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.

2. A menu of the different processes that can be run will appear. *(Form, Audit, Report)*
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.

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**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 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.

Be sure to select the correct Award Type (College/Department)
- College Level security has access to everything and any change. (access will be restricted/grayed out if proper security isn’t granted)
- Department Level security only has access to change a specific part i.e. (minors/ concentrations)
- Minors cannot exist without a Major awarded.

Next to the Program field, 3 options appear: Award, Deny, or Hold
Hold signifies they are waiting for something to clear or discrepancies need settled.

Once removed from SHADEGR, it disappears from the E-Grad que if issued Deny. If issued Award, student clears from the list after the Registrar’s Office runs their report.
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.