

Temporary Procedure for Graduation Requirement Overrides

10/29/2025 9:29 am EDT

Infinite Campus is currently developing official functionality to support graduation requirement overrides. Until that process is fully implemented, PSUs should follow the interim guidance below to ensure all override actions are consistently and accurately documented in student records. If a course should be considered a graduation requirement according to state board policy and is not counting correctly in the appropriate NC Graduation Requirements program, please put in a ServiceNow ticket rather than following the override instructions.

Interim Override Instructions (Applicable to Any Course)

Student Information > General > Transcript

For any course requiring a graduation requirement override:

1. Locate the applicable course in the student's transcript tool and click on it.
2. In the **Comment** field, enter text that includes the following:
 - a. The word "**override**"
 - b. The **course number** that the record is overriding
 - c. A brief explanation or justification

Example: "Override for Health/PE #60492X0. Verified HEA110 curriculum meets NC graduation requirements."



It is very important that staff enter the comment exactly as described above so that these records can be accurately identified later. Once the new override process is in place, NCDPI will run a script to automatically update any existing override entries.

