Academic and Graduation Programs: Academic Program Setup

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Student Information > Program Administration > Academic and Graduation Programs

Academic Programs define criteria used to determine student completion of the selected Academic Program, including specific course requirements and any assessments/certificates needed for program completion.

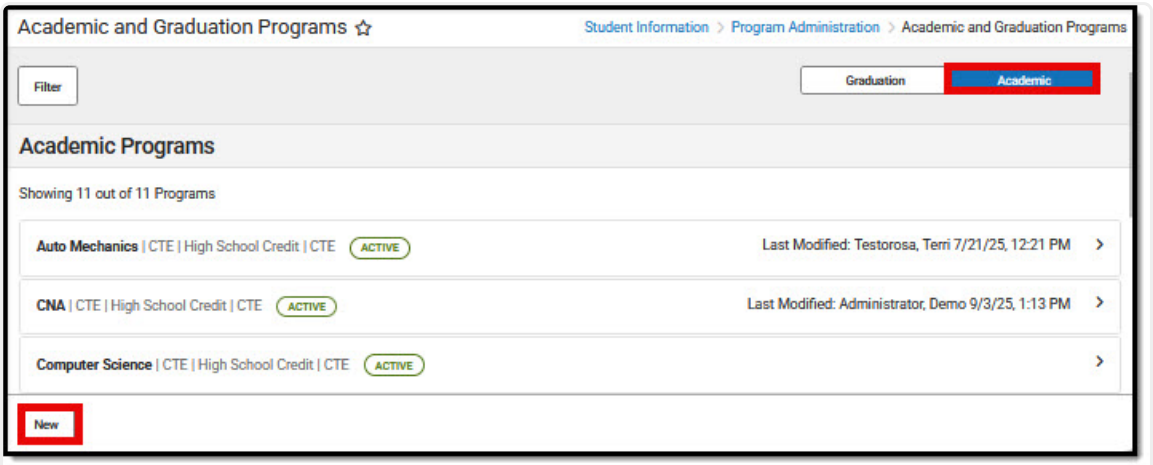
This article describes how to create a new Academic Program.

See the Academic and Graduation Programs: Academic Program Fields article for more detailed information about fields found in this tool.
See the Academic and Graduation Programs (State Edition) article if you are a State Edition user (currently North Carolina only).

See the Academic and Graduation Programs Tool Rights article to learn about rights needed to use this tool.

Add new Academic Program

Existing programs display in the Academic Programs list. Active programs are at the top of the list.



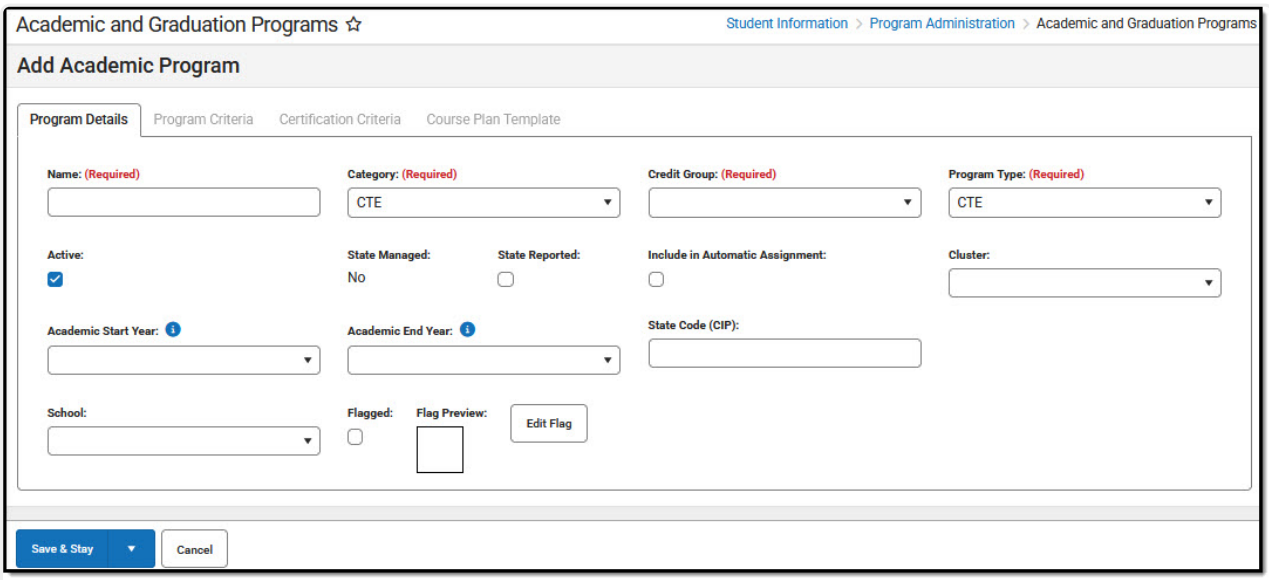
Academic Programs are added in the Academic and Graduation Programs tool.

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

2. Select **New** in the lower left corner of the screen to display the Add Academic Program: Program Details editor.

Program details

Program Details must be entered and saved before entering any other program criteria.



Add a new Academic Program, then fill out details.

