

# Assign Credit Requirements

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Tool Search: Graduation Program Setup

Administrators can assign a required number of credits for a credit group. This allows Graduation Program requirements to be predicated upon completion of a certain number of courses in a specific Credit Group.

For example, if a requirement was that ninth graders must have completed at least two credits of English, there would be a 2 in the Credit Requirements field that corresponded to Grade 09 and Credit Type: English.

If you are using the Multiple Year Academic Planning functionality, see the **Best Practices** section.

# Graduation Programs ☆

Program Administration > Setup > Graduation Programs

Save New Program

Show District Programs

**Graduation Programs**

- [-] A-G Pathway
- [-] Computer Science Pathway
- [-] Elem
- [-] Graduation
  - [+] Credit Requirements
  - [-] Course Requirements
  - [-] Test Requirements
  - [-] Compound Requirements
  - [-] Career Tech Requirements
  - [-] GPA Requirements
  - [-] Course Plan Template

**+ Credit Requirements**

**Credit Requirements Detail - Graduation**

Credit Type	09	10	11	12	Total	Display Seq
Business/Career	0	0	0	1	1	7
Elective	0	0	0	0	0	10
English/Language Arts	1	1	1	1	4	1
Fine Arts	0	0	0	1	1	8
Mathematics	1	1	1	1	4	2
PE/Health	1	1	0	0	2	6
Science	1	1	1	1	4	4
Social Studies	1	1	1	0	3	3
Technology	0	0	0	1	1	5
Vocational	0	0	0	0	0	
World Language	0	0	0	2	2	9
<b>Total</b>	<b>5</b>	<b>5</b>	<b>4</b>	<b>8</b>	<b>22</b>	

*Credit Requirements for Graduation Programs*

Entered credit requirements by grade level are the suggested pacing for a student, not a hard requirement that must be followed. If a student wants to take all science requirements in one year, that can be done, if approved by the student's counselor.

The Year, School and Calendar, and Schedule Structure if applicable, must be selected in the Campus toolbar in order for credits to be assigned.

## Best Practices

- Credit requirements are assigned by the grade level and are the suggested pacing to the student, not hard requirements. It only matters that all credit requirements are completed by the end of student's high school career.
- If a Credit Type intentionally is not required for a certain grade level, that credit type does not

display in other program tools (Course Planner, Graduation Planning, etc.). A value must be entered for all credit types. For credit types where no requirement exists, enter '0'.

## Credit Requirement Layout

The name of the selected program displays just after the editor notes. Before making changes to any values assigned here, verify the desired program is selected.

+ Credit Requirements							
Credit Requirements Detail - HS Graduation Program							
Credit Type	08	09	10	11	12	Total	Display Seq
Art	0	1	0	0	0	1	
Business Education	0	0	1	0	0	1	
Careers	0	0	0	1	0	1	
Driver Education	0	0	0	0	1	1	
Family & Consumer Science	0	1	0	0	0	1	
Foreign Language	0	0	1	0	0	1	
Foreign Language	0	0	0	1	0	1	
Guidance	0	0	0	0	1	1	
Industrial Technology	0	1	0	0	0	1	
Language Arts	0	0	1	0	0	1	
Mathematics	0	0	0	1	0	1	
Music	0	0	0	0	1	1	
Other	0	1	0	0	0	1	
Physical Education	0	0	1	0	0	1	
Science	0	0	0	1	0	1	
Social Studies	0	0	0	0	1	1	
Social Studies	0	1	0	0	0	1	
Special Education	0	0	1	0	0	1	
Talented & Gifted	0	0	0	1	0	1	
<b>Total</b>	<b>0</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>4</b>	<b>19</b>	

*Credit Requirements Table - Program Name*

Credit Types display down the left-hand side of the grid, while grade levels appear in ascending sequence order to the right. Grade levels that have a sequence of zero are not included, as well as grade levels that are excluded from cumulative GPA/Class Rank calculations.

Credit Requirements							
Credit Requirements Detail - HS Graduation Program							
Credit Type	08	09	10	11	12	Total	Display Seq
Art	0	1	0	0	0	1	
Business Education	0	0	1	0	0	1	
Careers	0	0	0	1	0	1	
Driver Education	0	0	0	0	1	1	
Family & Consumer Science	0	1	0	0	0	1	
Foreign Language	0	0	1	0	0	1	
Foreign Language	0	0	0	1	0	1	
Guidance	0	0	0	0	1	1	
Industrial Technology	0	1	0	0	0	1	
Language Arts	0	0	1	0	0	1	
Mathematics	0	0	0	1	0	1	
Music	0	0	0	0	1	1	
Other	0	1	0	0	0	1	
Physical Education	0	0	1	0	0	1	
Science	0	0	0	1	0	1	
Social Studies	0	0	0	0	1	1	
Social Studies	0	1	0	0	0	1	
Special Education	0	0	1	0	0	1	
Talented & Gifted	0	0	0	1	0	1	
<b>Total</b>	<b>0</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>4</b>	<b>19</b>	

Credit Requirements - Credit Types

Credits are totaled by grade level going down each credit type and across each credit type. An overall total column displays to the right, allowing users to see the entered totals by credit type and by grade level. The very last total cell is the total number of credits a student must have in the selected program.

