


# Grad Plan Course Change

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***Graduation Plan > Utilities > Grad Plan Course Change***

This utility allows changes or deletes a course in the district-level graduation plan. The change affects the student graduation plans for all students assigned to the graduation plan.

Notes about course placement

The program determines which subject areas to place courses under based on the following fields. If the information is not found in the first table, the program goes to the next:

- For the current and prior years:
  - **Grad Plan Use Cd** on Grade Reporting > Maintenance > Student > Individual Maint > Grd/Crs Maint
  - **Grad Plan Use** on Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Course
  - **Grad Plan Use** on Grade Reporting > Maintenance > Master Schedule > District Schedule
  - **AAR Use** on Grade Reporting > Maintenance > Student > Individual Maint > Grd/Crs Maint
  - **AAR Use Cd** on Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section
  - **AAR Use** on Grade Reporting > Maintenance > Master Schedule > District Schedule
  - **Service ID** on Grade Reporting > Maintenance > Master Schedule > District Schedule
- For next year:
  - **Grad Plan Use Cd** on Scheduling > Maintenance > Student Schedules > Course Requests
  - **Grad Plan Use Cd** on Scheduling > Maintenance > Master Schedule > Campus > Sections
  - **Grad Plan Use Cd** on Scheduling > Maintenance > Master Schedule > District > Courses
  - **AAR Use** on Scheduling > Maintenance > Master Schedule > Campus > Sections
  - **AAR Use** on Scheduling > Maintenance > Master Schedule > District > Courses
  - **Service ID** on Scheduling > Maintenance > Master Schedule > District > Courses

Local service IDs will be accepted in the student's graduation plan.
**NOTE**: The first five digits must match the service ID in the district course table.

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## Update data:

In the Grad Plan field, click drop-down arrow to select the graduation plan that needs to be changed

at the district level and in the plans of all students assigned to the graduation plan. The PEIMS graduation type description is also displayed.

2. In the Subject Area field, select the subject area in which the change is occurring.

3. Under Select the current course to be changed, select the course to be changed.

● In the Number field, click drop-down arrow to select the course number to be changed. The drop down is populated with the courses from the selected subject area as defined in the district-level graduation plan on the Maintenance > District > Graduation Requirements page.

● The course title, service ID, and number of credits are displayed for the selected course. The Meets Requirement and Default fields indicate if the course meets state requirements and if the course is the default course for the subject area.

4. Under Change or Delete, indicate if you want to change or delete the course.

● If you select Change, you must specify the new course to replace the old course. The change is made to the graduation plan at the district level as well as the graduation plans of all students assigned to the graduation plan.

If you select Change, an additional group of fields is displayed under Select the new course to replace the current course (described below).

● If you select Delete, the course is deleted from the graduation plan at the district level as well as the graduation plans of all students assigned to the graduation plan. Note that the change is also made for all students who were ever initially assigned to a graduation plan in which this course was added as a default.

5. If you are changing a course, you must select the replacement course under Select the new course to replace the current course. This section is not displayed if you selected Delete under Change or Delete.

● In the Number field, type the four-digit course number you want to change. If you do not know the course number, click elipsis button to select the course.

● The course title, service ID, and number of credits are displayed for the selected course.

● Select Meets Requirement if the course meets the state requirements for the subject area for the plan.

● Select Default if the course is a default course for the grade level.

6. Click Execute to change or delete the course in the graduation plan as specified. A message is displayed asking you to confirm that you want to make the change.

● The replacement course must be offered at the next year scheduling campus for students already assigned the graduation plan or it will not be assigned to the student.

● If there are students assigned to the graduation plan and a course on that graduation plan is not offered at the next year scheduling campus, a message will display when the user clicks Execute.

Click OK to continue. The change is made.

Note: Exceptions are indicated on the report.


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