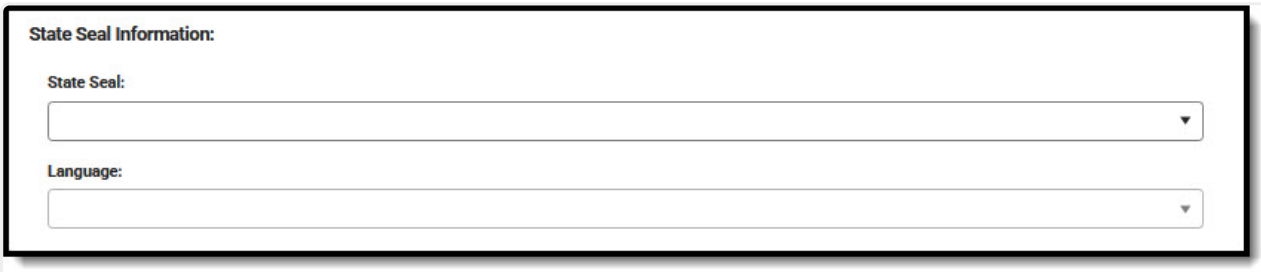
1. By default, the program is marked **Active**. This can be unmarked. When saved, active programs are available to assign to students.
2. Enter the program details. Required fields must be populated to save the record.
    - **Name**: descriptive, unique name up to 50 characters
    - **Category**: program classification
    - **Credit Group**: determines Credit Types available when setting and viewing credit and course requirements
    - **Program Type:** classification used for internal and external reporting purposes
    - **State Reported**: mark if program is reported in state extracts
    - **Include in Automatic Assignment**: allows this program to be selected for automatic assignment (see the Batch Program Assignment Wizard article to learn about Automatic Assignment)
    - **Cluster**: indicates focus of program
    - **Academic Start/End Year:** select a year to limit eligible students based on NCLB cohort start/end year, or leave blank to allow all students to participate
    - **State Code (CIP)**: enter the code used to identify the program (some states use CIP code, others may use the text field for other program identifiers)
    - **School**: if populated, program is only available to students enrolled at the selected school
    - **Flag Options**: allows choice of a flag to display next to the name of any student actively assigned to the program
3. Choose a **Save** option. Program Details must be save before a user is allowed to enter additional program criteria.
    - **Save & Stay**: save all changes and remain on the Program Details screen
    - **Save & Close**: save the changes and return to the main screen

- **Cancel:** return to the main screen without saving the changes

4. Once saved, the new program appears in the list of **Academic Programs** on the main screen.
5. Add **Program Criteria**, **Certification Criteria**, and/or **Course Plan Template** information as necessary for the new program. Choose a **Save** option before moving from one screen to another.

State seal information

When **Program Type: Seal** is selected, State Seal Information fields display at the bottom of the Program Details editor for users to populate. These fields may vary by state.