Credit Requirements							
Credit Requirements Detail - HS Graduation Program							
Credit Type	08	09	10	11	12	Total	Display Seq
Art	0	1	0	0	0	1	
Business Education	0	0	1	0	0	1	
Careers	0	0	0	1	0	1	
Driver Education	0	0	0	0	1	1	
Family & Consumer Science	0	1	0	0	0	1	
Foreign Language	0	0	1	0	0	1	
Foreign Language	0	0	0	1	0	1	
Guidance	0	0	0	0	1	1	
Industrial Technology	0	1	0	0	0	1	
Language Arts	0	0	1	0	0	1	
Mathematics	0	0	0	1	0	1	
Music	0	0	0	0	1	1	
Other	0	1	0	0	0	1	
Physical Education	0	0	1	0	0	1	
Science	0	0	0	1	0	1	
Social Studies	0	0	0	0	1	1	
Social Studies	0	1	0	0	0	1	
Special Education	0	0	1	0	0	1	
Talented & Gifted	0	0	0	1	0	1	
<b>Total</b>	<b>0</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>4</b>	<b>19</b>	

Grade Level Totals

**Totals** are calculated by the grade levels (Total row across the bottom) and the Credit Type (Total

column on the right), giving a total number of credits the student must have in order to meet the program requirements.

+ Credit Requirements							
Credit Requirements Detail - HS Graduation Program							
Credit Type	08	09	10	11	12	Total	Display Seq
Art	0	1	0	0	0	1	
Business Education	0	0	1	0	0	1	
Careers	0	0	0	1	0	1	
Driver Education	0	0	0	0	1	1	
Family & Consumer Science	0	1	0	0	0	1	
Foreign Language	0	0	1	0	0	1	
Foreign Language	0	0	0	1	0	1	
Guidance	0	0	0	0	1	1	
Industrial Technology	0	1	0	0	0	1	
Language Arts	0	0	1	0	0	1	
Mathematics	0	0	0	1	0	1	
Music	0	0	0	0	1	1	
Other	0	1	0	0	0	1	
Physical Education	0	0	1	0	0	1	
Science	0	0	0	1	0	1	
Social Studies	0	0	0	0	1	1	
Social Studies	0	1	0	0	0	1	
Special Education	0	0	1	0	0	1	
Talented & Gifted	0	0	0	1	0	1	
<b>Total</b>	<b>0</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>4</b>	<b>19</b>	

*Credit Type and Grade Level Totals*

The **Display Sequence** column determines the order Credit Types display on the Course Plan tool, the Grad Progress tool, and the Academic Planning and Graduation Progress on the Portal. It is also used to order the Credit Types on the Academic Plan Progress Report, the Course Plan Report and in the Transcript Credit Summary display. If no value is entered, credit types display in alphabetic order.

Credit Requirements							
Credit Requirements Detail - HS Graduation Program							
Credit Type	08	09	10	11	12	Total	Display Seq
Art	0	1	0	0	0	1	5
Business Education	0	0	1	0	0	1	10
Careers	0	0	0	1	0	1	1
Driver Education	0	0	0	0	1	1	
Family & Consumer Science	0	1	0	0	0	1	
Foreign Language	0	0	1	0	0	1	
Foreign Language	0	0	0	1	0	1	
Guidance	0	0	0	0	1	1	
Industrial Technology	0	1	0	0	0	1	
Language Arts	0	0	1	0	0	1	
Mathematics	0	0	0	1	0	1	
Music	0	0	0	0	1	1	
Other	0	1	0	0	0	1	
Physical Education	0	0	1	0	0	1	
Science	0	0	0	1	0	1	
Social Studies	0	0	0	0	1	1	
Social Studies	0	1	0	0	0	1	
Special Education	0	0	1	0	0	1	
Talented & Gifted	0	0	0	1	0	1	
<b>Total</b>	<b>0</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>4</b>	<b>19</b>	

Display Sequence

Credit Requirements Table - Display Sequence

## Assign Credit Requirements to a Program

1. Select the specific Program from the Graduation Programs tree and expand the options.
2. Select **Credit Requirements**. A credit group matrix displays.
3. For each credit type, click in the corresponding grade level cell and enter the number of credits a student must achieve. The entered value must be a positive number (no negative signs) up to six digits (3 before a decimal, 3 after a decimal).
4. Click the **Save** icon when finished. The total credits for each type and grade level is totaled after saving.

When the Graduation Program is created, use the [Batch Assignment Tool](#) to assign the graduation program to students en masse, or assign the program to just one student on the Program tab located in [Academic Planning](#).

If there are no credits entered for a credit type, that type does not display on Graduation Progress, Course Planner tabs, the Academic Program Transcript Credit Summary or the Portal unless that credit type also has a Display Sequence entered.

## Credit Requirement Validations

The following validations occur when entered credit requirements are saved:

Validation	Description
<b>Invalid Grade Levels</b>	<p>Grade levels in the Credit Requirements grid are validated against the selected calendar.</p> <p>If grade levels do not match, a warning message displays indicating that credit requirements have already been created for the selected program with different grade levels. Users can overwrite the entries by clicking ok or canceling the entered amounts.</p>
<b>Invalid Credit Amounts</b>	<p>If a non-numeric value is entered, a warning message displays.</p> <p>If a cell is null or blank, a warning message displays.</p> <p>If a value larger than six digits is entered, a warning message displays.</p> <p>If a negative value is entered, a warning message displays.</p>
<b>Invalid Display Sequences</b>	<p>If an incorrect numeric value is entered (not between 0 and 255), a warning message displays.</p> <p>If a non-numeric value is entered, a warning message displays.</p> <p>If a negative number is entered, a warning message displays.</p>