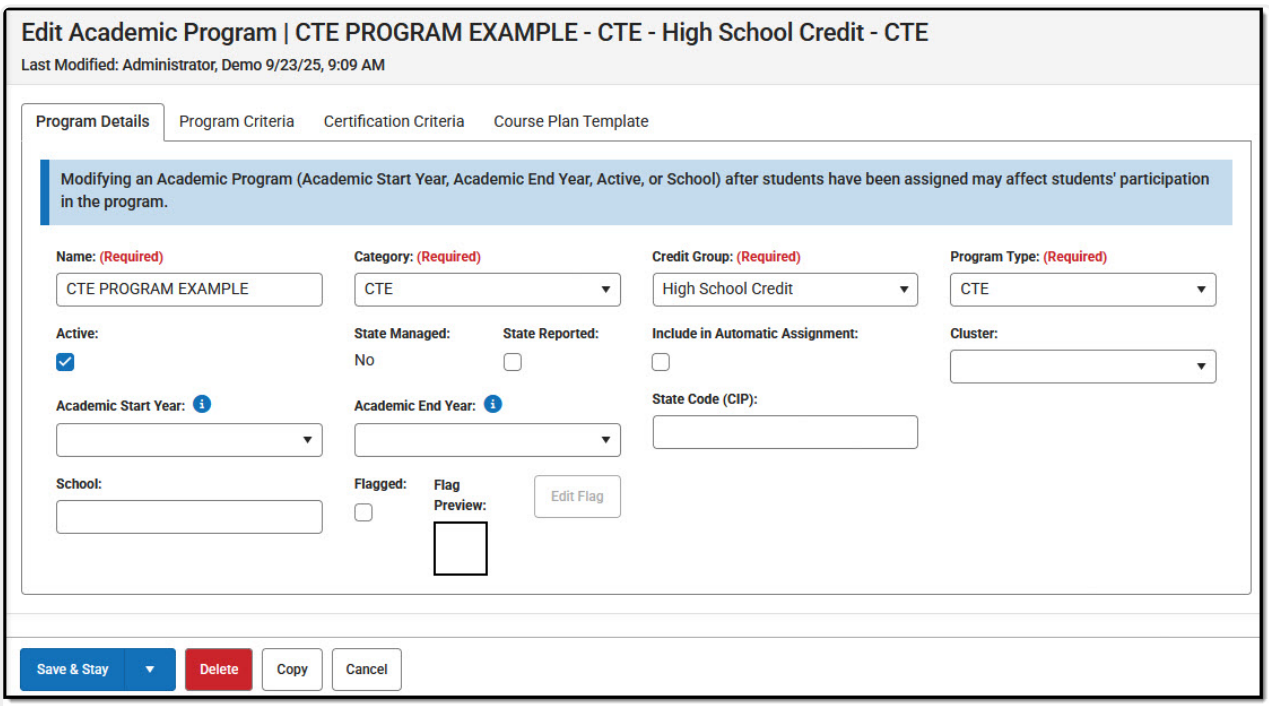
Academic and Graduation Programs: Academic Program Fields

Last Modified on 11/09/2026 1:58 pm CST

Student Information > Program Administration > Academic and Graduation Programs

This article contains tables detailing descriptions of all the Academic Program fields found in this tool. Some fields may vary by state. See the Academic and Graduation Programs: Academic Program Setup article to learn how to use this tool to create new Academic Programs.

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



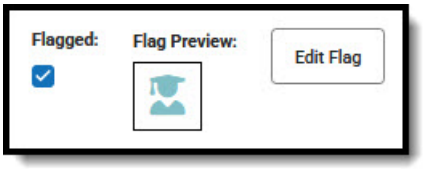
These fields are used to enter program details.