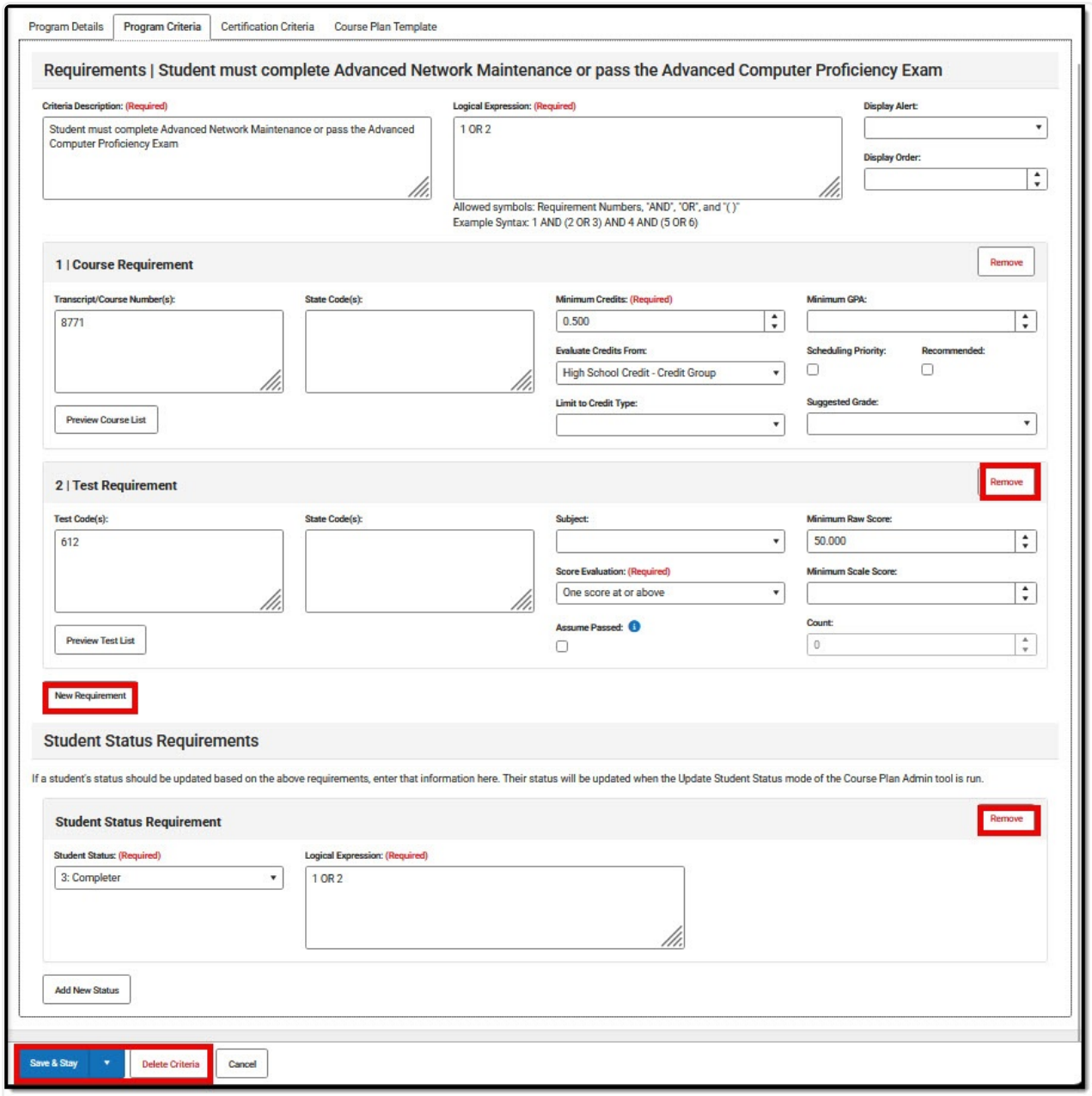


State Seal Information fields can vary by state.

Program criteria

Program criteria allow for setting course, test, GPA, Academic Program, or Child Program requirements or any combination thereof to evaluate the student on the successful passing of a requirement. For example, a student may meet a requirement by passing a specific course OR passing a test.

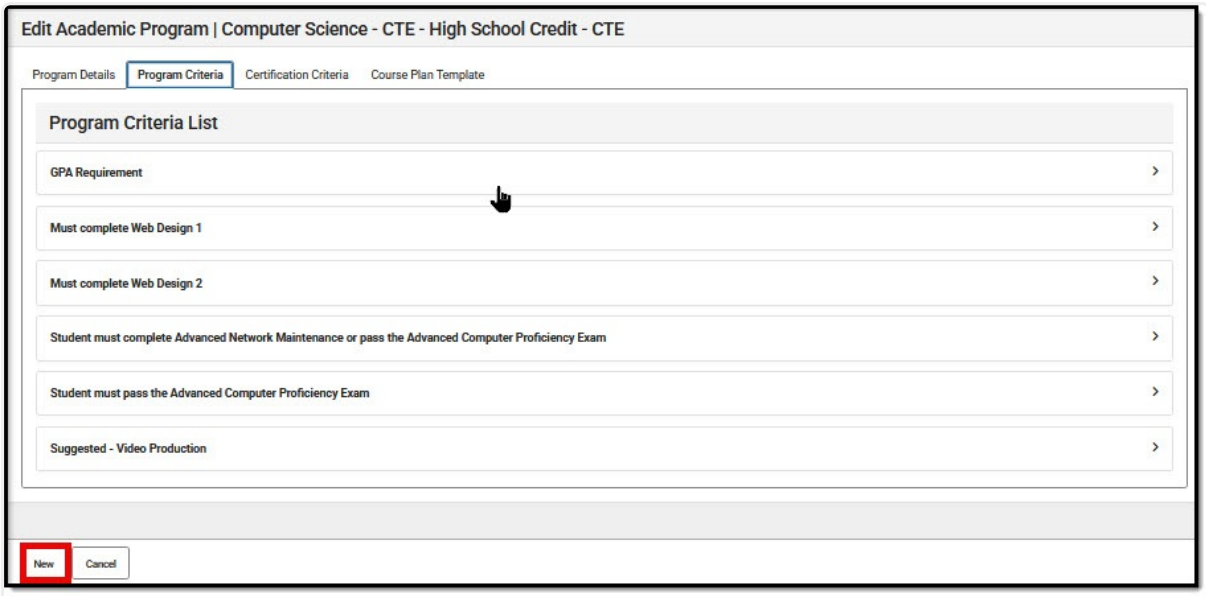
The screenshot below provides an example of an overall requirement that has been set for an Academic Program.



Program Criteria must be entered when creating a new program.

