Programs (Academic Planning)

Last Modified on 08/19/2026 2:38 pm CDT

Path: Student Information > Academic Planning > Programs

The Programs tool lists the Graduation Program and Academic Programs (if available in your state) for the selected student. Progress and Course Plan information can be entered and managed after a Program is assigned to a student.

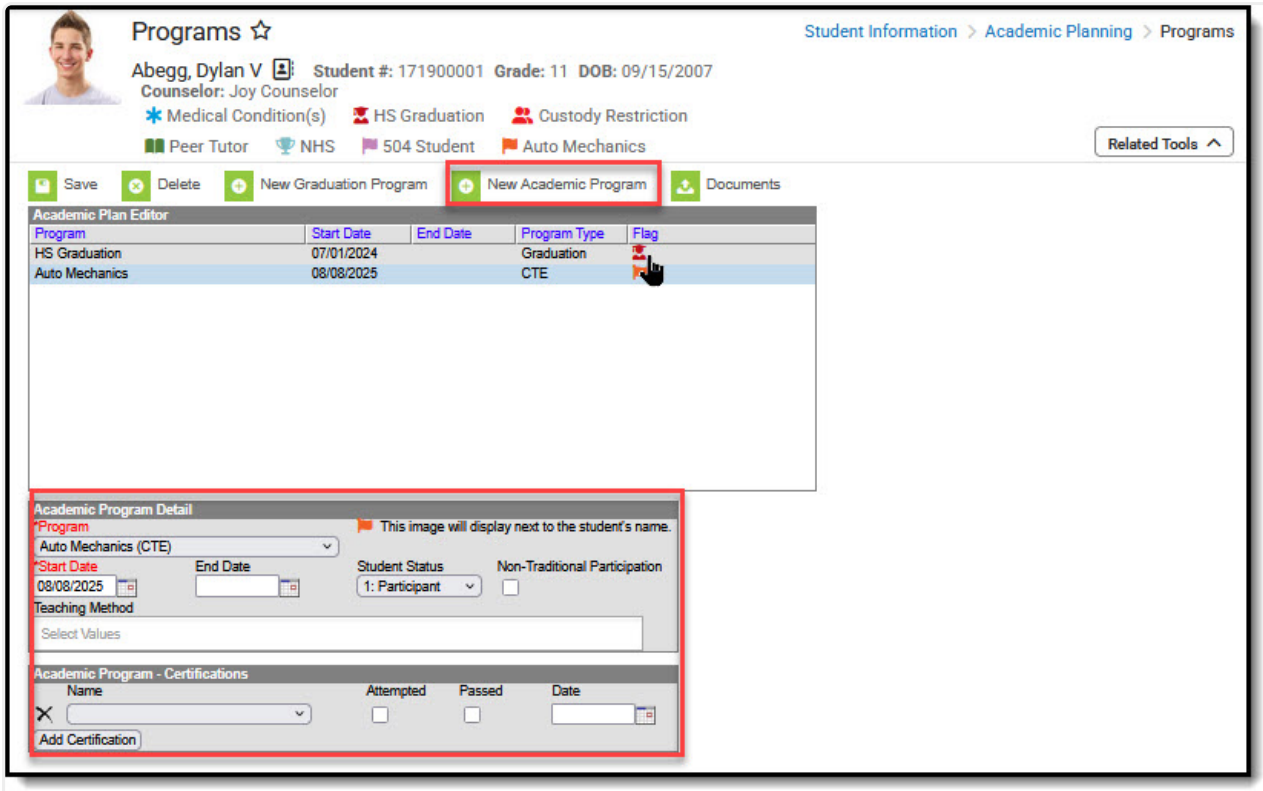
- **Academic Programs** define requirements for completion of the selected Academic program, including specific course requirements and any assessments/certificates needed for program completion.
- **Graduation Programs** are used to show a student's progress toward graduation based on the requirements entered for the program.

Use the Batch Program Assignment Wizard to manage assignment of programs to multiple students.

See the Programs (Academic Planning) Tool Rights article to learn about rights needed to use this tool.

Academic Programs

Students may have one or more Academic Programs assigned to them. See the Programs (Academic Planning) - Field Definitions article for more information about the fields found in this tool.



Academic Programs can be added to the list of programs associated with an individual student.

Add 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. Select the **Student Status** if appropriate**.**
6. Select the **Non-Traditional Participation** box if appropriate to indicate the student is outside of the participant norm.
7. If applicable, select the **Teaching Method** indicating how the student is instructed.
8. **Save** 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 Plan Editor, and when viewing the Program Detail.

Update Academic Program

1. Select the program from the **Academic Plan Editor**.
2. Add or update information. Enter **Certification** information if applicable.
3. If the program has been completed or the student is leaving the program, enter an **End Date**.
4. **Save** when finished.

