

# 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.



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	Search by:										
	Empl ID		Begins With	\$							
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	н	ISC ID 🗘			First Name 🛇	I	Last Name 🛇			3	rows
	1				Khloe	I	Kardashian				
	2				Kylie	I	Kardashian				
1	3				Kim	I	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.

UT Health How to Submit Student Clearance eForm for Staff/Faculty

+ Start Clearan	ce Process : Stud	dent Clearance		Form	n ID 100184
is form is used to requ	est a temporary or per	manent withdrawal from UT Health San Ant	onio.		
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First Name	Khloe	I	.ast Name	Kardashian	
HSC ID		Ema	il Address		
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Academic Career	\$	Academic Program 🛇	Aca	demic Plan 🛇	
Health Professions	Graduate	Masters Degree	MS	Speech Language Pathology	
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### 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	o Final Grade								
Term $\Diamond$	Session ♦	Subject Area ≎	Catalog Nbr ≎	Section	Title 🗘	Class Gra Nbr ≎ ≎	6 row de ∗Attended ≎		
1 Fall 2019	Regular Academic Session	MSLP	6004	001	Speech-Lang Pathology Pract 2	1887	Attended But Not Complete		
2 Fall 2019	Regular Academic Session	MSLP	5014	001	Fluency Disorders: Theory&Pract	1700	Grade To Be Assigned Never Attended		
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	<b>\$</b>		
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			
taff/Faculty Only Il classes that are ist date of attenda lasses that have i uestions about the	: missing grades or are coded nce. ncompletes will need to be re e change of grade process.	as 'incor	Classes t If the stud	hat have dent does need f	an incomplete are listed for inf s not anticipate returning, a Cha to be submitted to remove the l ono return statur acting can contact	ormation pu ange of Gra Incomplete.	de form will e onwersny registrar with any		
lemo Required									
efore submitting egistrar.	this form, ensure that you	have subm	nitted an offi	cial memo	for the student withdrawal or leave	of absence	to the Office of the University		
Selina Futrell (Futrell@uthscsa.edu) - Health Professions, School of Nursing									
ario Flores (Flores	sM13@uthscsa.edu) - Long 3	School of M	edicine, Scho	ool of Denti	stry, Graduate School of Biomedical S	Sciences			
Search St	ubmit	-							

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.





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.