

Academic Programs (Academic Planning)

Last Modified on 10/21/2024 8:20 am CDT

[Academic Program Detail Editor Fields](#) | [Academic Program - Certifications Fields](#) | [Add an Academic Program](#) | [End an Academic Program](#) | [Replace a Program](#) | [Delete Program Information](#) | [Documents](#)

Tool Search: Academic Programs

Academic Programs may be added to a student's Programs. Use the [Create Academic Programs](#) article to set up Academic Programs. Once the Program is assigned to the student, [Progress](#) and [Course Plan](#) information must be entered.

The screenshot shows the 'Academic Program Detail Editor' for a student named 'Student, A'. The interface includes a navigation breadcrumb 'Student Information > Academic Planning > Programs' and a student profile summary with 'Student #: 00000000', 'Grade: 12', and 'DOB: 08/25/2006'. Action buttons for 'Save', 'Delete', 'New Graduation Program', and 'New Academic Program' are visible. A table titled 'Academic Plan Editor' lists two programs: 'CTE: Interior Design-INDE/ARCH' (Start Date: 09/09/2024, Program Type: CTE) and 'QA Grad Prog' (Start Date: 09/09/2024, Program Type: Graduation). Below the table, the 'Academic Program Detail' section contains a dropdown for 'CTE: Interior Design-INDE/ARCH (CTE Category)', a 'CTE Concentrator Override' set to 'No', and fields for '*Start Date' (09/09/2024), 'End Date', 'Student Status', and 'Non-Traditional Participation'. The 'Teaching Method' field is currently empty. The 'Academic Program - Certifications' section at the bottom features a table with columns for 'Name', 'Attempted', 'Passed', and 'Date', and an 'Add Certification' button.

Academic Program Detail Editor

Users may add as many Academic Programs to a student as necessary.

Students may be assigned to the same Academic Program more than once when start and end

dates do not overlap. Progress monitoring, course plan requirements, alerts, and academic program reports consider only *current* academic programs. Current programs are programs without an end date and those with a future end date.

Academic Program Detail Editor Fields

The following defines the available fields on the **Academic Program Detail Editor**. Additional fields may be included on this editor for state reporting purposes.

Field	Description
Program Required	Selection indicates the graduation program assigned to the student. Only those programs that are marked active and whose Cohort Years fields are empty or cover the student's NCLB Cohort Year fields are included in this. If the student is assigned to a program that has since been marked as inactive, that program displays at the end of the Program list in red text.
Start Date Required	Entered date reflects the date the student began working towards achievement in the program. Dates are entered in <i>mmddyy</i> format or the calendar icon can be selected to choose a date.
End Date	Indicates the date the student stopped working towards achievement in the program. Dates are entered in <i>mmddyy</i> format or the calendar icon can be selected to choose a date.
Student Status	Indicates the participation level of the student - (1) Participant, (2) Concentrator, (3) Completer. In some states, the options available for selection are defined by the state and may differ from the options listed above. Selection of these is often determined by federal CTE definitions, and is used in state reports.
Non-Traditional Participation	This checkbox indicates the student is participating in a program that is often outside of the norms of the program's general makeup, based on gender, race or age. An example is a male student enrolled in a program that is often dominated by females in the workforce (daycare, nursing, etc.). This is not a required selection, but does help with data analysis.
Teaching Method	Selection indicates how the student is instructed, or how the student learns the necessary items involved in the career/technical ed program.
Flag	If the Academic Program is marked as Flagged and assigned a Flag Image, an image displays in this column and next to the student's name. If there is no flag assigned, nothing displays in this column.

Academic Program - Certifications Fields

Field	Description
Name	Indicates the certificate the student either attempted to earn or earned by passing upon completing the program.
Attempted	Use the Attempted checkbox to indicate the student took the necessary assessment for the program, but did not earn the certification.
Passed	This checkbox is used to indicate the student passed the necessary assessment for the program and earned certification.
Date	Indicates the date the student attempted and/or passed the assessment.

The procedures below are used to assign an academic program to one student. If you need to assign programs to multiple students, use the [Batch Assignment Tool](#).