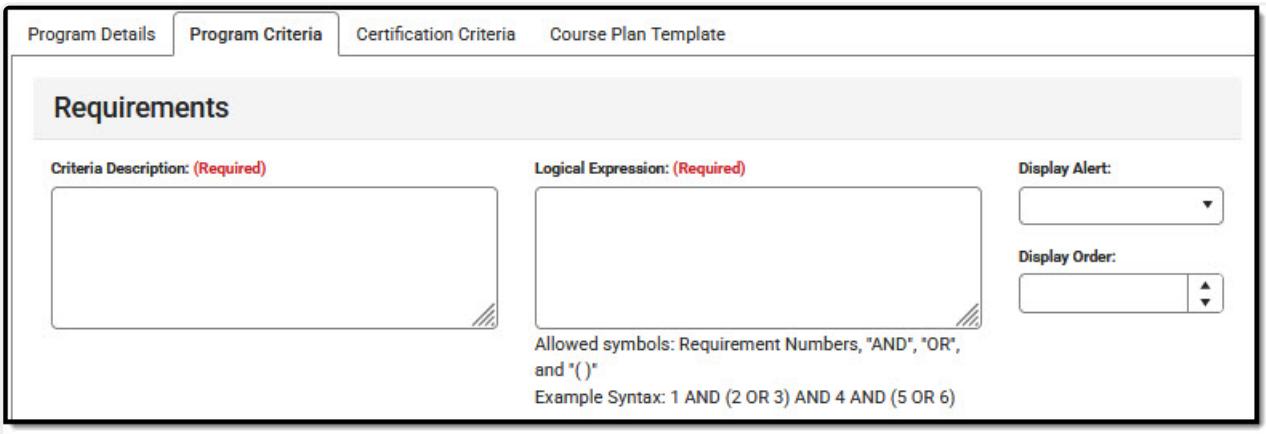
Program details fields

These are the fields found in the Program Details editor. At minimum, the required fields in this editor must be populated and saved before moving to editors on other tabs within the tool when creating a new Academic Program. Fields available may vary by state. Refer to localized product content for state-specific information.

Field	Description
Active	Use the Active checkbox to determine if the program can be assigned to or chosen by students. A program that is not marked as Active cannot be chosen or assigned to students. This option is marked by default.
Name *Required*	The Name field is a descriptive name, up to 50 characters, for the program. **NOTE:** Each academic program name must be unique.
Category *Required*	The Category field indicates the program's classification: **CTE, Certificate, Award,** or **Seal**.
Credit Group *Required*	This selection controls the display of the Credit Types available when setting Credit Requirements, viewing Course Requirements, and viewing the information on the Course Plan and Portal Graduation Planning tools (the drop-down list only shows courses with a Credit Type equal to a child of this Credit Group).
Program Type *Required*	Use the drop-list to indicate the Program Type: **CTE, Academic,** or **Seal**. These classifications are used for internal and external reporting purposes. **NOTE:** Program Type MUST be set to **Seal** in order to use the Course Plan Admin tool to post seals for students who successfully complete an academic program.
State Reported	Mark this option to indicate the program is reported in state extracts to track student progress. Users must be assigned additional tool rights to view, add, or modify state-reported-related flags for students. The Flagged checkbox must also be selected for this flag to display next to the student's name.
State Managed	This is a read-only field.
Include in Automatic Assignment	Mark this option to include the academic program in the Automatic Assignment process. The automatic assignment process automatically adds students enrolled in a qualifying course to the academic program as a participant. If this option is left unmarked, the program is excluded from the automatic assignment process. See the Program Participation Automatic Assignment section in the Batch Program Assignment Wizard article for more information on setting up the automatic assignment process.
Cluster	Use the Cluster drop-list to indicate the focus of the program. These options are determined by the Association of Career and Technical Education and must be added to the Attribute Dictionary (Programs > Cluster) before assigning to an Academic Program. Available options for this field may vary by state.

Field	Description
State Edition Users Only: Academic Start/End Year	It is recommended that State Edition **district level users** for whom **state-level owned Programs** that include an **Academic Start Year and/or Academic Year** are published ensure that the Academic Start/End year in the state-level owned program exists in their district's School Year Setup. If those years do not exist in the district's **School Year Setup**, the published program's Start/End years will not be visible for the Program in the user interface until that information has been added. Students can still be added to the program.
Academic Start Year	The academic year a student officially begins their program. It is used to group students into cohorts for tracking retention and graduation outcomes. The student's Graduation NCLB Graduation Cohort End Year must be **greater than or equal to** the Academic Start Year (Program) AND **less than or equal to** the Academic End Year. The selected year narrows down eligible students for the program based on the **Graduation NCLB Cohort End Yea**r fields on their graduation tab. Students who have a **Graduation NCLB Cohort End Year** greater than or equal to the **Academic Start Year** may select this program. If left blank, all students may select the program. When assigning programs to students using the Batch Program Assignment Wizard, students with a **Graduation NCLB Cohort End Year** field greater than or equal to the **Academic Start Year** may be assigned to the program (as long as the end year conditions are also met).
Academic End Year	The academic year a student officially ends their program. It is used to group students into cohorts for tracking retention and graduation outcomes. The student's Graduation NCLB Graduation Cohort End Year must be **greater than or equal to** the Academic Start Year (Program) AND **less than or equal to** the Academic End Year. The selected year narrows down the eligible students for the program based on the **Graduation NCLB Cohort End Year** fields on their graduation tab. Students who have a **Graduation NCLB Cohort End Year** less than or equal to the **Academic Start Year** may select this program. If left blank, all students may select the program. When assigning programs to students using the Batch Program Assignment Wizard, students with a **Graduation NCLB Cohort End Year** field less than or equal to the **Academic End Year** may be assigned to the program.

