

# Course Prerequisite/Pre-course Work Requirements

**1. Background.** In order to develop a comprehensive curriculum that meets the needs of the Defense Acquisition Workforce, complies with accreditation standards, is within available resources, and promotes learning, DAU, in its curriculum design processes builds frequently upon the knowledge and skills gained from other DAU courses. Accordingly, DAU has established course prerequisite requirements for many of our training courses that must be met in order to register for a course. Students not only are required to meet course prerequisite requirements but must be competent in prerequisite knowledge and skills. These requirements are deemed essential for successful participation in a higher-level course where functional specialization is emphasized or higher-level courses are designed to enhance the employee's capabilities in a primary specialty or functional area.

## **2. Establishing Course Prerequisite Requirements**

a. Once established, course prerequisites usually will not be modified. Should an additive requirement be identified that facilitates the learning process, the inclusion of the additive requirement **will not** be imposed but "recommended" for current fiscal year offerings before being imposed for future fiscal year offerings. Changes to course prerequisite requirements normally are identified by the first Monday in January of the fiscal year preceding implementation.

b. Course prerequisites are listed in the [iCatalog](#) on the course concept cards along with the course description and other course unique information.

**3. Meeting Course Prerequisite Requirements.** Prerequisites may be in the form of specified DAU coursework, individual grade/position requirements, or work experience requirements.

a. All students must meet course prerequisite requirements unless the requirement has been waived. See paragraph 4, below.

b. Prerequisite DAU courses are met by completing the designated DAU course; completing an approved equivalent course (acceptable equivalent courses are listed online in the DAU [iCatalog](#) at <http://icatalog.dau.mil/appg.aspx>); or by fulfilling the prerequisite course through an assessment of the student's previous education and training experiences against the prerequisite course learning outcomes, by the student's component. *Note that the DAU Fulfillment Program DOES NOT extend to 400-level coursework. Information on the DAU Fulfillment Program is online in the DAU [iCatalog](#) at <http://icatalog.dau.mil/DAUFulfillmentPgm.aspx>.*

c. The prerequisite also may be met if the student has completed the predecessor course to the prerequisite as long as the predecessor has not expired at the time of application.

d. Walk-in Students. Walk-in students NOT on the wait list will be required to provide documentation citing successful completion of prerequisite DAU course(s). Walk-in students who do not provide appropriate documentation will not be admitted to the course. Appropriate documentation includes:

- The student's DAU transcript;

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- An equivalent course completion certificate; or
- A complete and approved DD Form 2518 (Fulfillment Request).

### 4. Waiving Course Prerequisite Requirements

a. Students who do not meet the course prerequisite requirements stand a greater risk of failure. However, to facilitate a student's immediate registration or meet organizational and/or student needs, course prerequisite requirements may be waived for 300-level courses and below. The justification for a waiver must be documented within the component or agency registration system.

b. The authority to waive course prerequisites for individual student on a case-by-case basis rests with:

- Component Directors, Acquisition Career Management (DACMs) or their representative for DoD students;
- Director, Federal Acquisition Institute (FAI)/agency head or their representative for federal government non-DoD students; and
- DAU, Director, Performance and Resource and Management (PRM) for industry students.

c. *For Defense Acquisition Workforce students, the preferred approach in lieu of a waiver is to exercise the [DAU Fulfillment Program](#), prior to approving a registration.*

d. *Prerequisite requirements for 400-level DAU courses (400-level course prerequisites, grade, position and/or work experience requirements) may NOT be waived for attendance at 400-level DAU courses.*

5. **Failing to Meet Course Prerequisite Requirements.** Students failing to meet course prerequisite requirements will be refused entry to a course if the student is a walk-in not on the wait list. DAU personnel will NOT refuse entry to a course by any student failing to meet course prerequisite requirements if the student has been properly registered, enrolled or wait listed for the course through their components registration system.

6. **Pre-course Work Requirements.** Many resident courses have pre-course work requirements to facilitate the effective delivery of the course material. These requirements will be articulated to the student upon enrollment and/or when the student logs on to DAU Blackboard per instruction in the enrollment notice.

Most pre-course work requirements are assessed activities that will impact the student's ability to achieve mastery criteria for a course. Pre-course work requirements may account for as much as 20 percent of the student's overall academic performance. Students who fail to complete the pre-course work may find it difficult to achieve mastery criteria especially if the pre-course work accounts for 15-20 percent of the course mastery criteria.

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## 7. Responsibilities

a. Director, Learning Capabilities Integration Center (LCIC); Dean, Defense Systems Management College (DSMC); Dean, College of Contract Management (CCM)

(1) Ensures appropriate course prerequisites are established for their assigned courses.

(2) Ensures the Director, Performance and Resource Management (PRM) is advised of all course prerequisites, changes, and effective dates.

b. Director, Performance and Resource and Management (PRM)

(1) Communicates changes to course prerequisites within DAU and to the components ensuring the registration system(s) supporting DAU course registrations are maintained with current and future course prerequisite requirements.

(2) Determines adherence to the course prerequisite directive through periodic reviews with the DACMs.

(3) Provides course registration services for industry students and establishes a process to evaluate the training and experience of industry students in order to ensure they have the potential to complete the course and to contribute industry perspective and experience.

c. Regional and College Deans

(1) Screen walk-in students who are on the non-wait list for meeting course prerequisites. Students who cannot show documentation that supports their successful completion of a DAU prerequisite course(s), equivalent course(s) offered by a certified equivalent training provider, or a DD Form 2518, Fulfillment of DoD Mandatory Training Requirement(s), will NOT be admitted to the course.

(2) Ensure that a class roster (official listing of students eligible to participate) is generated from ATRRS or STARS not later than the Friday prior to the start of the course.

(3) Collect data as deemed appropriate for students experiencing academic difficulties who were waived into a course for discussions with the University senior leadership regarding the appropriateness of current course prerequisite policies.