

October 9, 2007

## **COURSE PREREQUISITES**

1. **REFERENCES:** This document supersedes Defense Acquisition University (DAU) Directives 706 (Course Prerequisites) of May 4, 2007.
2. **PURPOSE:** To describe the procedures for enforcing DAU required course prerequisites for students (government and non-government) matriculating in DAU courses.
3. **BACKGROUND:** On June 17, 1999, the Under Secretary of Defense for Acquisition and Technology signed a directive entitled, "Setting Defense Acquisition University Course Prerequisites." This directive authorizes the DAU to enforce DAU course prerequisites for its courses. This directive also authorizes the DAU to establish procedures to implement this policy.
4. **APPLICABILITY AND SCOPE:** This directive applies to all DAU staff and the Directors, Acquisition Career Management (DACMs) and covers all DAU courses.
5. **DEFINITIONS:**
  - a. DACM — Assigned by each Department of Defense (DoD) component, they are responsible for managing the accession, training, education, and career development of their respective components' Acquisition, Technology & Logistics workforce.
  - b. Army Training Requirements Resource System (ATRRS) — The Army information system currently used by the DAU and DACMs to maintain course schedules, allocate quotas, manage class registration, and provide data for reporting requirements.
  - c. Student Tracking and Record System (STARS) — The DAU information system that automates the essential tasks required for performing DAU Registrar/Student Services Office (SSO) functions, sharing of information among DAU regions, and interfacing with external information systems such as ATRRS.
  - d. Prerequisite Course(s) — A course or courses where learning objectives, knowledge and skills were attained through successful completion/graduation.

DAU provides a highly structured sequence of courses needed to meet mandatory and desired training standards. Students are expected to be competent in prerequisite knowledge and skills, because they are essential for successful participation in a course where functional specialization is emphasized or where courses at a higher level are designed to enhance the employee's capabilities in a primary specialty or functional area.

e. Walk-in Student — A student who does not have a confirmed seat in a particular class but is able to gain a seat, e.g., when a student with a reservation does not show up for class.

f. Learning Capabilities Integration Center (LCIC) —DAU organization responsible for the Defense Acquisition Workforce Improvement Act curricula.

## **6. POLICY:**

a. DAU course prerequisites are established by LCIC.

b. Course prerequisites are listed in Chapter two of the DAU catalog along with the course description and other course unique information. Unless specifically waived by the component DACM, students are required to meet all prerequisite coursework prior to commencing a course.

c. Students may satisfy prerequisite coursework by completing the designated DAU course; completing a course(s), program or certification that has been approved as equivalent to the designated DAU prerequisite course; or by fulfilling the prerequisite course through an assessment, by the student's component, of the student's previous education and training experiences against the prerequisite course learning outcomes.

d. Walk-in students (those students not on the class roster) will be required to provide documentation citing successful completion of prerequisite DAU course(s). Walk-in students who do not provide documentation will not be admitted to the course.

e. The training and experience of industry students are evaluated on a case by case basis to ensure that the student has the potential to complete the course and to contribute industry perspective and experience.

## **7. RESPONSIBILITIES:**

a. Background:

DACMS review student records for the appropriate prerequisite courses as identified in the DAU catalog prior to attendance at a specific course. The prerequisites can be met by successful completion of DAU courses, equivalent training, or fulfillment. The fulfillment process can be found at: [www.dau.mil/workforce/pdf/Fulfillment.pdf](http://www.dau.mil/workforce/pdf/Fulfillment.pdf). In addition, DACMS disapprove students who do not meet prerequisite requirements. If the student fails to meet the required prerequisite requirement, then the DACM must either disapprove or show relevant cause for student enrollment.

b. Industry Registrar/Student Services:

(1) Evaluates the training and experience of industry students to ensure they have the potential to complete the course and to contribute industry perspective and experience.

c. Performance and Resource Management (PRM) Scheduling:

(1) Develops and coordinates directives and procedures for enforcing DAU course prerequisites for students attending DAU courses.

(2) Provides oversight of the DAU implementation and adherence to this directive.

(3) Enforces, through periodic reviews with the DACMs, to determine adherence to the course prerequisite directive.

d. Planning, Policy, & Leadership Support (PPLS):

(1) Collect and publish prerequisite information on the DAU web site and catalog in coordination with Operations Support Group-Information Systems and LCIC.

e. Regional Student Services Liaison:

(1) One week prior to class start date, at the request of the academic dean, verify that students registered in the respective course have completed the required prerequisites. Names of students that are believed to have not completed the required prerequisites will be provided to PRM scheduling for coordination with the appropriate DACM and to the respective academic Dean. If the course prerequisites have not been completed prior to the start of the class, DAU may elect to not to admit the student into class.

(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.

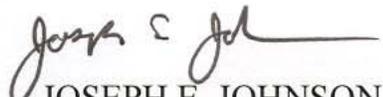
f. Regional Deans or Designees:

(1) On the first day of class, screen walk-in students for 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 ([www.dau.mil/equivalency](http://www.dau.mil/equivalency)), or a DD Form 2518, Fulfillment of DoD Mandatory Training Requirement(s), will not be admitted to the course.

(2) Keep PRM scheduling informed when issues arise concerning prerequisites and student qualifications.

g. LCIC:

Ensure that the DAU catalog accurately reflects the course prerequisites for each course. LCIC will be responsible for communicating any changes or clarification to the DACMs, Deans, PPLS, SSO, and PRM Scheduling.

  
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