

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**.

The screenshot shows the MyIUP interface. On the left is a red navigation sidebar with the MyIUP logo and menu items: Home, Academics, Finances, Campus Life, Campus Services, and Personal Info. The main content area is titled 'COURSE TOOLS' and lists several links: Teaching schedule (detail | week view), Class list, Course sections, Current enrollment by course (subscription to drop/add email), Key assessment ratings, Course syllabus, and Office hours. Below this is the 'GRADE MANAGEMENT' section, which lists: Enter grades | grade entry instructions, View mid-term grades, Request grade change, View your grade change requests, View grade change requests by student, and Manage graduation clearance (highlighted with a yellow box).

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

The screenshot shows the MyIUP navigation bar with the IUP logo, 'INDIANA UNIVERSITY OF PENNSYLVANIA', and 'URSA | A SERVICE OF MYIUP'. Below the navigation bar are several menu items: Personal Information, Alumni & Friends Services, Student Services, Financial Aid, Faculty Services, Employee, and IUP Administration. A search bar with a 'Go' button is present, along with links for RETURN TO MENU, SITE MAP, HELP, and EXIT. The main content area is titled 'UNDERGRADUATE GRADUATION CLEARANCE MENU' and lists the following options: Graduation Clearance College Associations, Graduation Clearance Security, Graduation Clearance Form, Graduation Clearance Audit, and Graduation Clearance Report. At the bottom left, the text 'RELEASE: 8.8.2' is displayed.

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.

| | | | | | | | |
|----------|-----------|--------|-----------------|---------------|-----|----------|------|
| ID: | @00284932 | Name: | Hawkins, Norm L | Earned Hours: | 124 | Cum GPA: | 4.00 |
| | PRIMARY | | MINORS | | | | |
| Program: | NASC-BS | -None- | ARST | -None- | | | |
| Degree: | BS | | BC | -None- | | | |
| Major: | NASC | | | | | | |

| | | | | | | | |
|-----|-----------|-------|-----------------|---------------|-----|----------|------|
| ID: | @00284930 | Name: | Hawkins, Norm N | Earned Hours: | 109 | Cum GPA: | 3.11 |
|-----|-----------|-------|-----------------|---------------|-----|----------|------|

* Student does not meet the requisite 120 earned credit minimum and therefore cannot graduate.

| | | | | | | | |
|----------|---------|--------|--------|--------|--|--|--|
| | PRIMARY | | MINORS | | | | |
| Program: | INDS | -None- | ARST | -None- | | | |
| Degree: | 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 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.

| ID: | 03194486 | Name: | Hawkins, Norm N. | Earned Hours: | 118 | Cum GPA: | 3.75 |
|--|-------------|----------|------------------|---------------|-----|----------|------|
| * Student does not meet the requisite 120 earned credit minimum and therefore cannot graduate. | | | | | | | |
| | PRIMARY | | MINORS | | | | |
| Program: | ART-STUDIO | -None- ▼ | COMM | -None- ▼ | | | |
| Degree: | BA | | | | | | |
| Major: | ART | | | | | | |
| Concentration(s): | ARST | | | | | | |
| ID: | 03018355 | Name: | Hawkins, Norm N. | Earned Hours: | 114 | Cum GPA: | 2.92 |
| * Student does not meet the requisite 120 earned credit minimum and therefore cannot graduate. | | | | | | | |
| | PRIMARY | | | | | | |
| Program: | ART-STUDIO | -None- ▼ | | | | | |
| Degree: | BA | | | | | | |
| Major: | ART | | | | | | |
| Concentration(s): | ARST | | | | | | |
| ID: | 03026304 | Name: | Hawkins, Norm N. | Earned Hours: | 142 | Cum GPA: | 3.84 |
| * Student does not meet the requisite 150 earned credits for a dual baccalaureate degree. | | | | | | | |
| | PRIMARY | | | | | | |
| Program: | COMM | -None- ▼ | | | | | |
| Degree: | BS | | | | | | |
| | DUAL DEGREE | | | | | | |
| Program: | THTR | -None- ▼ | | | | | |
| Degree: | BA | | | | | | |

- ❗ **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.

INDIANA UNIVERSITY OF PENNSYLVANIA
URSA | A SERVICE OF
MYIUP

Personal Information
Alumni & Friends Services
Student Services
Financial Aid
Faculty Services
Employee
IUP Administration

Search Go
RETURN TO MENU SITE MAP HELP EXIT

| | |
|--------------------|-----------------|
| Name: | Norm N. Hawkins |
| Student ID: | @00284930 |

| Graduation Period | Type | Value | Status | Timestamp | User |
|-------------------|---------|-------|--------|---------------------|-----------------|
| December 2012 | PROGRAM | COMM | Award | 01/02/2013 14:35:16 | Barna, Marcey L |
| December 2012 | MINOR | JRNL | Award | 01/15/2013 11:52:40 | Craig, Chauna J |

Enter Another Student ID

RELEASE: 1.0

Graduation Clearance Report:

collect college graduation information here.

INDIANA UNIVERSITY OF PENNSYLVANIA
URSA | A SERVICE OF
MYIUP

Personal Information
Alumni & Friends Services
Student Services
Financial Aid
Faculty Services
Employee
IUP Administration

Search Go
RETURN TO MENU SITE MAP HELP EXIT

College:

Department:

Status:

Graduation Period:

Export Report to Excel

| Student Name | Student ID | Type | Value | Status | Timestamp | User |
|-----------------------|------------|---------|------------|--------|---------------------|-----------------------|
| Bowman, Samantha D | @0285 | PROGRAM | ART-STUDIO | Award | 01/07/2019 09:33:27 | Fratangeli, Jeffrey J |
| Bowman, Samantha D | @0285 | PROGRAM | FCSE | Award | 12/21/2018 11:38:42 | McCombie, Sally M |
| Hershberger, Jordan L | @0285 | PROGRAM | ART-STUDIO | Award | 01/09/2019 09:41:19 | Fratangeli, Jeffrey J |
| Lematis, Bryn E | @0308 | PROGRAM | ART-HIST | Award | 01/09/2019 09:41:51 | Fratangeli, Jeffrey J |
| Lematis, Bryn E | @0308 | MINOR | ARST | Award | 01/22/2019 10:46:59 | Heuer, Nathan |
| Moran, Stephen T | @0315 | PROGRAM | ART-STUDIO | Award | 01/07/2019 09:34:12 | Fratangeli, Jeffrey J |
| Murphy, Cindy R | @0279 | PROGRAM | ARST-BFA | Award | 01/07/2019 09:33:27 | Fratangeli, Jeffrey J |
| Newitt, Tara L | @0292 | PROGRAM | ART-HIST | Award | 01/07/2019 09:33:27 | Fratangeli, Jeffrey J |
| Robinson, Tai M | @0303 | PROGRAM | ART-STUDIO | Award | 01/07/2019 09:34:12 | Fratangeli, Jeffrey J |

RELEASE: 1.0