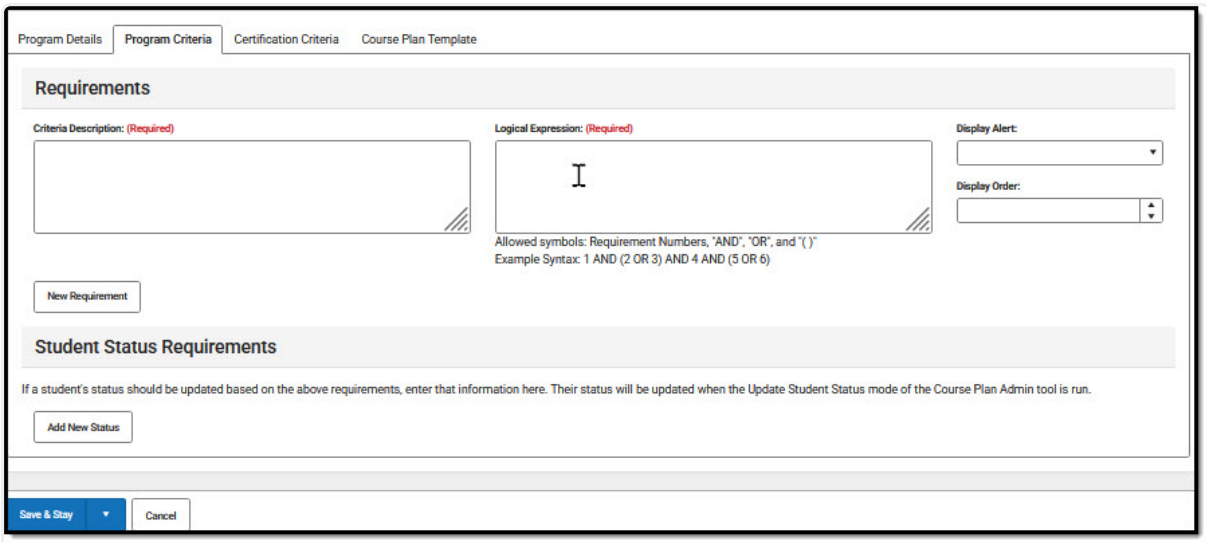
New program criteria

1. Select the **Program Criteria** tab. For new programs, the Program Criteria list displays "No Criteria to Display" until criteria are added. As requirements are added, they will display in the list as shown in the screen capture below.



New criteria can be selected and added for each program.

2. Select **New** in the lower left corner to display the Program Criteria editor.
3. This is what the initial screen looks like when creating a new requirement. After setting the top level requirements, you will use New Requirement to add **Course, Test, GPA, Academic Program**, and/or **Child Program Criteria** that will be used to determine whether the overall requirement has been met.



Requirements can be added as needed for each program.

4. Enter a descriptive name in the **Criteria Description** field. This name displays in the Program Criteria List when saved.
5. **Logical Expression** sets the AND/OR parameters for determining whether this requirement has been met. Requirements are numbered as they are added, and those numbers are used in Logical Expression. For example, if two requirements are being set (first, a Course Requirement; second, a Test Requirement), and either one can be used to meet the overall requirement, Logical Expression will be entered as 1 OR 2.
6. **Display Alert** provides a way to display alert messages on a student's Course Plan and Graduation Plan Progress Report when requirement deficiencies exist for the selected credit type.
7. **Display Order** is optional and can be used to sequence the order in which all the overall

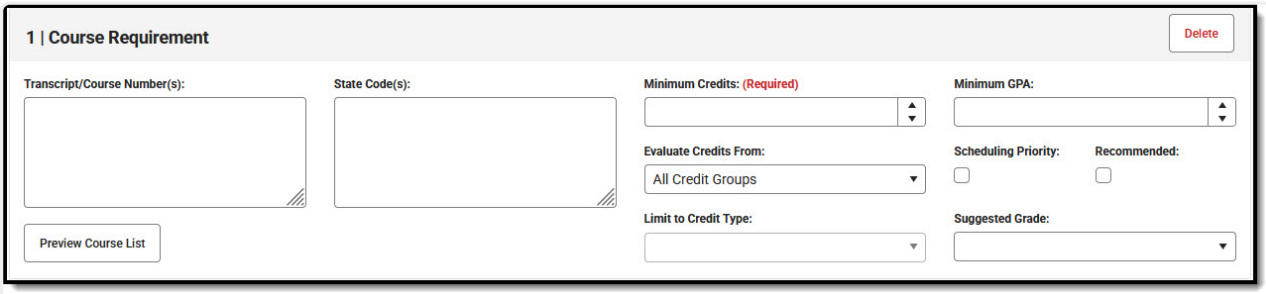
requirements display in the Program Criteria list if desired.

8. Click **New Requirement**, then choose the requirement type you wish to enter. **See the instructions below to learn how to enter each type of New Requirement.**
9. Once all requirements have been entered, choose a **Save** option.

New requirement - course

Course requirements define specific courses that must be completed and allow requirements to include courses from multiple credit types.

Changing courses affects the interpretation of academic plan requirements. If course numbers are changed in the course catalog and are not updated in Academic Plan Course Requirements, the Program will continue to reference the original courses, resulting in inaccurate progress tracking.



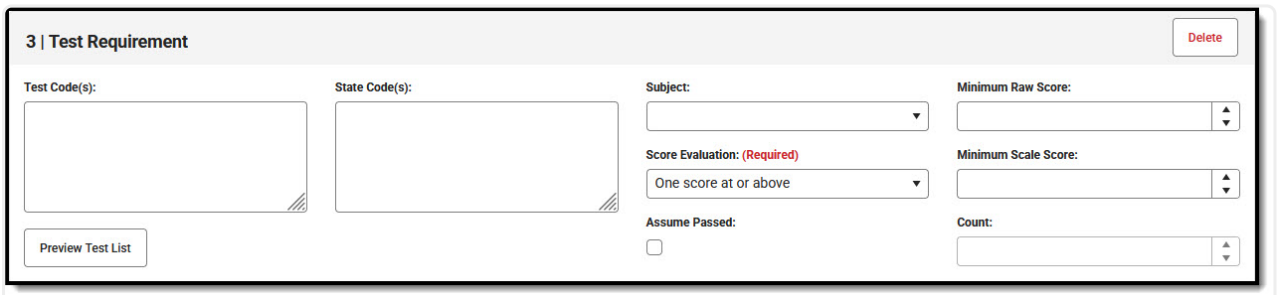
Course requirements can be added for a program.