Field	Description
State Code (CIP)	This field is used to identify the program using a State Code or a Classification of Instructional Programs (CIP) code. This field may also be the Program name, the Pathway Name, the State Standard, or Instructional Area Code. For some states, this is a text field to enter the CIP code. In other states, this is a searchable field that includes the Ed-Fi codes for the Program.
Pathway	**Maryland only**: Indicates the Pathway associated with the program.
P-Tech Indicator	**Maryland only:** Pathways in Technology Early College High School When marked, the P-TECH indicator identifies students enrolled in the 9-to-14 public school model that combines high school, college courses, and workforce training.
School	If populated, this program is available to students with a future enrollment at the selected school. If the student does not have a future enrollment, their current enrollment is considered. If not populated, this program is available to students across the district.
Flagged	When marked, the program displays with an icon next to the student's name. Images and colors only display when this checkbox is marked. 
Flag Preview	When the Flagged checkbox is marked, users may press the Edit Flag button to select from a set of 30 images and 12 colors for the flag. The selection displays in Flag Preview.

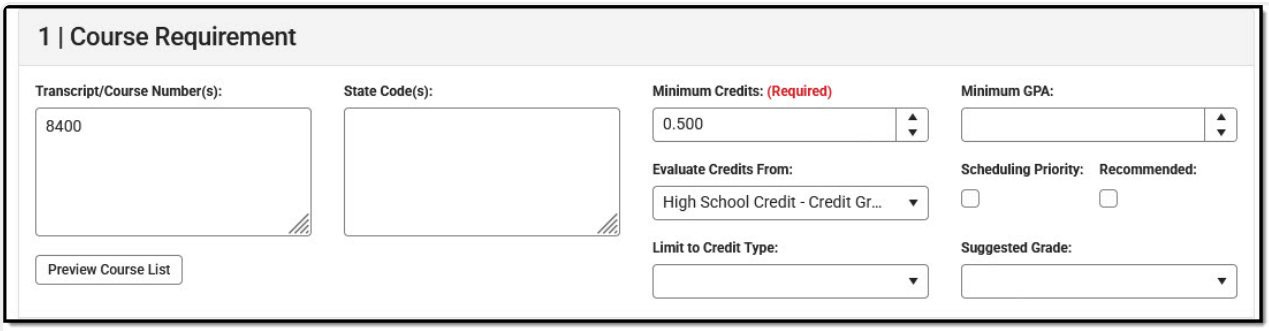


These fields are used to enter program criteria.

Program criteria editor fields

This table describes the fields used to add requirements to a program that define the criteria that must be met for successful completion.

Field	Description
Criteria Description *Required*	Use this field to enter a description of what the student needs to take to fulfill the program criteria. This does not have to be the course name (it could be the course name), but rather a district's description of what the student needs to take to fulfill the criteria.
Logical Expression *Required*	The Logical Expression field allows users to incorporate conditions between fields within a filter. This field effectively uses the OR and AND relationships between sub-requirements.
Credit Type	This selection is used in the student's Course Plan and the Academic Plan Progress Report. The selected credit type determines the credit category where requirement deficiencies exist.
Display Alert	This selection is used to display alert messages on the student's Course Plan and the Graduation Plan Progress Report when requirement deficiencies exist for the selected credit type. If left blank, the alert message displays at the top of the student's Course Plan.
Display Order	Use this field to determine the order in which the requirements display based on the entered numeric value. Requirements without an entered sequence display first. Since this is a sorting field, enter sequence values for all requirements or for no requirements.



These fields are used to enter course requirements.

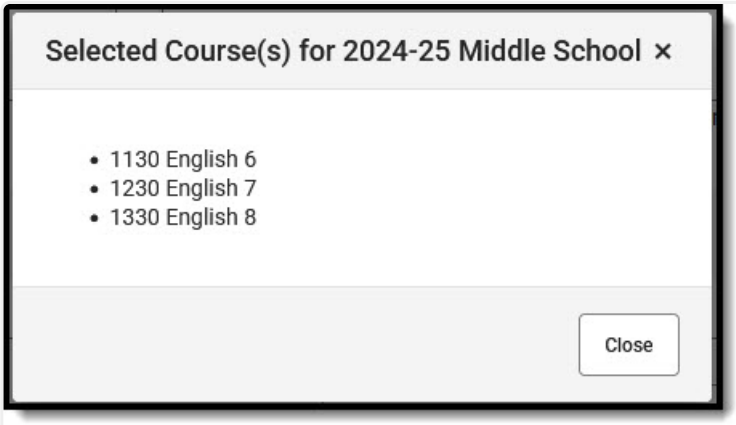
Course requirement fields

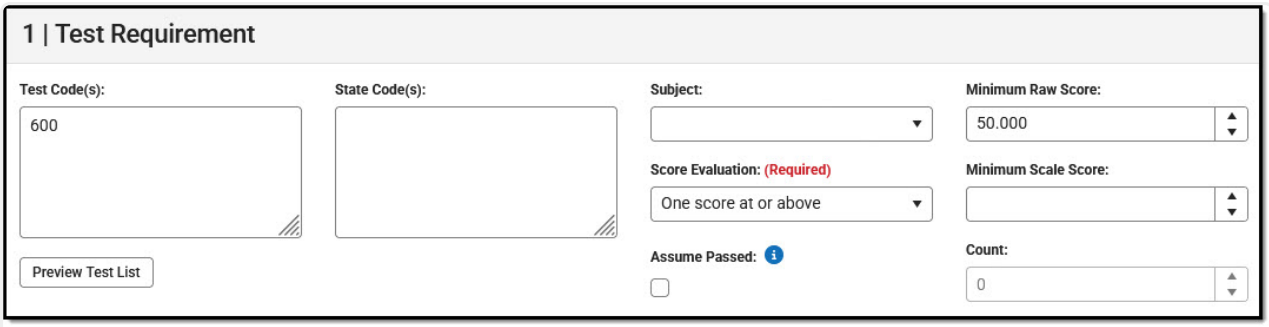
These fields are used to define course requirements for Program Criteria. It is possible to use wildcards when entering course or state codes.

