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.

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.