Ensure the correct Year, School and Calendar is selected in the Campus toolbar.

1. To add course requirements to the program, press the **New Requirement** button and select **Course** from the displayed list.
2. Enter the **Transcript/Course Number(s)** for the requirement. Use **Preview Course List** to verify.
3. Enter a **State Code** for the requirements if desired.
4. Enter the **Minimum Credits** fa student must receive on completion of the course. This is a required field.
5. Enter the **Minimum GPA** the student must achieve for this requirement, or leave blank if not applicable.
6. If you wish to determine a credit category where requirement deficiencies exist and display them in student Course Plan and Academic Plan Progress Report, select the **Evaluate Credits From** option, and then select the desired Credit Type from the **Limit Credit Type** dropdown.
7. Mark the **Scheduling Priority** checkbox if you wish students with this requirement to receive priority when this course is scheduled.
8. Mark the **Recommended** checkbox if you wish this course to be a suggestion rather than a requirement.
9. Select a **Suggested Grade level**, if needed.

New requirement - test

The Test Requirements tool can align specific tests students are required to pass with an Academic Program. The user must have the Test Code or State Code for the test being applied to apply the requirements.

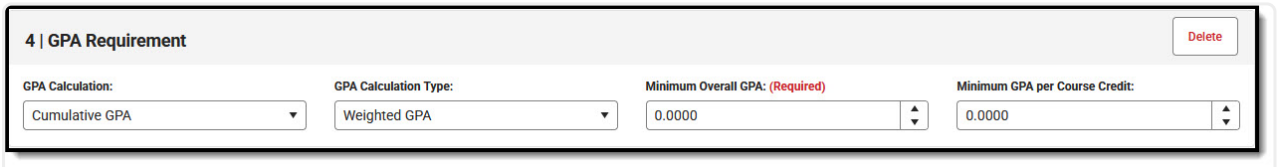


Test requirements can be added if appropriate.

1. To add test requirements to the program, press the **New Requirement** button and select **Test** from the displayed list.
2. Required fields must be populated. Populate remaining fields according to what is needed for the requirement.
3. Enter the **Test Codes** for the program. Use **Preview Test List** to verify.
4. Enter the **State Codes** for the program.
5. Enter the **Subject** for the test requirement.
6. Select the desired **Score Evaluation** for the test requirement. This is a required field.
7. Enter the **Minimum Raw Score** for the test requirement, if applicable.
8. Enter the **Minimum Scale Score** for the test requirement, if applicable.
9. Mark the **Assume Passed** option if desired.
10. Enter the **Count** for the test requirement, if applicable.

New requirement - GPA

The GPA (Grade Point Average) Requirements editor indicates the overall GPA and GPA per course credit the student in this program needs to successfully complete the program's requirements.



GPA requirements can be added if appropriate.

GPA Requirements associated with an academic program are only used to track progress for the academic program. It does not affect enrollment end status assignment on an enrollment record.

Be aware of any state requirements in place for certain programs. For example, in order for a student to receive a diploma, the Unweighted GPA 4.0 scale might have to be used, but for actual successful program completion, the student may need to get a B (3.0) or higher for advanced courses.

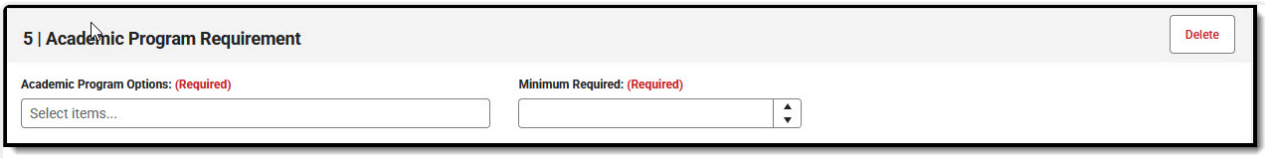
Also note that Custom GPAs can be created for use with the Academic Program. If desired, specific courses can be associated with the Custom GPA.

See the GPA Calculations in Campus article for additional GPA information.

1. To add GPA requirements to the program, press the **New Requirement** button and select **GPA** from the displayed list.
2. Select the desired **GPA Calculation** from the dropdown list.
3. Select the desired **GPA Calculation Type** from the dropdown list.
4. Enter the **Minimum Overall GPA** value for this program.
5. Enter the **Minimum GPA per Course Credit** value for this program.

New requirement - academic program

Academic Program Requirements list any Academic Programs a student must take in order to meet the requirements of their Graduation Program. Students must also be assigned to the Academic Program(s) and plan enough courses to complete the minimum number of required Academic Programs to satisfy the requirement.



Add requirements students must meet for the program.

1. To add GPA requirements to the program, press the **New Requirement** button and select **GPA** from the displayed list.
2. Select the desired **AcademicProgram Options**. This is a required field.
3. Enter the **Minimum Required** for the entered description. This is a required field.

