

Professional Leave Request – Student Instructions

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

Students are responsible for obtaining approval for the leave from course team leaders and/or preceptors in significant advance of the leave per the Student Professional Leave Policy (SOP OP 77.P.28). Leave requests will not be processed without signatures from all faculty and preceptors.

Documentation of student attendance at the event is to be submitted within 5 business days of the leave. Students who obtain professional leave and do not attend the event will be deemed to be in violation of the Code of Professional and Academic Conduct of the School of Pharmacy per the Student Professional Leave Policy (SOP OP 77.P.28). This will result in an unexcused absence and other repercussions per the Code of Professional and Academic Conduct.

Acceptable documentation is as follows:

- Professional Meeting – copy of name badge and/or cover of program
- Interview – copy of schedule
- Residency Showcase – photograph demonstrating attendance
- Other Events – name badge, program, agenda, or photographic proof of attendance

The Office of Professional Affairs will consult with the Office of Experiential Programs regarding requests for professional leave from clerkships as well as with didactic course team leaders prior to granting approval.

Requests for leave may be denied if there are significant concerns regarding a student's academic progress or if the student is not in good professional standing per the Student Professionalism Policy (SOP OP 77.P.23).

P4s petitioning for more than 5 days of leave in a single clerkship block are required to send an email to the Office of Professional Affairs with the rationale for the request.

The professional leave request process will go through the online platform HSC-Net.

To log in to HSC-Net for the first time: <https://ttuhsc.campuslabs.com/engage>

Click on the SIGN IN button in upper right-hand corner. Log in with your eRaider credentials. You may be prompted to accept the terms.

To find the form, you can click on the FORMS tab at the top and then search for "SOP Professional Leave". Make sure to choose the form for your campus so that it is routed to the correct approver.

You will fill out the entire form online.

If you are a P3 or P4 student with a non-faculty preceptor, you will need to have that non-faculty preceptor sign page 2 of this document and attach it to the online form. Non-faculty preceptors do not have access to HSC-Net to approve electronically.

Before you submit the form you will be asked to enter the email addresses of the team leaders of the courses you will be missing. Please pay close attention to the instructions on this page of the form.

- You can only enter 5 email addresses.
- Please do not include your Clinical Correlations team leaders. We will add those faculty members to the list for you, as including them will put you over the 5-email address limit.
- If you are missing a lab, put the team leader of the course the lab is attached to, not your lab instructor. Make sure that you do discuss your lab absence with your lab instructor to facilitate any make up you may need to do.

You will receive a confirmation email of your submission. If you have not ever logged into HSC-Net, and you do not get the confirmation email within a few minutes of submission, odds are that the confirmation has gone to your SPAM DIGEST. When you receive the next SPAM DIGEST in your inbox, find the email from noreply@engage.mail.campuslabs.com and click on Release and Allow next to it. That will send the email into your inbox and you will receive all system-generated emails after that.

You will receive approval for your leave via a comment (any time there is a comment on your submission, you will be notified by email) on the form – **the leave will not be formally approved until you upload your documentation of attendance to the form as a comment** upon your return. **If you do not complete this part of the process, your leave will be denied and faculty will be notified that you should receive an unexcused absence.**

Please direct any questions about this process to Amanda Hines – amanda.hines@ttushc.edu

Professional Leave Request Form - Non-faculty Preceptor ONLY

This form should only be used if a P3 or P4 student is on a rotation with a non-faculty preceptor. This form must be signed by the non-faculty preceptor and uploaded by the student to the Professional Leave Request Form located in HSC-Net for approval by the Office of Professional Affairs.

Student Name:

Number of Days Requesting (class/rotation days only):

Dates Requesting (entire range of dates away):

Purpose of Leave/Event Name & Location:

Student Signature:

Date:

Non-faculty Preceptor Signature:

Date:

Preceptor Email Address:

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