Field	Description
Transcript/Course Number(s) *Required*	This column accepts a list of comma separated course numbers that may contain wildcard symbols (% = zero or many characters; _ = exactly 1 character per underscore; [ ] = a range of characters). Course numbers entered here are for course numbers **district-wide** (from any school) or any transcripted course numbers that fulfills the requirement. **Transcript information DOES NOT INCLUDE records from standards-based grades.**
State Code(s)	Displays with State Course Codes that meet the requirement.
Minimum Credits *Required*	This column lists the minimum number of credits the student must receive upon completion of the course requirement. Totals entered here determine if the student is on track. **The entered value MUST be greater than zero.** If the Credit Type this rule applies to field is populated, the student must meet or exceed the entered value in this field. This displays on the Graduation Progress screen in the Portal. Otherwise, there is a warning on the Course Plan. When the student does meet or exceed this value, the Course Plan field displays in green, indicating the student is on track.
Minimum GPA	The value entered here is the minimum GPA the student must meet per the courses listed for that course requirement. This is a numeric field that allows up to 7 digits (3 places before decimal point, 4 places after decimal point). The student's course GPA value on the transcript must meet or exceed this value in order to fulfill this requirement. If the Credit Type this rule applies to field is populated, the student must meet or exceed the entered value in this field. This displays on the Graduation Progress screen in the Portal. Otherwise, there is a warning on the Course Plan. When the student does meet or exceed this value, the Course Plan field displays in green, indicating the student is on track.
Evaluate Credits From	This selection is used in the student's Course Plan tab and the Academic Plan Progress Report. The selected credit type determines the credit category where requirement deficiencies exist. This field populates from what is selected on the Program Details Tab, Credit Group field in Academic and Graduation Programs. Users may either select the credit group that is populated from that location, or select All Credit Groups. When a value is selected in this field, the Limit to Credit Type field displays.

Field	Description
Scheduling Priority	When marked, this requirement is given a priority status when a student is assigned this graduation program and needs this course to meet graduation requirements. This priority column is used in the Scheduling Board when loading course requests. Students who have prioritized requests are placed into the requested course section in a randomized order by grade level and loaded first. Students who do not have prioritized requests are placed into the requested course sections in a randomized order by grade level and loaded second. For example. • On the Course Requirements for the Advanced Science Curriculum Graduation Program, AP Physics is marked as priority. • Colleen Student will be a senior in the next school year and is assigned the Advanced Science Curriculum Graduation Program. She requests AP Physics as part of her coursework for the next year. • Dean Student will be a senior in the next school year and is assigned the General Graduation Requirements Graduation Program. He also requests AP Physics because he did very well in AP Chemistry during his junior year and would like to keep learning. He also requests AP Physics as part of his coursework for the next year. • AP Physics has a maximum seat count of 10. • In addition to Colleen and Dean, there are 8 other students who have also requested AP Physics. • When the Master Scheduler loads course requests for AP Physics, Colleen is placed first into the section roster, along with any other student who is part of the Advanced Science Curriculum Graduation Program. Dean is placed after the priority students into the section roster, as long as there is still room (the maximum seat count has not been met). Priority may be set for any course requirement, whether a grade level has been selected for fulfillment or not. When a program is copied, the priority designation on a course requirement is also copied.

Field	Description
Recommended	When marked, this checkbox turns the course requirement into a suggestion and draws attention to these courses in the student's Course Plan. Recommended course numbers entered in the Transcript/Course Numbers field display in bold in the Course Planner and on the Portal Academic Planning. The course requirement is hidden on the Grad Progress tab and on the Academic Plan Progress report, and the message on the Academic Status Report that it is required does not display.
Limit to Credit Type	Indicates from which credit type the totals are counted. • When no value is selected, the course requirements count all credits earned for the specific course for credit types tied to the Parent Credit Group (assigned on the Program Detail Editor). • When a Credit Type is selected, the course requirement counts all credits earned for the specific course numbers, regardless of the Parent Credit Group (or child credit type).
Suggested Grade	This field allows users to suggest the grade level at which the student should complete the course requirement and draws attention to these courses in the student's Course Plan. When this field is populated: When searching for courses in the Course Catalog, an indication of a grade level suggestion displays. And, these courses display in bold. Grade levels are not included when: • They have a sequence of zero. • The Exclude from cumulative GPA/Rank calculations checkbox is marked.

