Copying an Academic Program

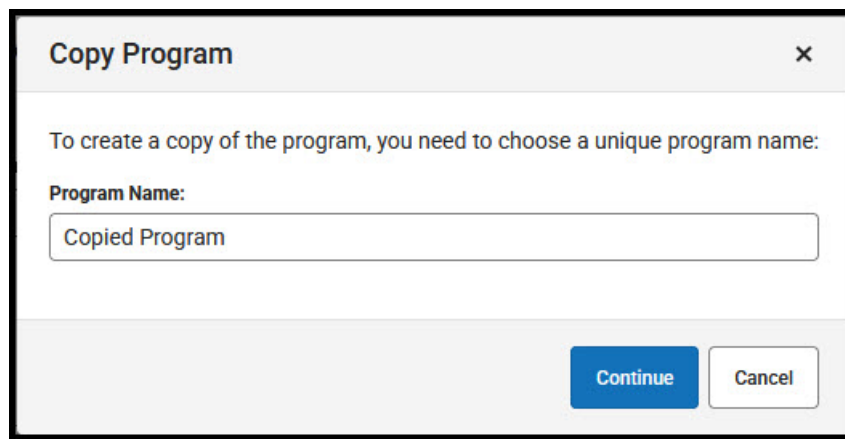Last Modified on 06/05/2025 1:03 pm CDT

Tool Search: Academic and Graduation Programs

Copying an Academic or Graduation Program creates an exact copy of the chosen program with a different name. All requirements and the Course Plan Template for the selected program are also copied.

1. To copy a program, be sure **Academic** is toggled ON in the upper-right corner of the main Academic and Graduation Programs screen.

Graduation	Academic

2. Next, select the program to copy from the **Academic Programs** list.
3. Once the appropriate program is open and the Program Details screen for it displays, press **Copy** at the bottom of the screen.

4. In the Copy Program screen, enter a new, unique **Program Name** for the copied program. This name must be unique and cannot be the same as any existing flag, program, graduation program, or academic program. Once finished, press **Continue**.
5. The Program Details screen for the newly copied program displays. The copied program contains the exact information from the original program with the exception of a new name.
6. Review the information and make any adjustments needed for this copied program.
7. When finished, press **Save & Close** to return to the main screen. The copied program appears in the list of Academic Programs.