

How to review graduate students for graduation in MyIUP:

- Log in to MyIUP - <https://www.iup.edu/myiup/>
- Go to Campus Services, located on the left-hand side of MyIUP
- Go to Banner Self Service, located on the right-hand side
- Go to IUP Administration Folder
- Scroll to Graduate Level Graduation Clearance Form
- Select the Graduation Period from the drop-down menu box that indicates “None”. The list of students from your program who have applied for graduation are shown here as “pending”.
- For each student you will see Banner ID, Name, Earned Hours, and Cumulative GPA for all terms, except the current term if grades have not rolled.
- Next, you will choose from the drop-down menu “Approve” or “Deny” for each degree. Feel free to add any comments in the “Notes” section.
 - To write comments in the notes section, you must first submit “Approve” or “Deny” then go back to the page and click on notes to type your comments.
- If the student is a dual degree graduate student there will be a primary and secondary degree. Both coordinators will see primary and dual degree but will only be able to “Approve” or “Deny” for their student.
- Submit the information before you log out of MyIUP.

What to look for when reviewing your student for graduation:

- R, I, L, and * grades
 - Make sure an electronic change of grade form has been submitted.
- Course repeats
 - If a student repeated a course because they received a C or an F, the student must complete the Graduate Course Repeat Request form which is found on the Registrar’s Office website: <https://www.iup.edu/registrar/forms/>.
 - The advisor does need to sign off on this form and it should be returned to the Registrar’s Office (registrars-office@iup.edu).
- Look for the correct number of thesis or dissertation credits
 - Students who started at IUP in Fall 2017 or later need pass/fail grades for thesis and dissertation credits.
- Per the Continuous Registration policy, all doctoral and master’s thesis students must be continuously enrolled for at least one credit of dissertation or thesis each semester. This does not include summer.
- Make sure the student meets the minimum GPA requirements and total credits needed to graduate.
- If the student is a dual degree student, then 50% of the credits in one degree may be shared with the other degree. This is only for master’s students.