Field	Description
Preview Course List	A popup screen displays listing the course numbers entered in the Transcript/Course Number(s) field for ONLY the selected calendar.  *Preview Course List*



These fields are used to enter test requirements.

Test requirement fields

These fields are used to define test requirements for Program Criteria. The **Test Code(s)** and **State Code(s)** fields indicate which tests to look at when determining whether a student has met a test-based requirement in their academic or graduation program.

The Test Requirement **Program Criteria** codes originate from existing records found in the Student Information > Assessment Administration > **Test Setup** tool.

Test Setup Field	Definition	Program Criteria Match
Code	District-assigned test identifier	Test Code(s)
State Code	State-assigned test identifier (often pushed down from State Edition via DIS)	State Code(s)

State Edition users will only see the State Code(s) field, as state-level programs only use state codes to identify tests.

Field	Description
Test Code(s)	Displays which Test Codes meet the requirement. At least one value must be entered in either this field or the State Code field, or both fields if appropriate. This is the code your district assigned to the test when it was set up in the Assessment tool. For example, if your district created a test called "SAT" with the code SAT, you would type SAT here. If a Test Code is entered on the Assessment Setup, the same values need to be entered here. Wildcard values can be used to match groups of tests without typing each code individually: • % Matches any number of characters (e.g. MCA% would match MCA-III-MATH, MCA-III READ, MCA-II-SCI, etc.) • _ Matches exactly one character (e.g. SAT_ would match SAT1, SAT2, SATX, etc.) • ! Excludes matching codes (e.g. MCA%, !MCA-II% would match all MCA tests except the MCA-II tests)
State Code(s)	Displays which State Test Codes meet the requirement. A value must be entered in either this field or the Test Code field, or both fields if appropriate. This is the code the state assigned to the test. These typically come down from the State Edition. If your state identifies a test as MCA-III-MATH, that is what you would enter here. If a State Code is entered on the Assessment Setup, the same values need to be entered here. Wildcard values can be used to match groups of tests without typing each code individually: • % Matches any number of characters (e.g. MCA% would match MCA-III-MATH, MCA-III READ, MCA-II-SCI, etc.) • _ Matches exactly one character (e.g. SAT_ would match SAT1, SAT2, SATX, etc.) • ! Excludes matching codes (e.g. MCA%, !MCA-II% would match all MCA tests except the MCA-II tests)

Field	Description
Subject	Indicates the area of knowledge this requirement covers. This value matches the Subject selection on the Assessment Setup. Options are from the Test Attribute/Dictionary list.
Minimum Raw Score	Requires a numeric value entered that represents the minimum score needed to pass this requirement, depending on the selected **Score Evaluation**. This value overrides a passing score set on the Results on the Assessment Setup. • When the **Score Evaluation** is set to *Count of Passing Tests*, this field is disabled. • When the **Score Evaluation** is set to *One Score At or Above*, a value must be entered in this field or in the Minimum Scale Score field, depending on which score option is used in the Test Detail. • When the **Score Evaluation** is set to *Sum of Scores At or Above*, a value must be entered in this field or in the Minimum Scale Score field, depending on which score option is used in the Test Detail.
Score Evaluation *Required*	Indicates how a student's assessment results affect the completion of the requirement. A test requirement can be set to one of three modes: • **Count of Passing Tests**: The number of passing tests must meet or exceed the value entered in the Count field. • **One Score At or Above:** At least one individual test score must meet or exceed the Min Raw OR Min Scale value. • **Sum of Scores At or Above:** The **sum** of scores across matched tests must meet or exceed (be at or above) the Min Raw OR Min Scale value. A requirement may be that the student must take and pass at least two state assessments for Science. The Score Evaluation can be set to Count of Passing Tests, with a Count Value entered as 2. The selection here also determines whether the Minimum Raw Score, Minimum Scale Score and the Count fields require a value.
Minimum Scale Score	Requires a numeric value entered that represents the minimum score needed to pass this requirement, depending on the selected **Score Evaluation**. This value overrides a passing score set on the Results on the Assessment Setup. • When the **Score Evaluation** is set to *Count of Passing Tests*, this field is disabled. • When the **Score Evaluation** is set to *One Score At or Above*, a value must be entered in this field or in the Minimum Raw Score field, depending on which score option is used in the Test Detail. • When the **Score Evaluation** is set to *Sum of Scores At or Above*, a value must be entered in this field or in the Minimum Raw Score field, depending on which score option is used in the Test Detail.

