

# How to Submit Student Clearance eForm for Staff/Faculty

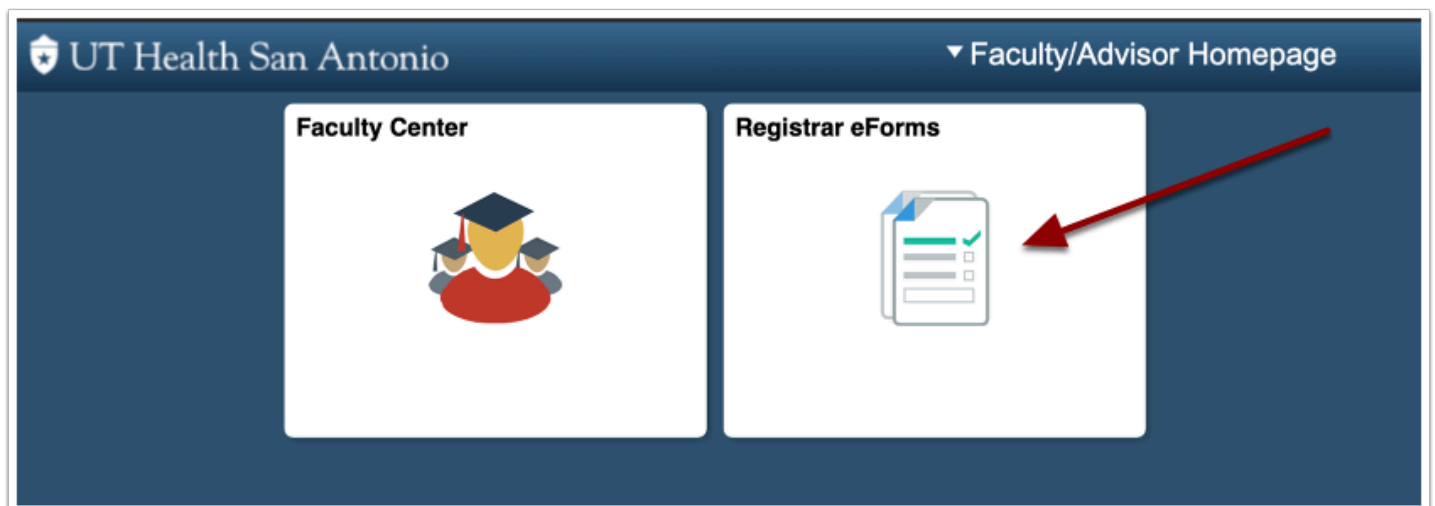
This form is used to process a student's withdrawal or leave of absence from the university.

**NOTE:** This form should *only* be used by Staff/Faculty if student is unwilling or incapable of submitting the form from My Student Center.

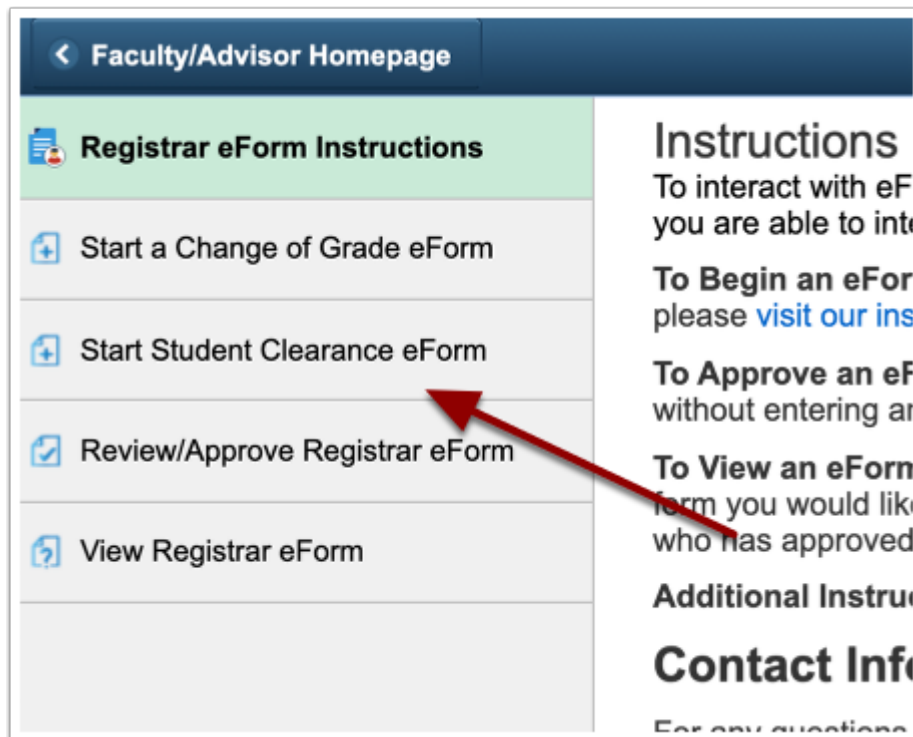
## 1. Log into My Student Center

Reference [How to Log into My Student Center](#) for instructions on logging in.

