutional education outreach initiatives, and align new proposals with existing initiatives (as appropriate);
- Ensure that appropriate documentation, contracts and partnerships are secured for the implementation of new Student-Led Outreach Activities and Initiatives;
- Promote the effective and responsible use of OHSU resources.
- Ensure that Co-Curricular activities remain under the discretion of the academic program.

### 2. Definitions

- A. **Student-Led Outreach Activities and Initiatives:** A type of non-curricular community engagement that is developed and/or led by Students and/or Student Interest Groups that commits OHSU resources, people and time.
- B. **Co-Curricular:** Activities, programs and learning experiences that contribute to a course or academic program, and may take place outside of OHSU, outside of the regular course schedule, and may be operated by outside organizations.
- C. **Student:** An individual formally admitted and matriculated into an OHSU or joint OHSU/partner institution academic degree or certificate program; or an individual registered and currently enrolled in an OHSU academic course.
- D. **Student Interest Group:** A formally approved organization whose membership is predominantly comprised of currently enrolled students, faculty and/or staff,

and whose mission statement guides the activities, interests and efforts of the group.

**3. Student-Led Outreach Activities and Initiatives Review Committee**

The Student-Led Outreach Activities and Initiatives Review Committee (Committee) is charged with reviewing all Student-Led Outreach Activities and Initiative proposals submitted by OHSU Students and Student Interest Groups. The Committee is comprised of a representative from the Office of the Provost, Office of the Risk Management, Center for Diversity and Inclusion, All-Hill Council, and the academic dean associated with the school or college identified on the Student-Led Outreach Activities and Initiatives proposal. The chair of the Committee will be appointed by the provost from among the members of the Committee.

**4. Responsibilities**

- A. The Committee is responsible for the review and approval or denial of requests prior to initiating the Student-Led Outreach Activity and Initiatives. The Committee shall convene within 30 days of the published deadlines for the purposes of reviewing all proposals on an as needed basis. Students shall be notified of the approval or denial of the proposal within five business days of the Committee decision.
- B. Students and Student Interest Groups proposing Student-Led Outreach Activities and Initiatives may submit an initial inquiry to the chair of the Committee for a determination on whether a formal review is required or an expedited review and/or approval is possible. Students and Student Interest Groups proposing Student-Led Outreach Activities and Initiatives are required to complete the Student-Led Outreach Activities and Initiatives Proposal Form and obtain a signature from their faculty sponsor prior to submitting the proposal to the chair of the Committee for consideration. All proposals must be submitted in accordance with the published deadlines for each academic term.

**5. Right to Appeal**

If the proposal is denied, the Student or Student Interest Group may submit a proposal for reconsideration to the Committee within 10 business days of the decision. This request must be made in writing to the chair of the Committee and include the rationale for reconsideration of the request. Students shall be notified of the approval or denial of the request for reconsideration within five business days of the submission.

If the request for reconsideration is denied, the Student or Student Interest Group has the right to appeal the decision to the provost within 10 business days of the date of the reconsideration decision. The provost shall review the appeal and notify the Student or Student Interest Group of a final decision within 30 calendar days. The decision of the provost is final.

6. **Compliance**

Student and Student Interest Groups are responsible for adhering to the scope of the Student-Led Outreach Activities and Initiatives as approved by the Student-Led Outreach Activities and Initiatives Committee. Students and Student Interest Groups who do not demonstrate compliance with the development and use of OHSU Student-Led Outreach Activities and Initiatives according to this policy may be subject to disciplinary action.

7. **Procedures**

The Office of the Provost is responsible for developing and maintaining procedures pursuant to this policy.

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**Related Policies and Procedures:** OHSU Policy 02-90-001, Student Interest Group Recognition; OHSU Student Activities Request Form

**Implementation Date:** May 2, 2019

**Revision History:**

**Key Words:** Students, Student Interest Groups, Student Activities and Community Projects, Approval Process, Student Activities Coordination Committee

**Responsible Office:** Office of the Provost [academicpolicy@ohsu.edu](mailto:academicpolicy@ohsu.edu)