Field	Description
Assume Passed	When marked, the requirement for the entered test is considered to be met, and related alerts that display in the Course Plan Admin tool do not display (meaning, a student can save their Course Plan even if Enforce All Rules is marked and they have not yet taken the assessment).
Count	Indicates how many tests are required to pass the requirement depending on the selected Score Evaluation. • When the **ScoreEvaluation** is set to *Count of Passing Tests*, a value must be entered in this field. • When the **Score Evaluation** is set to *One Score At or Above*, this field is disabled. • When the **Score Evaluation** is set to *Sum of Scores At or Above*, this field is disabled.
Preview Test List	Displays the tests that match the codes entered. The preview displays the End Year, Test Code, and Test Name of each matching test. If no results are returned when Preview Test List is selected, verify whether the entered codes match those entered in Student Information > Assessment Administration > Test Setup.



These fields are used to enter GPA requirements.

GPA requirement fields

These fields are used to define GPA requirements for Program Criteria.

Field	Description
GPA Calculation	Lists the available GPA Calculations that can be assigned to the program criteria.

Field	Description
GPA Calculation Type	Indicates the type of GPA calculation used. The selected calculation type that is used for course requirements also uses this calculation type. Four options are available: • Weighted (default selection) - GPA is based on a numeric scale • Unweighted - GPA is an average of all class grades typically based on a 4.0 grade scale • Weighted with bonus points - Bonus points act as a bump to the GPA of specific class grades typically based on a numeric scale • Unweighted with bonus points - Bonus points act as a bump to the GPA of specific class grades typically based on a 4.0 scale
Minimum Overall GPA *Required*	Entered numeric value (up to 6 digits) indicates the overall GPA the student must have for successful completion of this program. The selections made in the GPA Calculation and the GPA Calculation Type fields are used when comparing this entered value to the student's cumulative GPA, as follows: • If the student's cumulative GPA is greater than or equal to this value, the student is considered to be On Track and the Progress cell displays green. • If the student's cumulative GPA is less than or equal to this value, the student is considered to be Off Track and the Progress cell displays red.
Minimum GPA per Course Credit	Entered numeric value (up to 7 digits) indicates the overall GPA per course credit the student must have for successful completion of this program. The value entered here is compared to the GPA value displayed on the transcript record and the GPA value entered on the Score Group that is assigned to the course. The selections made in the GPA Calculation and GPA Calculation Type fields are used when comparing this entered value to the student's GPA per course, as follows: • If the student's course GPA is 3.5 and the minimum GPA per course credit is 2.0, the student is considered to be on track. • If the student's course GPA is 1.9 and the minimum GPA per course credit is 2.0, the student is considered to be off track. This logic displays on the Grad Progress by displaying in red on the Grad Progress Credit Group for those that do not meet the entered value or if the student has zero credits toward the academic program. It also displays on the Course Plan Credit Group for courses that have received a score. If the student does not meet the entered value, the name of the course and the number of credits received display in a pop-up.



These fields are used to enter academic program requirements.

Academic program requirement fields

These fields are used to define academic program requirements for Program Criteria.

Field	Description
Academic Program Options *Required*	Lists the selected Academic Programs. These programs are created in the Academic Programs tool. Inactive programs display in red.
Minimum Required *Required*	Indicates the minimum number of Academic Programs the student needs to complete. This number cannot be greater than the number of Academic Programs created.



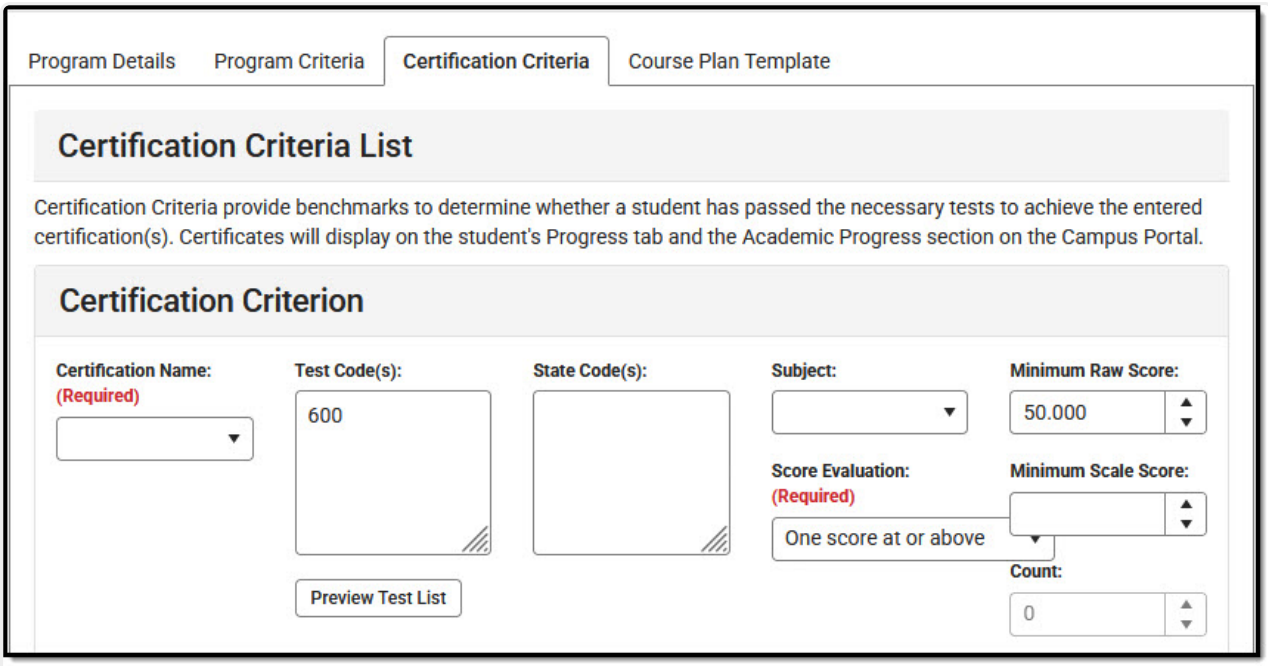
These fields are used to enter child criteria requirements.

