

Academic Programs (Academic Planning)

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Academic Programs (formerly CTE Programs) can be added to the student's Programs tab. Academic programs are created in the Academic Programs option in the [Program Admin](#) module. Once the Program is assigned to the student, [Progress](#) and [Course Plan](#) information needs to be entered.

At this time, Academic Program functionality is only available to a limited number of states.

Student, Matthew K 🚩 Tutor

Grade: 12 11111 DOB: 10/10/2001 Gender: M

Progress Course Plan

📄 Save
 ✖ Delete
 + New

Academic Plan Editor				
Program	Start Date	End Date	Program Type	Flag
Culinary Arts	11/25/2019		Academic Program	
Food Science	11/25/2019		Academic Program	

Academic Program Detail

*Program

*Start Date End Date

Student Status Non-Traditional Participation

Teaching Method

Academic Program - Certifications

Name	Attempted	Passed	Date
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Academic Program Detail

Unlike Graduation Programs, there is no limit to the number of Academic Programs assigned to a student.

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 *current* academic programs- programs without an end date and those with a future end date.

Academic Program Editors

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 <i>Required</i>	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 <i>Required</i>	Entered date reflects the date the student began working towards achievement in the program. Dates are entered in <i>mmdyy</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>mmdyy</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.

The following defines the available fields on the **Academic Program Certifications Editor**.

Field	Description
Name	Indicates the certificate the student attempts to receive upon completion of a number of courses.
Attempted	When marked, indicates the student took the necessary assessment for the program.
Passed	When marked, indicates the student passed the necessary assessment for the program.
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.