New requirement - child criteria

Stand-alone program criteria can be used as *Child Requirements* for evaluation of one criteria in comparison to another criteria. For example, when mathematics program criteria is created, it can be included as a *Child Requirement* to the STEAM program criteria grouping. Using a Child requirement, staff, students and parents can quickly identify whether or not the student is successfully completing the requirements of the Program and where to focus more effort.
Additionally, Child Criteria can be used as a way to gauge student progress towards Scholarship requirements and other Academic Plans.

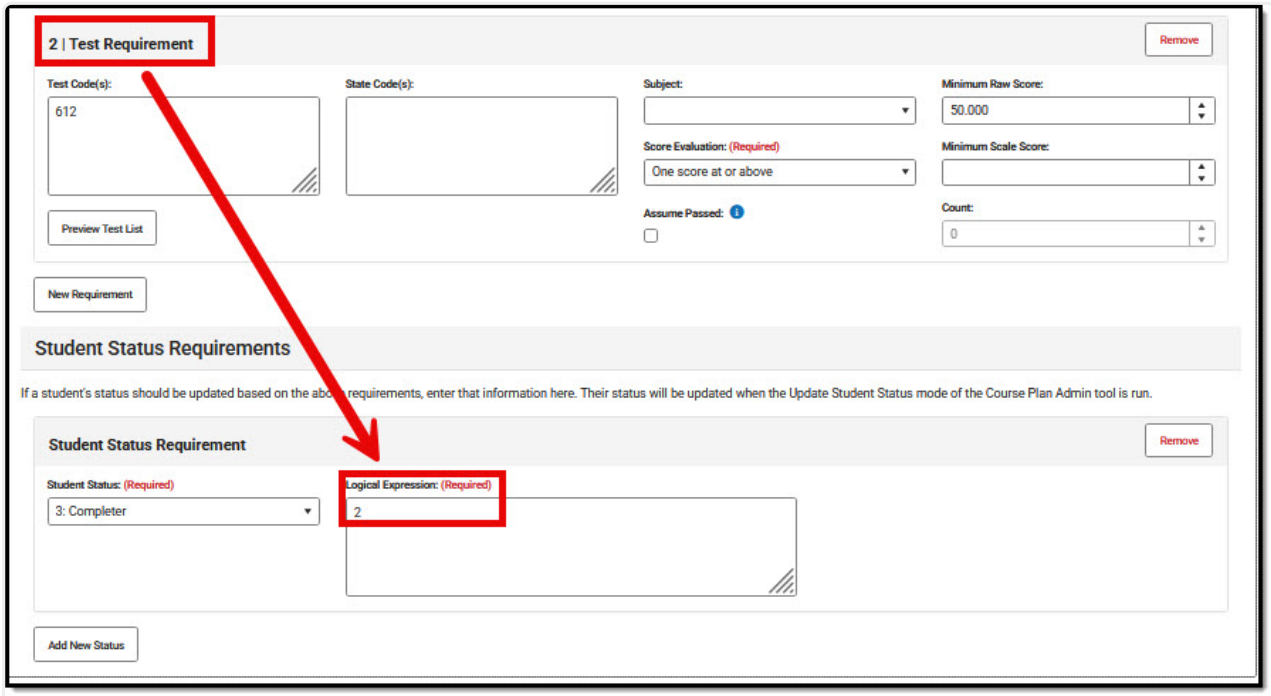
Add stand-alone child program criteria.

When creating program criteria, C*hild Criteria* are created first and attached to the *Parent Criteria*. To begin creating a Child Criteria select "New Child Criteria."

Once all **Child** Criteria are created the **Parent** Criteria can be built. Using the dropdown box, link each child to the parent and create a Logical Expression to define relationships using an AND and OR statement.

Student status requirements

Student Status Requirements update a student's status in the program based on requirements as indicated. Student Status options may vary by state.