Child criteria requirement fields

These fields are used to define child criteria requirements for Program Criteria.

Field	Description
Child Criteria *Required*	This selection is used to link the Child Criteria to the Parent Criteria. A Child Requirement can be used only once across all Parent Criteria.

Field	Description
Linked Child Criteria	All criteria linked to the child criteria displays here.



These fields are used to enter certification criteria.

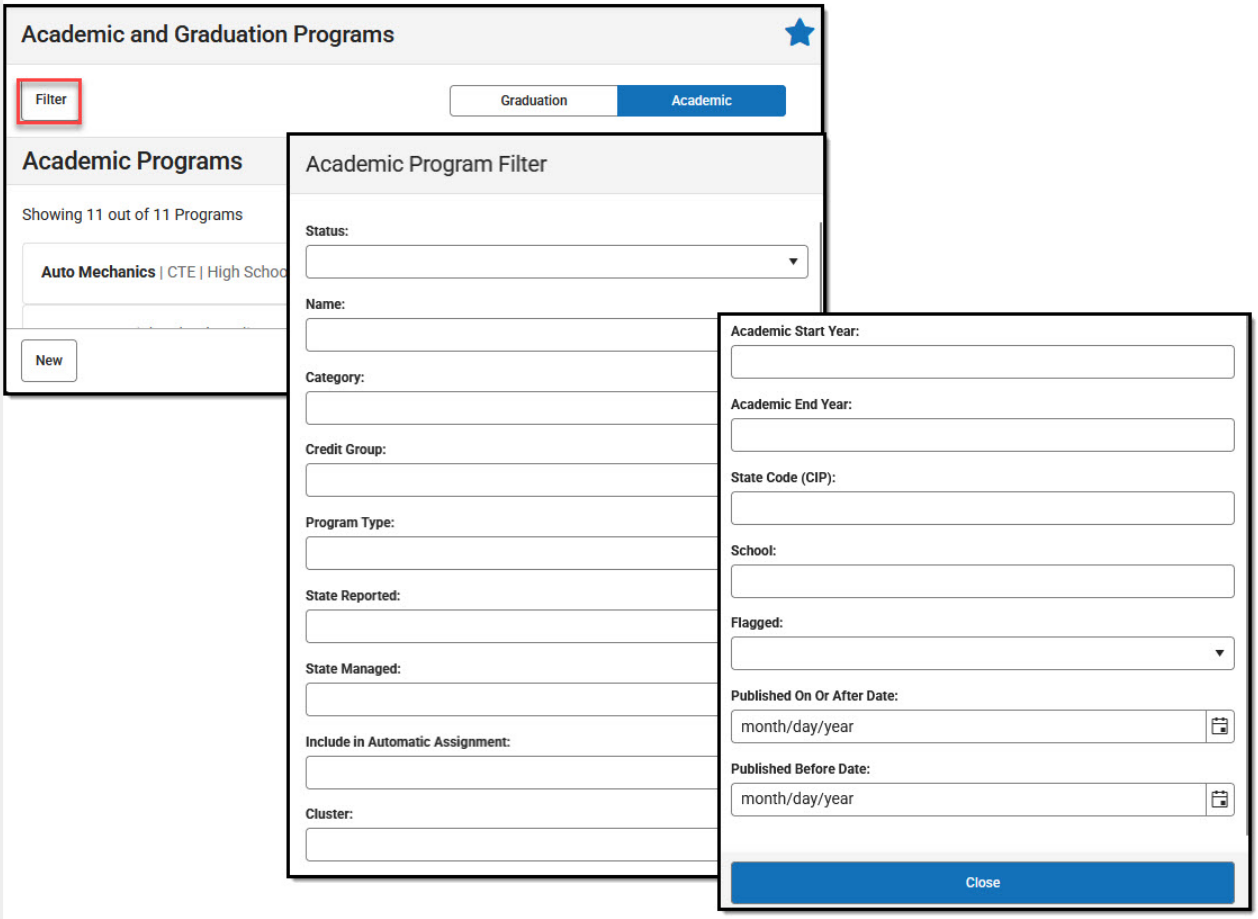
Certification criteria list fields

Some programs offer the opportunity for students to earn certifications. This table defines the fields found in the Certification Criteria editor.

