

(NC) Section & Course State Defined Fields Verification

09/16/2026 1:46 pm EDT

The **(NC) Section & Course State Defined Fields Verification** validation report is available to help PSUs identify and correct missing instructional data at the course and section levels. These **Section** and **Course State Defined Fields** are essential for accurate state reporting, especially for programs like Career and College Promise (CCP), NCVPS, and other specialized instructional methods.

This report can be used to verify that the **Term Type Override** has been set on all sections. Refer to the Term Type Setup (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/term-type-setup) article for more information.

The validation report also lists the **Primary Teacher** for each section; if a section shows no value, a primary teacher must be assigned in *Section Staff History*. (Menu > Scheduling & Courses > Courses > Section Staff History)

The **(NC) Section & Course State Defined Fields Verification** validation can be run at an Individual School or at the All Schools level in either the Current or Future year.

Accessing the Report

Navigation: Menu > Reporting > Data Validation > Data Validation Report > (NC) Section & Course Attribute Verification

All course and section values should be reviewed to ensure instructional state defined fields are properly configured. Sections inherit values set at the course level; however, any sections requiring values different from the course should be updated to reflect the correct section information.

TIP: Export the report in Excel format to allow sorting and filtering for easier identification of null values or incorrect data.

Report Description

This validation group includes two reports:

- (NC) Section & Course Attributes – Detail

Explanation of non-standard values returned in the report:

- Same as Course - State Defined fields have been inherited from the Course value
- Not Set on Course - Reflects a Null value

(NC) Section & Course Attributes – Detail

Displays the following section/course state defined fields for all active sections and courses (whether they are completed or blank):

- Columns 1-10 - School, Calendar, Course Master Number, Course Name & Number, Section Number and Teacher Information
- Section - Term Type Override
- Section - Post Secondary Institution
- Section - Instructional Provider
- Section - Delivery Mode
- Section - How Taken
- Course - Term Type Override
- Course - Post Secondary Institution
- Course - Instructional Provider
- Course - Delivery Mode
- Course - How Taken
- Coursemaster - Term Type Override
- Coursemaster - Post Secondary Institution
- Coursemaster - Instructional Provider
- Coursemaster - Delivery Mode
- Coursemaster - How Taken

Correct Missing State Defined Fields

State Defined Fields can be configured on the Course Master and pushed to Courses and Sections when the fields are locked on the Course Catalog. Sections requiring values different from the Course must be updated individually. To make edits at the section level, the fields must be unlocked on the Course Catalog.

Information about locking and unlocking fields on the Course Catalog can be found in the Course Catalog |

Infinite Campus (https://kb.infinitecampus.com/help/course-catalog#lock-fields) article.

Updating at the Course Level

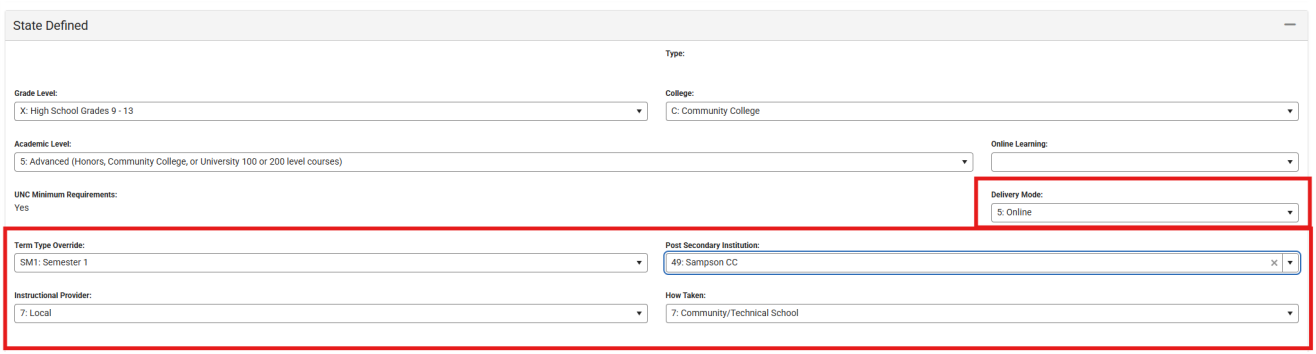
Navigation: Menu > Scheduling & Courses > Courses > Course Information

1. Search for and select the appropriate **Course Number**.
2. Locate the **State Defined** section.
3. Review and update the following fields as needed:
    - **Term Type Override -** Required for Accountability (update if different from the value set on a Course Master)
    - **Post Secondary Institution** – Required for CCP/Dual Enrollment if applicable
    - **Instructional Provider** – Required if the course is taught by an outside provider (e.g., NCVPS)
    - **How Taken** – Reflects how the student engages (must not be left blank)
    - **Delivery Mode** – Reflects how the course is delivered
4. Click **Save** to update the course information.

Updating at the Section Level

Navigation: Menu > Scheduling & Courses > Courses > Section Information

1. Search for the appropriate **Course Number**.
2. Select the appropriate **Section Number**.
3. Scroll to the **State Defined** section.
4. Review and update any sections where the fields are different than those set on the course.
    - **Term Type Override -** Required for Accountability (update sections that differ from the course value)
    - **Post Secondary Institution** – Required for CCP/Dual Enrollment if applicable
    - **Instructional Provider** – Required if the course is taught by an outside provider (e.g., NCVPS)
    - **How Taken** – Reflects how the student engages (must not be left blank)
    - **Delivery Mode** – Reflects how the course is delivered
5. Click **Save** to update the section information if changes were made.



Repeat until all required State Defined fields are completed for all courses and sections listed on the report.