Add an Academic Program

1. Select the **New** icon. A **Program Detail** table appears below the **Program Editor**.
2. **Choose a Program Type**. When adding an Academic Program, select the **Academic Program** option.
3. Select the **Academic Program** to assign to the student from the dropdown list.
4. Enter the **Start Date** for the program.
5. Click the **Save** icon when finished. The new program is listed in the **Program Editor** table. If a flag and a flag image has been assigned to the Program, that image displays next to the student's name, in the Editor table and when viewing the detail of the program.

End an Academic Program

1. Select the **Program** from the Program Editor.
2. In the Program Detail area, enter an **End Date** for the program.
3. Click the **Save** icon when finished. This keeps a record of the program being assigned to the student, until another program is assigned.

Replace a Program

If a program was assigned to the student in error, or the student needs to be reassigned:

1. Select the existing program from the Program Editor.
2. Select the correct program in the **Program** dropdown list to assign to the student.
3. Enter the **Start Date** of the program.
4. Click the **Save** icon. The newly selected program displays in the Program editor.

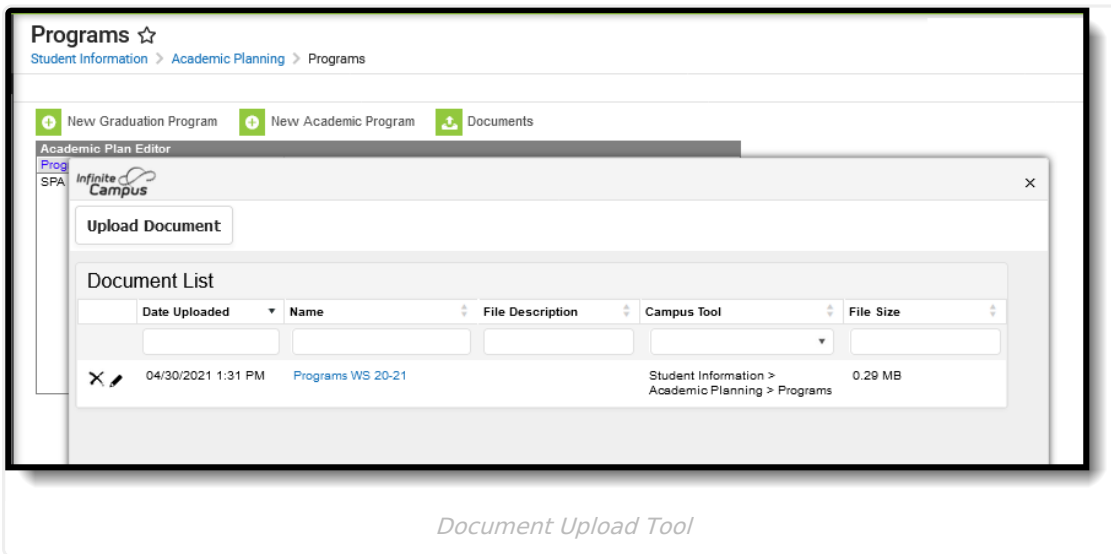
Delete Program Information

To delete a program from a student, select the entry to be deleted from the **Program Detail** area and click the **Delete** icon. This permanently removes the program from the student's record.

Only delete a program if it was assigned in error. If the student was assigned to it for even one instructional day, end the program instead.

Documents

To view documents, click the **Documents** button on the action bar. See the [Student Person Documents](#) article for more information.



The screenshot shows the 'Programs' page in Infinite Campus. At the top, there are navigation links: 'Student Information > Academic Planning > Programs'. Below this, there are three buttons: 'New Graduation Program', 'New Academic Program', and 'Documents'. The 'Documents' button is highlighted. Below the buttons, there is a section titled 'Academic Plan Editor' with a sub-section 'Progr SPA' and the Infinite Campus logo. The main content area is titled 'Upload Document' and contains a 'Document List' table. The table has the following columns: 'Date Uploaded', 'Name', 'File Description', 'Campus Tool', and 'File Size'. A single document is listed in the table:

Date Uploaded	Name	File Description	Campus Tool	File Size
04/30/2021 1:31 PM	Programs WS 20-21		Student Information > Academic Planning > Programs	0.29 MB

Below the screenshot, the text 'Document Upload Tool' is written in a light gray font.