Field	Description
Certification *Required*	Use the drop-list to select the Certification. Certifications are added in the Core Attribute/Dictionary under ProgramParticipation > Certification Name.
Test Code(s)	A value must be entered in either this field or the State Code field.
State Code(s)	A value must be entered in either this field or the Test Code field.
Subject	Use the drop-list to select the subject of the certification. Options are added in the Core Attribute/Dictionary under Test > Subject.

Field	Description
Score Evaluation *Required*	Indicates how a student's assessment results affect the completion of the requirement. A test requirement can be set to one of three modes: • • **Count of Passing Tests**: The number of passing tests must meet or exceed the value entered in the Count field. • **One Score At or Above:** At least one individual test score must meet or exceed the Min Raw OR Min Scale value. • **Sum of Scores At or Above:** The **sum** of scores across matched tests must meet or exceed (be at or above) the Min Raw OR Min Scale value. A requirement may be that the student must take and pass at least two state assessments for Science. The Evaluation Mode can be set to Count of Passing Tests, with a Count Value entered as 2. The selection here also determines whether the Minimum Raw Score, Minimum Scale Score, or the Count fields require a value.
Minimum Raw Score	Requires a numeric value entered that represents the minimum score needed to pass this requirement, depending on the selected **Score Evaluation**. This value overrides a passing score set on the Results on the Assessment Setup. • When the **Score Evaluation** is set to *Count of Passing Tests*, this field is disabled. • When the **Score Evaluation** is set to *One Score At or Above*, a value must be entered in this field or in the Minimum Scale Score field, depending on which score option is used in the Test Detail. • When the **Score Evaluation** is set to *Sum of Scores At or Above*, a value must be entered in this field or in the Minimum Scale Score field, depending on which score option is used in the Test Detail.
Minimum Scale Score	Requires a numeric value entered that represents the minimum score needed to pass this requirement, depending on the selected **Evaluation Mode**. This value overrides a passing score set on the Results on the Assessment Setup. • When the **Score Evaluation** is set to *Count of Passing Tests*, this field is disabled. • When the **Score Evaluation** is set to *One Score At or Above*, a value must be entered in this field or in the Minimum Raw Score field, depending on which score option is used in the Test Detail. • When the **Score Evaluation** is set to *Sum of Scores At or Above*, a value must be entered in this field or in the Minimum Raw Score field, depending on which score option is used in the Test Detail.

Field	Description
Count	Indicates how many tests are required to pass the requirement depending on the selected Score Evaluation. • When **Score Evaluation** is set to *Count of Passing Tests*, users must enter a value in this field. • When **Score Evaluation** is set to *One Score At or Above*, this field is disabled. • When **Score Evaluation** is set to *Sum of Scores At or Above*, this field is disabled.
Preview Test List	Displays the matching tests based on the entered test codes, state codes and subject selection.



The displayed list of academic and graduation programs can be filtered.

Academic program filter fields

Select Academic, then Filter, to display options used to filter the list of Academic Programs displayed.

Filter	Description
Status	To filter programs by their **Active/Inactive** status, use the drop-list to select the appropriate value. Selecting *Active* means only currently active programs display while selecting *Inactive* means only programs that are not currently active display.
Name	The Name filter allows programs to be filtered by name. Use the drop-list to select the desired program name or type in the name of the program by which to filter.
Category	Use the drop-list to determine the category by which to filter program display: **CTE, Certificate, Award,** or **Seal**. Only programs assigned the specified category display.
Credit Group	To display only programs from a specific credit group, use the drop-list to select the desired group.
Program Type	Use the drop-list to indicate the Program Type by which to filter: **CTE, Academic,** or **Seal**. Only programs for the selected Program Type display.
State Reported	To display programs by their State Reported status, use the drop-list to select **Yes** or **No**. Selecting *Yes* means only programs that are state-reported display, while selecting *No* means only programs that are not state-reported display.
State Managed	This filter can be used to display programs by their State Managed Status.
Include in Automatic Assignment	To display programs by their Automatic Assignment status, use the drop-list to select **Yes** or **No**. Selecting *Yes* means only programs that are automatically assigned to students display, while selecting *No* means only programs that are not automatically assigned to students display.
Cluster	To filter programs by the cluster to which they're assigned, use the drop-list to select the appropriate cluster.
Academic Start Year	Use the Academic Start Year values to filter programs based on the desired year.
State Code (CIP)	This field is used to identify the program using a State Code or a Classification of Instructional Programs (CIP) code. This field may also be the Program name, the Pathway Name, the State Standard, or Instructional Area Code.
School	If populated, this program is only available to students enrolled at the selected school. If not populated, this program is available to students across the district.

Filter	Description
Flagged	When marked, the program displays with an icon next to the student's name. The default selection for an Academic Program is the Graduate image in orange, but this can be changed to any of the other 30 available images and 12 available colors. Images and colors only display when this checkbox is marked.