



# Defense Acquisition University

## Equivalent Product Review Request (RR) & Equivalent Product Information/Questionnaire (IQ) Instruction Guide

### General Instructions:

**This Equivalent Product Review Request (RR) and Equivalent Product Information/Questionnaire (IQ) may be submitted after you have submitted and have an approved Equivalent Provider Application (EPA) on file.**

This is your instruction guide for completing the Equivalent Product Review Request (RR) and Equivalent Product Information/Questionnaire (IQ). All instructions are contained in these blue boxes. Use the RR and IQ templates to submit your equivalency request.

The Equivalent Product Review Request (RR), the Equivalent Product Information/Questionnaire (IQ), and the Crosswalk (CR) must be completed for **each** DAU course for which you are seeking an equivalency determination.

The RR, IQ, and the Crosswalk (CR), as well as all supporting documentation, must be submitted in electronic format per the instructions contained herein. Exceptions are noted herein and can be sent by hardcopy via U.S. mail.

Instructions for the crosswalk and the template can be downloaded from the DAU Web page ([www.dau.mil](http://www.dau.mil)).

Address all the questions contained in the RR and IQ. Follow all instructions. **Incomplete packages will be returned without review.**

### Submitting Your Equivalency Request:

1. Within your organization's folder on Blackboard (BB) is a subfolder called "2 - Equivalent Product Review Requests" and within that folder another called "00 – Course Template" with four (4) additional subfolders labeled:

- "A – RR IQ CR Recommendation"
- "B – Instructor - Proctor Materials"
- "C – Student Materials"
- "D – Student Assessment Instruments"

2. Create a copy of the "00 – Course Template" and modify the name of the new folder by labeling it with the name of the DAU course ID to which your equivalency request applies (i.e., "CON 120"). If seeking equivalency status for more than one DAU course list all the DAU course IDs.

3. Comply with the directed naming conventions when loading the files into the subfolders. Always use a six (6) digit date format as follows: yymmdd.

4. Include the following in subfolder A – RR IQ CR Recommendation. Load your completed RR, IQ and CR using the following naming convention:

*(date) (Name of Provider) – (DAU course code) – RR*  
*(date) (Name of Provider) – (DAU course code) – IQ*  
*(date) (Name of Provider) – (DAU course code) – CR*

Ex: 080131 Calhoun University – CON 120 - RR

**Submitting Your Equivalency Request (cont):**

5. Documentation that cannot be submitted in electronic form can be mailed, two (2) copies, directly to the reviewers (to be determined) place of business.

6. When the EPA and all supporting documents are loaded in BB, notify the reviewer and DAU ([equivalency@dau.mil](mailto:equivalency@dau.mil)).

# Defense Acquisition University Course/Equivalent Product Review Request Instruction Guide

## 1. Organization's Name:

*Self-explanatory*

## 2. Organization's Point of Contact:

*This is the organization's POC as outlined in the Memorandum of Understanding completed with your Equivalent Provider Application.*

Name:  
Work Phone and ext:  
Mobile Phone:  
Fax:  
E-mail:  
Mailing Address:

## 3. Equivalent Product to DAU Course Relationship

*Choose the appropriate option*

\_\_\_\_\_ One-to-one Choose this if you are proposing a one-to-one relationship between your product and a DAU course  
 \_\_\_\_\_ Many-to-one Choose this if you are proposing that you have several different products that map to one DAU course  
 \_\_\_\_\_ One-to-many Choose this if you are proposing that you have one product that maps completely to more than one DAU course

\_\_\_\_\_ One-to-one (equivalent product to DAU course)  
 \_\_\_\_\_ Many-to-one (several equivalent products to one DAU course)  
 \_\_\_\_\_ One-to-many (equivalent product to many DAU courses)

## 4. DAU Course Identifier and Name

*Provide the requested information in the table below. Add/delete rows as necessary. If this is a one-to-many relationship, list the DAU course for this review request first. For example, if your product is intended to cover more than one DAU course such as CON 100 and CON 110, list CON 100 first for this equivalency review. A review request must be completed for each DAU course. On a separate review request, you would list CON 110 first.*

Identifier	Name

## 5. Equivalent Product Identifier, Name, and Implementation Date

*Provide the requested information in the table below. Add/delete rows as necessary. The implementation start and end dates is the start and end date this product, in its current form, is planned to be initially delivered or was first delivered to the public.*

Identifier	Name	Implementation Dates	
		Start (mmddyy)	End (mmddyy)

# Defense Acquisition University Equivalent Product Information/Questionnaire Instruction Guide

For each equivalent product listed on the DAU Course/Equivalent Product Review Request, provide the below information.

## 1. Organization's Name:

*Self-explanatory*

## 2. Product Identifier and/or Name:

*Self-explanatory*

## 3. Type Product:

*Choose the appropriate option*

- College Course – Credit *(Choose this if this is a college course offered by a regionally accredited academic college or university. Include the number and type of credit hours awarded for successful completion, e.g. 3 undergraduate semester credits)*
- College Course – Noncredit *(Choose this if this is a course offered by a regionally accredited academic college or university but the course is not offered for credit)*
- Training Course *(Choose this for training courses offered by organizations other than regionally accredited colleges and universities)*
- Examination *(Choose this for professional certifications based all or in part on examination)*

- College Course – Credit
- College Course – Noncredit
- Training Course
- Examination

## 4. Method of Delivery:

*Choose the appropriate option(s). If a course can be completed via more than one option i.e., a college course that is available in both resident and Web-based versions, so state.*

