

## E-Grad Clearance

This process improves student services by moving documents more quickly and streamlining clearance processes.

### Procedure:

1. Login to **MyIUP** and on the **Academics** page select **Manage graduation clearance**.

## Graduation Clearance Form

### Department View:

everyone from the specified department who has applied in the specified term, their college level, credits, and where it can be awarded from.

*Take note of any error messages in red that may prevent awarding.*

If the Registrar's Office has already ran the report, a message will appear in red stating the record is "in progress." No changes can be made at this point without an email to the Registrar's Office stating the adjustment they need to make.

The screenshot shows a software interface for a graduation clearance form. It features two student records, each with a header bar and a table of program details. The first record is for a student with ID @00284932, and the second is for ID @00284930. Both records show a 'PRIMARY' program and a 'MINOR' program. The first record has a red error message: 'Student does not meet the requirements for this minor.' The second record has a red error message: 'Student does not meet the requirements for this minor.' The interface includes fields for Name, ID, Program, Degree, and Major, along with dropdown menus for program selection.

ID	Name	Program	Degree	Major
@00284932	HAWKINS, Norm L	WDC -None-	BS	INAC
@00284930		WDC -None-	BS	

## Graduation Clearance Form

### College View:

everyone from the specified college who has applied in the specified term, their college level, credits, and where it can be awarded from.

*Take note of any error messages in red that may prevent awarding.*

If the Registrar's Office has already ran the report, a message will appear in red stating the

## **Graduation**

### **Clearance Audit:**

enter a student ID to see who did what to a specific record as well as graduation activity details.

## **Graduation**

### **Clearance Report:**

collect college graduation information here.