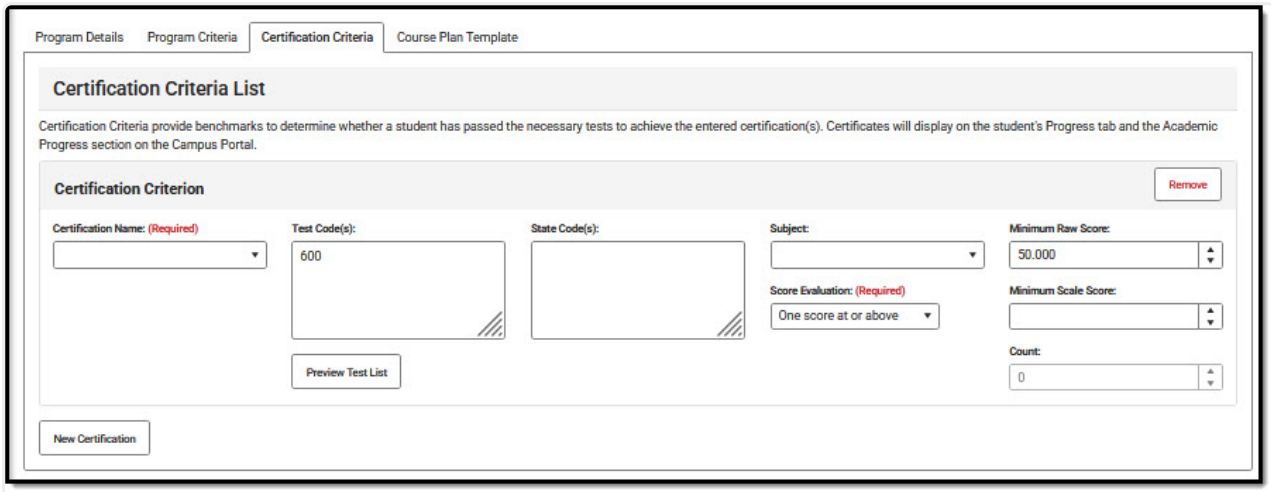


Student status can be updated based on requirements being set.

1. **Add New Status** if a student's status should be updated based on any of the requirements being set.
2. Select the **Status** that should be assigned based on achievement of the indicated requirement.
3. Indicate the requirement in **Logical Expression**.

Certification criteria

Students may be able to earn certifications for passing assessments related to academic programs. The **Certification Criteria** section within **Academic Program Setup** allows users to define specific assessments and the scores needed for certification in relation to an academic program. After **Certification Criteria** has been set up, certifications can be batch added to students using the Course Plan Administration tool in the **Post certifications** mode.

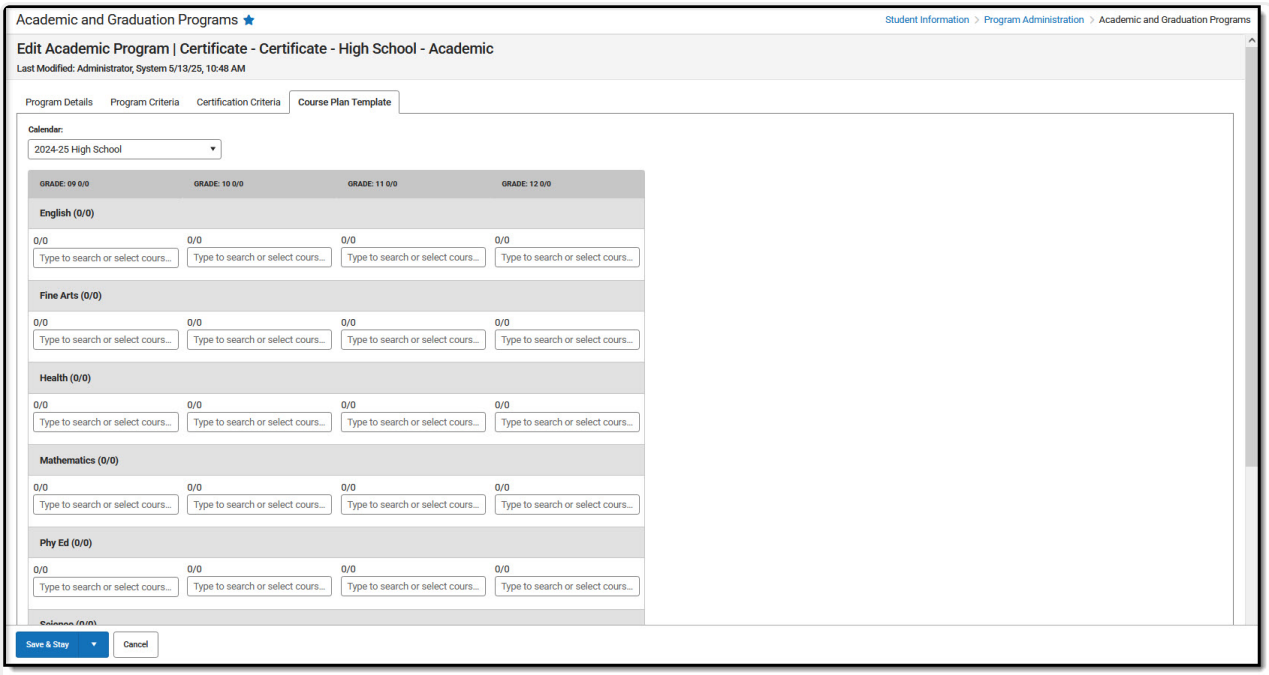


Certification criteria provide benchmarks toward achieving certifications.

1. Select the **Certification Criteria** tab.
2. Select a **Certification Name** from the drop list to select the certificate for the program. This list is populated in the Core Attribute/Dictionary under Program Participation > Certification Name.
3. If applicable, enter the **Test Code(s)** for the program. **A value must be entered in either this field or the State Code field.**
4. If applicable, enter the **State Code(s)** for the program. **A value must be entered in either this field or the Test Code field.**
5. From the **Subject** drop-list, select the subject of the test requirement.
6. Click the **Preview Test List** link to verify all appropriate tests are added.
7. Select the desired **Score Evaluation** for the test requirement.
8. Enter the **Minimum Raw Score** for the test requirement, if applicable.
9. Enter the **Minimum Scale Score** for the test requirement, if applicable.
10. Enter the **Count** for the test requirement, if applicable.
11. Click the **New Certification** button to add additional test requirements to the Academic Program.
12. When finished, select a **Save** option.

