



## Guiding Principles

### *for using course code 950001 Dual Credit Placeholder*

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The state course code 950001 may be used **only as a dual credit course placeholder within the standard day schedule of Infinite Campus to alleviate schedule gaps**. State course code 950001 may be used when a student is registered for (a) dual credit course(s) that is offered by the participating postsecondary institution online or by an instructor not employed by the local school district. The student may take courses online or attend classes on a college/university's campus. The difficulty level for the dual credit placeholder course should be left blank.

Once verification of enrollment has taken place by the high school and the postsecondary institution partner, the dual credit placeholder code can be used for scheduling students during the standard day. Attendance should be marked if the student is present in the school building while completing the coursework and under the supervision of a certified teacher (eg. a student who is completing an online dual credit course and remains in the school's computer lab under the supervision of a certified teacher.) Attendance should be left unmarked if the student is taking the course where attendance is not taken by a certified teacher for each class meeting. See [Virtual Performance-Based Course set-up and Attendance Verification](#).

When using the dual credit placeholder code, the actual dual credit course that the student is taking must be set up with the appropriate name and course code as directed by the [Dual Credit data standard](#) outside of the standard day and marked as performance based.

The dual credit placeholder code course should remain in place throughout the semester or year. The corresponding dual credit courses must be scheduled by October 1 for the fall semester and by March 1 for the spring semester and marked performance-based.

The state course code 950001 will not be pulled for the Transition Readiness indicator for Kentucky's Accountability System or for KHEAA's dual credit scholarship. Only courses defined per the [Dual Credit data standard](#) with appropriate names and course codes will be reported for Transition Readiness and KHEAA's dual credit scholarship.