

Academic Programs (Academic Planning)

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[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.


In the Campus.2523 release, the **Academic Programs** and **Graduation Programs** tools were combined into a single tool.

► [Click here to expand...](#)

The screenshot shows the 'Academic and Graduation Programs' tool interface. At the top, there is a breadcrumb trail: 'Student Information > Program Administration > Academic and Graduation Programs'. Below this, there is a 'Filter' button on the left and a toggle switch on the right labeled 'Graduation' (selected) and 'Academic'. A red arrow points to the 'Filter' button with the text 'Use the Filter button to narrow the list of displayed Programs'. Another red arrow points to the 'Graduation' toggle with the text 'Toggle between Graduation and Academic Programs'. The main content area is titled 'Graduation Programs' and shows 'Showing 6 out of 6 Programs'. It lists six programs: 'Elementary', 'Honors', 'HS Graduation', 'Middle', '2023 Graduation Program', and '2024 Graduation Program'. Each program entry includes its name, level, credit type, and status (ACTIVE or INACTIVE). A red arrow points to the 'New' button at the bottom left with the text 'Select this button to create a new Academic or Graduation Program'.

Both types of programs can now be created and managed with the new tool, found at **Student Information > Program Administration > Academic and Graduation Programs**.


Consult the articles in the [Academic and Graduation Programs](#) category for more information.



Programs ★


[Student Information](#) > [Academic Planning](#) > [Programs](#)


Student, A

Student #: 00000000 Grade: 12 DOB: 08/25/2006

 Save

 Delete

 New Graduation Program

 New Academic Program

Academic Plan Editor

| Program | Start Date | End Date | Program Type | Flag |
|--------------------------------|------------|----------|--------------|------|
| CTE: Interior Design-INDE/ARCH | 09/09/2024 | | CTE | |
| QA Grad Prog | 09/09/2024 | | Graduation | |

Academic Program Detail

*Program

CTE: Interior Design-INDE/ARCH (CTE Category)

CTE Concentrator Override

No

*Start Date

09/09/2024

End Date

Student Status


Non-Traditional Participation

☐

Teaching Method

Select Values

Academic Program - Certifications

| Name | Attempted | Passed | Date |
|---|--------------------------|--------------------------|------|
|  Select a Value | <input type="checkbox"/> | <input type="checkbox"/> | |

Add Certification

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 <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>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. |

| Field | Description |
|-------------|--|
| 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.

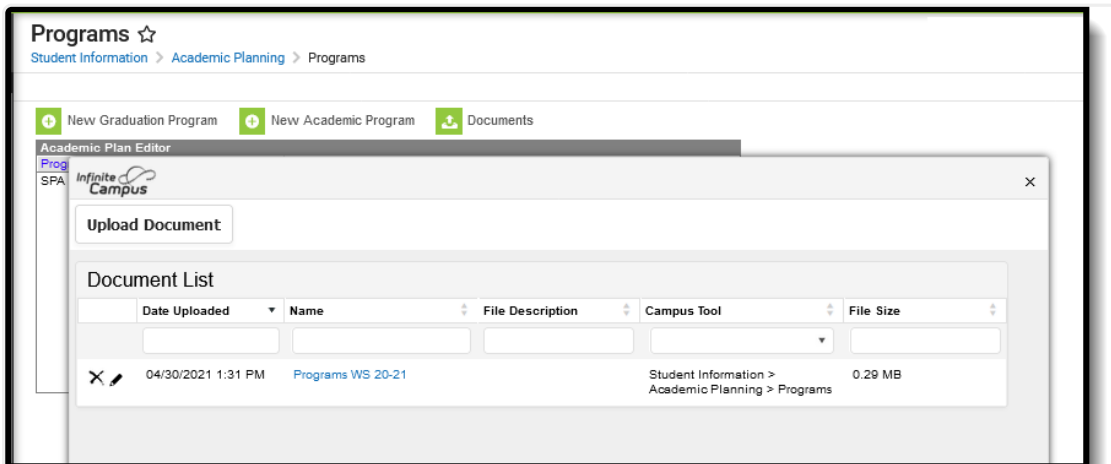
Delete Program Information

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.



Document Upload Tool