

SOP OP: STUDENT PROFESSIONAL LEAVE

PURPOSE: To provide a method to provide a mechanism and process for approving student professional leave for career development.

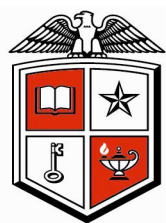
REVIEW AND APPROVAL

Reviewed and Recommended

Dean

Date

APPROVED BY FACULTY: _____
Date



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
School of Pharmacy

OPERATING POLICY AND PROCEDURE

SOP OP:

PURPOSE: **STUDENT PROFESSIONAL LEAVE**

REVIEW: **THIS SOP OP WILL BE REVIEWED AND REVISED BY THE ASSOCIATE DEAN OF PROFESSIONAL AFFAIRS AND STUDENT AFFAIRS COMMITTEE AS NEEDED. PROPOSED CHANGES WILL BE FORWARDED TO THE DEAN. FOLLOWING THE DEAN'S APPROVAL, A MAJORITY VOTE AT A FULL FACULTY MEETING WILL BE REQUIRED TO FINALIZE REVISIONS.**

A. Policy Overview

It is the policy of the Texas Tech University Health Sciences Center (TTUHSC) to encourage and foster student professional development and involvement in professional pharmacy organizations.

B. Process and Procedures

The Office of Professional Affairs will be the official professional leave granting department. All requests for professional leave and tracking of student leave days will be processed through this office.

1. Students will be granted 15 days of professional leave time for their professional academic careers at Texas Tech. Not more than 5 days may be taken from an individual clerkship rotation. Leave requests must be approved by the Office of Professional Affairs *prior to* the first day of rotation for clerkships and didactic courses.
2. These days may be used to attend professional pharmacy organization meetings or for postgraduate employment interviews. The appropriate use of these days is to be determined and monitored by the Associate Dean of Professional Affairs
3. Students are responsible for informing and obtaining approval for the leave from course team leaders and/or preceptors in significant advance of the leave. Leave requests will not be processed by the Office of Professional Affairs without signatures from all faculty/preceptors.
4. Documentation of student attendance at the event is to be submitted within 1 week of the leave. Students who obtain professional leave and do not attend the professional meeting will be deemed to be in violation of the Code of Professional and Academic Conduct of the School of Pharmacy.

5. The Office of Professional Affairs will consult with the Office of Experiential Education regarding requests for professional leave from clerkship and didactic course leaders prior to granting approvals. Requests for leave may be denied if there are significant concerns regarding a student's academic progress should the leave be granted.
6. The Office of Professional Affairs will be responsible for establishing working policies, approving candidate leave requests, keeping records and approving professional meetings/events for professional leave. The Office of Professional Affairs will inform faculty about candidates who will be on approved professional leave and will be absent from their classes. Upon notification from the Office of Professional Affairs, the Office of Experiential Education will inform preceptors about candidates who will be approved professional leave and will be absent from their rotation.

Professional Leave Request Form

Pharmacy Candidate Name: _____

Classification: _____ Days Used: _____ Days Available: _____

Number of Days Requesting: _____

Reason for request: _____

Dates of Leave: _____

Current Schedule of Classes:

Course # _____ Course Name: _____ Faculty/Preceptor: _____

Course # _____ Course Name: _____ Faculty/Preceptor: _____

Course # _____ Course Name: _____ Faculty/Preceptor: _____

Course # _____ Course Name: _____ Faculty/Preceptor: _____

Date: _____ Student Signature: _____

Date: _____ Office of Professional Affairs: _____