Delete Academic Program

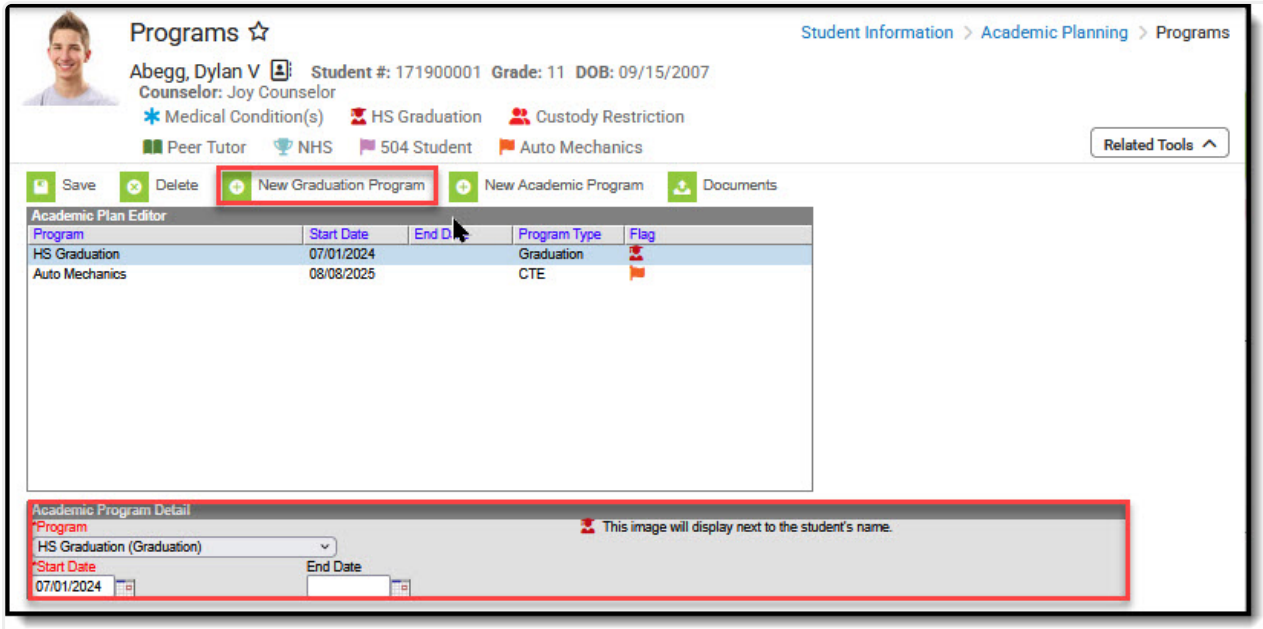
To delete a program for a student, select the entry to be deleted from the **Program Detail** area and click the **Delete** icon. This permanently removes the program from the student's record.

- The Delete option should only be used when a program was assigned in error.
- Use Start and End dates to indicate the duration of a student's participation in a program.

Graduation Programs

Things to note:

- A student may only have one graduation program assigned to them at a time.
- Assigning a new graduation program replaces the existing program, which may impact a student's course plan.
- End dating a Graduation Program and adding a new one removes the old program from the student's Plan Editor list.
- Deleting a student's graduation program will also delete planned courses in their Course Plan.



Graduation Programs can be added to the list of programs associated with an individual student.

Add Graduation Program

1. Select the **New Graduation Program** icon. A **Graduation Program Detail** table will appear below the **Program Editor**.
2. Select the **Graduation Program** to assign to the student from the dropdown list. If the item chosen is a flagged program, once selected a note to the right of that dropdown list will appear, indicating the image assigned to the program that will display next to the student's name.
3. Enter the **Start Date** for the program.
4. Click **Save** when finished.
5. 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 Graduation Program

1. Select the **Program** from the Program Editor.
2. In the Program Detail area, enter an **End Date** for the program.

Replace Graduation 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.
5. **Note that assigning a new Graduation Program may impact the student's Course Plan, if one exists.**

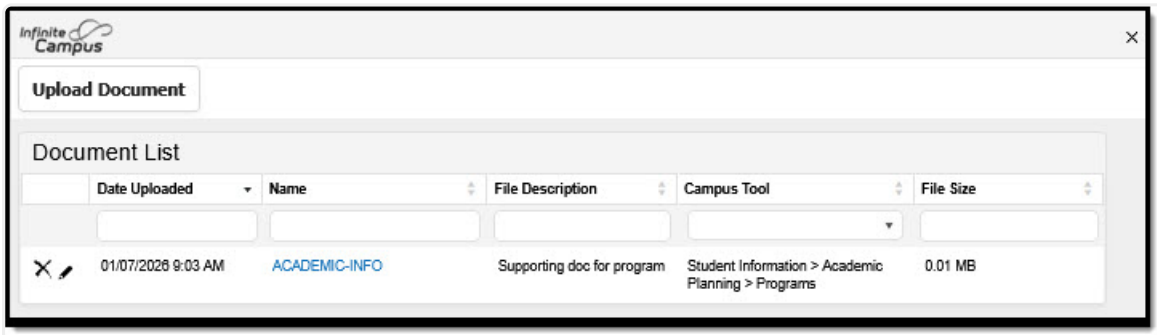
Delete Graduation Program

To delete a program for 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.

- The Delete option should only be used when a program was assigned in error.
- Start and End dates should be used to indicate the duration of a student's participation in a program.

Documents

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



Documents can be uploaded for individual students.

State-specific information

North Carolina Academic Programs: A **CTE Concentrator Override** field displays beneath the Program droplist. This field is used to indicate whether a student that would not be included via the automated process should be granted an override to be included as a concentrator. This field reports in the **Override** column of the NC CTE Extract.