



## Graduation Requirements



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# Graduation Requirements

## **Graduation Plan > Maintenance > District > Graduation Requirements**

This page allows you to establish the graduation requirements for each graduation plan by grade level and subject. The graduation plan must already be established on [Maintenance > District > Tables > Graduation Plans](#). A tab is displayed for each subject.

### [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.

### **Update data:**

| Field                   | Description                                                                                                                        |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b>Graduation Plans</b> | Select a graduation plan. The list is established on <a href="#">Maintenance &gt; District &gt; Tables &gt; Graduation Plans</a> . |

Click **Retrieve**.

|                           |                                                                                                                                                                                                                                                                                                |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Graduation Plans</b>   | The PEIMS graduation type code and description associated with the selected plan is displayed.                                                                                                                                                                                                 |
| <b>Total Plan Credits</b> | The number of credits required for the selected plan is displayed, which is the sum of the <b>Total Subject Credits Required</b> field for all subjects. The number will change as data in the <b>Total Subject Credits Required</b> field changes, but you cannot manually change the number. |

A tab is displayed for each subject. Click the tab for the subject you want to update.

|                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>(search)</b> | <p>Search the current year Scheduling master schedule for the course(s) you want to add as course requirements for the selected graduation plan and subject. The selected courses will determine what a student will be able to request in ASCENDER StudentPortal.</p> <ol style="list-style-type: none"> <li>1. Select the field by which you want to search for courses. You can search by course number, title, service ID, or service ID type. (Service ID type is the four-character code associated with the service ID.)</li> <li>2. In the search field, type all or part of the search phrase.</li> <li>3. Click <b>Retrieve</b>.</li> </ol> <p>Courses that <i>begin with</i> the characters or numbers you typed are listed in the left grid.</p> |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Scheduling District Courses (left grid)</b> | <p>The search retrieves only graded high-school-level courses from the Scheduling master schedule (i.e., courses for which <b>Credit Level</b> is H on <a href="#">Scheduling &gt; Maintenance &gt; Master Schedule &gt; District &gt; Courses</a>, and <b>Graded Crs</b> is selected on <a href="#">Grade Reporting &gt; Maintenance &gt; Master Schedule &gt; District Schedule</a>).</p> <p>The local course number, course title, service ID, and credits are displayed for each course.</p> <p>Select the course(s) you want to add as course requirements for the selected graduation plan:</p> <p>Double-click a course in the left grid.<br/>Or, drag the course from the left grid to the right grid.</p> <p>The selected courses are displayed in the <b>Grad Plan Courses</b> (right) grid and appear dimmed in the left grid.<br/>A course can be added in multiple subjects, but you cannot add the same course for multiple grade levels in the same subject.</p> <p>A course can be used in more than one subject, but it can only be marked as a default course in one of the subjects. For example, CTE Floral Design can be a graduation plan course in CareerTech and in Fine Arts, but it can only be the default in one of the subjects.</p> <p>A course cannot be designated as a default course in multiple subjects. However, a student can always elect to take a course designated for one grade level as part of a different grade level, as long as the student has not already earned credit for the course, or is not currently taking or scheduled to take the course.</p> |
|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Grad Plan Courses (right grid)**

Any existing course requirements for the selected graduation plan are displayed.

The local course number, course title, and service ID are displayed for each course.

[The list can be re-sorted.](#)

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending  or descending  order.

|                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Credit</b>                                                                       | The number of credits that will be awarded to the student who successfully completes the course is displayed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Meets State Req</b>                                                              | Select if the course meets the state requirements for the subject for the plan. A course may meet the requirements even if it is not a default course. For example, English I may be the default course for 9th grade; however, English I - Pre-AP also meets the requirements for the plan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Default</b>                                                                      | Select if the course is a default course for the grade level (e.g., English I for 9th grade). The default course will automatically be assigned to the student when the graduation plan is initially assigned, but it can be adjusted as needed.<br><br><b>NOTE:</b> You cannot have more total <b>Default</b> courses than the <b>Total Subject Credit Required</b> field indicates.                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Grade Level</b>                                                                  | Select the high-school grade level for which you are establishing course and credit requirements within the subject area.<br>The grade level is not required for elective courses; it is required for all other courses.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Total Subject Default Credits</b>                                                | A tally of the credits for all courses marked <b>Default</b> for the subject is displayed at the bottom of the grid.<br><br>The number may not match the number of credits required for the subject.<br><br>The total is for the subject, not the grade level.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|  | <a href="#">Remove a course from the course requirements for the graduation plan and grade level.</a><br><br>1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.<br><br>2. Click <b>Save</b> . You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b> .<br><br>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).<br>You cannot remove a course that has been assigned to a student's graduation plan. The course must first be removed from the student's plan. |

**NOTE:** The Grad Plan Course Change utility also deletes the course from the district and any associated student graduation plans.

Click **Save**.



## Other functions and features:

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                  |                                                       |                |                                                     |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------------------------------------------|----------------|-----------------------------------------------------|
| <b>Copy Grad Plan</b> | <p><a href="#">Copy grad plan requirements from an existing grad plan to a current grad plan.</a></p> <p>The Copy/Replace Graduation Plan Requirements window opens. The button is enabled only if the selected graduation plan does not have any existing course requirements.</p> <table border="1" data-bbox="295 309 1197 394"> <tr> <td><b>Copy From</b></td><td>Select the grad plan from which to copy requirements.</td></tr> <tr> <td><b>Copy To</b></td><td>Select the grad plan to which to copy requirements.</td></tr> </table> <p>Click <b>Save</b>. The requirements are copied.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Copy From</b> | Select the grad plan from which to copy requirements. | <b>Copy To</b> | Select the grad plan to which to copy requirements. |
| <b>Copy From</b>      | Select the grad plan from which to copy requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                  |                                                       |                |                                                     |
| <b>Copy To</b>        | Select the grad plan to which to copy requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                  |                                                       |                |                                                     |
| <b>4 Year Reports</b> | <p><b>View All</b></p> <p>View a report of all courses added to the graduation plan sorted by grade level within subject area for all four years. The report also indicates default courses and courses that meet the state requirements.<br/> <a href="#">View, print, or save the report.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.<br/> Click  to go back one page.<br/> Click  to go forward one page.<br/> Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.<br/> Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.<br/> Click  to close the report window. Some reports may have a <b>Close Report, Exit, or Cancel</b> button instead.</p>                      |                  |                                                       |                |                                                     |
|                       | <p><b>View Defaults</b></p> <p>View a report of default course requirements for the selected graduation plan for all four years. The report lists the courses that will be assigned to each student when the graduation plan is initially assigned.<br/> <a href="#">View, print, or save the report.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.<br/> Click  to go back one page.<br/> Click  to go forward one page.<br/> Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.<br/> Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.<br/> Click  to close the report window. Some reports may have a <b>Close Report, Exit, or Cancel</b> button instead.</p> |                  |                                                       |                |                                                     |



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