

Copying a Graduation Program

Last Modified on 06/05/2025 1:02 pm CDT

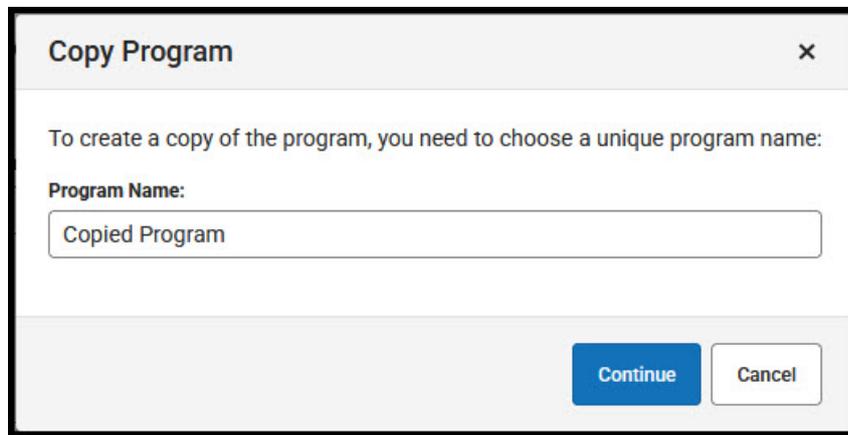
Tool Search: Academic and Graduation Programs

Copying a 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 **Graduation** is toggled ON in the upper-right corner of the main Academic and Graduation Programs screen.



2. Next, select the program to copy from the **Graduation 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.



The image shows a dialog box titled 'Copy Program' with a close button (X) in the top right corner. The main text reads: 'To create a copy of the program, you need to choose a unique program name:'. Below this is a label 'Program Name:' followed by a text input field containing the text 'Copied Program'. At the bottom right of the dialog are two buttons: 'Continue' (in blue) and 'Cancel' (in white).

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 Graduation Programs.