



Guiding Principles

for using course code 950001 Dual Credit Placeholder

Once verification of enrollment has taken place by the high school and the postsecondary institution partner, the state course code 950001 may be used as a placeholder within the standard day schedule of Infinite Campus to alleviate schedule gaps caused by a student taking a dual credit course online or on a postsecondary campus.

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.

Proper Dual Credit Placeholder Set-Up

Course Setup

Subject Type:

Transcript:
☐

GPA Weight:

0.000

Bonus Points:
☐

Course-Only Curriculum:
☐

Attendance:
☐

Unit Attendance:
☐

Standards-Based:
☐

Hide Standards On Portal:
☐

Ignore Master Push:
☐

External LMS Exclude:
☐

Activity:

State Defined

Difficulty Level:

Teaching Method:

12: Dual Credit - College Offered

Type:

Instructional Time:

0.000

Instructional Setting:

03: Offsite College

Transcript: should not be checked.

Difficulty Level: should be left blank.

Type: should be left blank

Teaching Method: Should reflect what is happening during the scheduled time for the placeholder course

Instructional Setting: Should reflect what is happening during the scheduled time for the placeholder course

Attendance: 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 (e.g. 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](#).

Additional Notes

The dual credit placeholder course should remain in place throughout the semester or year. The corresponding dual credit courses must be scheduled by Oct. 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 Postsecondary Readiness indicator for Kentucky's Accountability System, for KHEAA's dual credit scholarship, nor for the Advanced Courses and Exams section of the School Report Card. Only courses defined per the [Dual Credit Data Standard](#) with appropriate names and course codes will be reported.