

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

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: _____