Course plan template

The Course Plan Template allows counselors/administrators to mass add courses to a student's Course Plan. For example, a graduation program for incoming eighth graders contains all of the core courses high school students must take and pass over the next four years. Instead of adding those courses individually for each student, administrators can create course plans for that specific program. When students are assigned to the program, the Academic Planner automatically adds the courses from the Course Plan Template into each student's Course Plan.



Mass add courses to a course plan.

The Course Plan displays the Credit Types and how many credits of each type are planned vs. required to be earned at each grade level of the assigned Graduation Plan.

1. Fields for each grade level are found under each credit type.
2. Click the field corresponding to a credit type and grade level (e.g. Mathematics/Grade 09)
3. Select or search for and select the desired course(s).
    - Credits assigned to a course appear after the course name.
    - Selected courses display in the field
    - Credits needed vs. credits
4. Add enough credits for future years as needed. When the student has met the number of requirements, the alert that displays for each credit type stating not enough credits are selected disappears.
5. Repeat these steps for each credit type. At the end of the process, the student should have a clear idea of what courses he will be taking in each grade level.
6. Note that courses available for selection in the **Non-credit** category are those that do not have a credit amount and/or department assigned to them. This allows courses such as Study Hall or other options that don't earn credit or don't involve instruction to be added to a student's course plan.
7. Click the **Save** icon when finished. A confirmation appears that also serves as a notification when there are plan requirements that have not been met.

Modifications for individual students

Additional courses the student plans for outside of this template can be added by the student on the Portal using the Academic Planner tool. Counselors can use the Course Plan tool in Academic Planning to add any additional courses to a student's plan.

Students who need to alter the plan defined in the course template can make the necessary changes. Students may also enroll in courses at grade levels different from the plan suggestions. If

the template indicates that Algebra I be taken in 9th grade, but the student successfully completed that course in 8th grade, the 9th grade math course might instead be Geometry, which is planned for 10th grade.

When planning for the current year, course plan templates apply any course on the template for a student who meets the current year planning requirements (no scheduled courses for the current year, no transcript courses for the current year). If planned courses already exist for students in the current year grade level, the Course Plan Template does not apply course plans to the current year grade level. See the Course Plan article for more information on planning for the current year.

Best practices

This tool is best used for incoming 9th-grade students who do not have any existing scores posted to a transcript from a previous high school enrollment. When a program is assigned to a student, students are assigned this template, along with the other program requirements (course requirements, test requirements, etc.). Course Plan Template courses are automatically added to the student's Course Plan tab. If the student is assigned both a graduation program and an academic program, the academic program courses also display on the Course Plan tab.

Course Plan Templates only add a planned course into a cell if nothing is previously planned or added to the student's transcript. The Course Plan Template only adds courses to the Course Plan if the box in the Credit Type and Year is blank. **It does not append/overwrite if there is a planned course or a course on the transcript in that credit type/year.**

This tool can also be used for students who already have scores posted to their transcript. The course plan template does not add courses to an already completed grade level (ended enrollment). If a student transfers from another high school in their junior year, and has transcript records for their freshman and sophomore year, courses on the template for the junior and senior year are added to the transfer student's course plan for Grades 11 and 12. The columns for Grades 09 and 10 contain the transcript information (from the transfer courses).

Things to know

For courses like Band or Choir, or other courses that can be taken multiple times throughout a student's high school career, make sure these sorts of courses are marked as **Repeatable**. Another option is to set these courses up as individual courses for each grade level. 9th graders would have a Band: Grade 09 course, 10th graders would have a Band: Grade 10 course, etc. The Course Plan Template will NOT add a course to a student's existing plan, which means a repeatable course would not be added.

If the student has already planned courses for future grade levels in a certain credit area, courses from the plan template are not added for that area. If a student already has transcript scores for a course in the plan, it is not added again.

Courses in which the student is already scheduled are not added to the course plan.

The plan template does not allow locked Courses. This action is only available to a counselor on the student's Course Plan tab.

Using Course Plan Templates is a plan for students' graduation or career tech program. This is not a tool to mass-assign actual courses to student schedules. That process is performed using the Scheduling Board and other Scheduling tools.

Warnings/alerts/errors

Just like alerts display on a student's Course Plan, alerts display on the Course Plan Template when a Planning Rule is violated during the template's creation. Each time a change is made to the Course Plan, all rules and requirements are reevaluated, and updated alerts and messages are displayed. The plan does not need to be saved to show these alerts. When the alerts have been satisfied, they are automatically removed.

Counselors can still save course plans when alerts and warnings exist.

Warnings display when:

- There is a failure in the template that prohibits the student from modifying and saving their course plan.

Alerts display when:

- A grade does not have enough credits planned.
- A credit type does not have enough credits planned.

> Students with an Academic Plan containing an error are not able to save changes made to their course plan from the Portal.

Certain Portal Display Options apply here that can be turned on or off to show these rules.

- When the **Enforce All Rules** option is marked as part of the Academic Planner option, students can only save their academic plan if it meets ALL established requirements and planning rules.
- When the **Enforce All Rules** option is NOT marked, students can save their plan without meeting all requirements, but all planning rules must be met. Warning messages from failed requirements and failed planning rules display so users can see the issues while saving the entry.