- Resident/In-Class Instruction *(Self-explanatory)*
- Online Instructor-facilitated Instruction *(Self-explanatory)*
- Online Self-Paced Instruction *(List the number of hours it is expected to take the average student to complete the instruction, e.g. 32 hours)*
- Resident Examination *(Self-explanatory)*
- Online Examination *(Self-explanatory)*
- Other *(Provide an explanation)*

- Resident/In-Class Instruction
- Online Instructor-facilitated Instruction
- Online Self-Paced Instruction

- \_\_\_\_\_ Resident Examination
- \_\_\_\_\_ Online Examination
- \_\_\_\_\_ Other

## 5. Program Duration:

*Describe the duration in terms of time normally afforded the participant from start to finish, e.g. one 15-week semester; five 6-hour training days; 5 hours examination time; 60 calendar days from registration, etc.*

*If this is an "Online Self-Paced Instruction" also list the number of hours it is expected to take the average student to complete the course.*

## 6. Instructor Contact Hours:

*If the product is an examination or "Online Self-Pace Instruction", put N/A*

## 7. Number of Hours of Work Expected Outside of the Classroom:

*For the program duration identified in number 3 above, list the total number of hours expected of the student in individual and/or group work outside of the normal course meeting time that would be associated with the DAU objectives. If the product is an examination or "Online Self-Pace Instruction," put N/A.*

## 8. Prerequisite Requirements:

*List/identify your prerequisite requirements for an individual to take your course or sit for your examination. If there are none, , enter None.*

## 9. Equivalent Product Mastery Requirements:

*List/identify the minimum requirements (i.e. grade point average, attendance, examination score, etc.) an individual must achieve/complete in order to be acknowledged by your organization as having successfully completed the course or examination. Specific information on student assessments will be requested in the List of Attachments Part 3, Student Assessment Instruments and filed in folder "D – Student Assessment Instruments" .*

## 10. Instructor/Proctor Qualification Standards:

*List and/or describe any unique subject matter qualification standards you require of your instructor before assigning him/her to teach this course. If the equivalent product is a proctored examination, identify the requirements to be a proctor.*

## 11. Control of Testing Conditions:

*List/identify the safeguards in place to protect exam materials, ensure positive identification of the learner and student honesty.*

## List of Attachments

The List of Attachments has 3 sections corresponding to each of the like titled folders in your BB folder under folder 2 – Equivalent Provider Review Requests

### 1: Instructor/Proctor Materials

#### In subfolder B – Instructor/Proctor Materials on BB:

Load ALL materials provided for the instructor/proctor as separate files following the naming convention below for each file. Use PDF or one of the Microsoft Office Suite applications.

Provide below a list of all the files loaded as well as subfolder structure if utilized. If your course is many to one (provider to DAU), recommend you construct a subfolder for each provider course.

If the supporting material you have is not available in one of the above formats, 2 paper copies must be provided. List these in the section labeled “Hard Copy”

Naming Convention: application date (yymmdd) - document name or code that is consistent with how it is referenced on the crosswalk

Examples:       080822 - Instructor Guide Lesson 1.doc  
                  080822 - Instructor Slides Lesson 1.ppt  
                  080822 - Case 1 Annotated.doc

If organizing your files is best accomplished by creating subfolders, do so but not more than one level below the attachment folder. This is recommended if your organization’s equivalent product is a many-to-one DAU course relationship.

### Subfolder Structure/File Listing

### Hard Copy Listing

## 2: Student Materials

### In subfolder C – Student Materials on BB:

Load ALL materials provided to the student, excluding assessment instruments, as separate files following the naming convention below for each file. Use PDF or one of the Microsoft Office Suite applications.

Provide a list below of all the files uploaded as well as subfolder structure if utilized. If the supporting material you have is not available in one of the above formats, 2 paper copies must be provided. List these in the section labeled “Hard Copy”

Naming Convention: application date (yymmdd) - document name or code that is consistent with how it is referenced on the crosswalk

Examples:       080822 - Syllabus.pdf  
                  080822 - Student Guide Lesson 1.doc  
                  080822 - Handout Case 1.doc  
                  080822 - Case 1 Solution.xls

If organizing your files is best accomplished by creating subfolders, do so but not more than one level below the attachment folder. This is recommended if your organization’s equivalent product is a many-to-one DAU course relationship.

### Subfolder Structure/File Listing

### Hard Copy Listing

### 3: Student Assessment Instruments

In subfolder D – Student Assessment Instruments on BB:

Load only those materials associated with the DAU objectives used to assess the student as separate files following the naming convention below for each file.

Include all answer keys and grading rubrics utilized for oral presentations, written or group work using PDF or one of the Microsoft Office Suite applications.

Provide below a list of all the files uploaded as well as subfolder structure if utilized. If the supporting material you have is not available in one of the above formats, 2 paper copies must be provided. List these in the section labeled “Hard Copy”

Naming Convention: application date (yymmdd) - document name or code that is consistent with how it is referenced on the crosswalk.

Examples:       080822 - Lesson 1 Exam.doc  
                  080822 - Lesson 1 Exam Answer Key.ppt  
                  080822 - Course Grading Rubric.xls

If organizing your files is best accomplished by creating subfolders, do so but not more than one level below the attachment folder. This is recommended if your organization’s equivalent product is a many-to-one DAU course relationship.

#### Subfolder Structure/File Listing

#### Hard Copy Listing