## 2. Click the Registrar Forms tile



## 3. Click on Start Student Clearance eForm



## 4. Search for the student's record by inputting the HSC ID or search by name.

Click on the student's name to start the form for that student.

Registrar

Search by:

Empl ID

Begins With

First Name

Begins With

Last Name

Begins With

Kard

Search


Clear


3 rows


HSC ID	First Name	Last Name
1	Khloe	Kardashian
2	Kylie	Kardashian
3	Kim	Kardashian

## 5. Complete the form

### 5.1. Enter the type of Termination Type and Last Date of Attendance

 Last Date of Attendance must be the current date or prior. The form will not accept future dates.

 Selecting Leave of Absence will require you to indicate the semester the student anticipates returning.


**Start Clearance Process : Student Clearance**
Form ID 1001846


This form is used to request a temporary or permanent withdrawal from UT Health San Antonio.


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**Student Information**

First Name Khloe

Last Name Kardashian

HSC ID 

Email Address 

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**Active Programs**

1 row

Academic Career	Academic Program	Academic Plan
1 Health Professions Graduate	Masters Degree	MS Speech Language Pathology

This form impacts all active programs. If the withdrawal will not impact all active programs, students should contact their program or registrars@uthscsa.edu for assistance.

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**Termination Type**


**Leave of Absence** - Request to temporarily leave the institution for up to one calendar year. Student must contact appropriate associate dean 30 days prior to re-enrolling and must register and pay fees at the appropriate time. If student decides not to return, they will formally notify the appropriate associate dean 30 day prior to the time expected to re-enroll.

**Voluntary Withdrawal** - Request to permanently leave the institution. Student understands that they are leaving the school permanently and that no procedure exists through which they can be reinstated in the class they are presently leaving. If the student wishes to come back to the University, they must apply by the usual process and, in such event, would be considered for admission by the Admissions Committee in competition with other applicants. The student's application would be reviewed without prejudice.

**Dismissal** - Used by faculty/staff to dismiss a student from the institution.

**Did Not Return** - Used by faculty/staff to withdraw a student permanently from the institution.

\*Termination Type




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**Last Date of Attendance (Program)**

The program must provide and confirm the last date that the student attended class.

\*Last Date of Attendance



## 5.2. Indicate the status of all Courses With No Final Grade

In this section, you must indicate if the student attended classes. You will be given three options:

- 1- Attended But Not Completed
- 2- Grade To Be Assigned
- 3- Never Attended



For those that choose the "Attended But Not Completed" option, a last date of attendance option will populate and must be entered to continue to the form.

### Courses With No Final Grade

6 rows

Term	Session	Subject Area	Catalog Nbr	Section	Title	Class Nbr	Grade	*Attended
1	Fall 2019	Regular Academic Session	MSLP	6004	001	Speech-Lang Pathology Pract 2	1887	<div> <div>Attended But Not Completed</div> <div>Grade To Be Assigned</div> <div>Never Attended</div> </div>
2	Fall 2019	Regular Academic Session	MSLP	5014	001	Fluency Disorders:Theory&Pract	1700	
3	Fall 2019	Regular Academic Session	MSLP	5011	001	Evidence-Based Practice, Profe	1886	
4	Fall 2019	Regular Academic Session	MSLP	6002	001	Head Neck Cancer, Tracheostomy	1745	
5	Fall 2019	Regular Academic Session	MSLP	6003	001	Appl Topics in CommDisorderSci	1746	
6	Summer 2019	Regular Academic Session	MSLP	5015	001	Speech-Lang Pathology Pract 1	1245	

**Staff/Faculty Only:**

All classes that are missing grades or are coded as 'Incomplete' need to be resolved if the student does not intend to return. Staff/faculty can contact the Office of the University Registrar with any questions about the change of grade process.

Classes that have an incomplete are listed for information purposes only. If the student does not anticipate returning, a Change of Grade form will need to be submitted to remove the Incomplete.

**Memo Required**

Before submitting this form, ensure that you have submitted an official memo for the student withdrawal or leave of absence to the Office of the University Registrar.

Selina Futrell ([Futrell@uthscsa.edu](mailto:Futrell@uthscsa.edu)) - Health Professions, School of Nursing

Mario Flores ([FloresM13@uthscsa.edu](mailto:FloresM13@uthscsa.edu)) - Long School of Medicine, School of Dentistry, Graduate School of Biomedical Sciences

► **Comments**


⚠ Before submitting this form, ensure that you have submitted an official memo for the student withdrawal or leave of absence to the Office of the University Registrar. After doing so, you may submit the form.

## 6. Review Confirmation Page

After submitting the form, you will see a confirmation page that will state your form has been successfully submitted. It will also list who your form has been routed to for approval.

[< Registrar](#)

Form Result


**Start Clearance Process : Results**

You have successfully submitted your eForm.

The eForm has been routed to the next approval step. Selina O Futrell.

[View Approval Route](#)

[▶ Signature/Action Logs](#)

💡 To see the entire approval process, click on the View Approval Route button. The approval route lists names and titles of individuals who must approve this form. You can refer to this to know where your form is in the approval process.