

# Manage Academic and Graduation Programs

Last Modified on 09/25/2025 11:28 am CDT

Tool Search: Academic and Graduation Programs

**Academic Programs** define requirements students must meet to successfully complete programs they are assigned to, including specific course requirements and any assessments/certificates needed for program completion.

**Graduation Programs** define requirements students must meet in order to graduate.

This article explains how to manage existing Academic and Graduation Programs. If you do not already know how to create a program or are not familiar with what academic and graduation programs are, read the articles about creating an [Academic](#) or [Graduation](#) Program first.

See the [Academic and Graduation Programs Tool Rights](#) article to learn about rights needed to use this tool.

## Modify/Edit Program

Modifying a Graduation Program (Academic Start Year, Academic End Year, Active, or School) after students have been assigned may affect students' participation in the program.

1. Use the **Graduation/Academic** toggle to display the list of programs containing the one you wish to modify.
2. Enter **Filter** options if you would like to view a smaller list or find a specific program.
3. **Select** the program you would like to modify.
4. Make changes and choose a **Save** option.

## Activate/Deactivate Program

Only Active programs can be assigned to students. Do not deactivate a program that still has students assigned to it.

## Academic and Graduation Programs



A close-up of the 'Filter' and 'Reset' buttons. The 'Filter' button is on the left, featuring a blue circular icon and the text 'Filter'. The 'Reset' button is on the right, featuring a red 'X' icon and the text 'Reset'. Both buttons are white with rounded corners and are highlighted by a red rectangular border.

Graduation	Academic
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## Graduation Programs

Showing 2 out of 19 Programs

**Honors | High School Credit** **ACTIVE** Last Modified: Testorosa, Terri 7/21/25, 12:05 PM >

## Edit Graduation Program | Honors - High School Credit

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Program Details

Credit Requirements

Program Criteria

Course Plan Template

Modifying a Graduation Program (Academic Start Year, Academic End Year, Active, assigned) may affect students' participation in the program.

Name: (Required)	Category: (Required)	Credit Group: (Required)
<div>Honors</div>	<div>Graduation</div>	<div>High School Credit</div>
Active: <div><input checked="" type="checkbox"/></div>	Available for Selection on Portal: <div><input type="checkbox"/></div>	State Managed: <div><input type="checkbox"/></div>

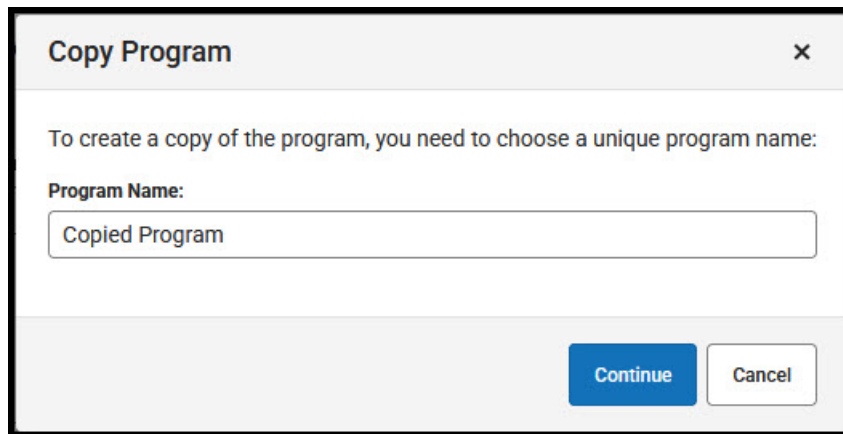
### Activate/Deactivate Program

1. Use the **Graduation/Academic** toggle to display the list of programs containing the one you wish to activate/deactivate.
2. Enter **Filter** options if you would like to view a smaller list or find a specific program.
3. **Select** the program you would like to activate/deactivate.
4. Mark the **Active** box to activate the program. Deselect the box to deactivate the program.
5. Choose a **Save** option.

# Copy Program

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. Use the **Graduation/Academic** toggle to display the list of programs containing the one you wish to copy.
2. Enter **Filter** options if you would like to view a smaller list or find a specific program.
3. **Select** the program you would like to copy.
4. Once the appropriate program is open and the Program Details screen for it displays, press **Copy** at the bottom of the screen.



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

## Delete Program

Deleting a program completely removes all history of the program, including any record of students being assigned to it.

- If a program was created in error or it was never assigned to students, continue with the deletion.
  - If a program is no longer being used, but students have been assigned to it, consider inactivating the program instead of deleting it.
1. Use the **Graduation/Academic** toggle to display the list of programs containing the one you wish to delete.
  2. Enter **Filter** options if you would like to view a smaller list or find a specific program.
  3. **Select** the program you would like to delete.
  4. Once the program is open, press **Delete** at the bottom of the screen.
  5. When prompted, confirm the deletion. Select **OK** to delete the program or **Cancel** to save the program.