

Disenrollment, Dropping a Course, and Wait Lists

1. Background

a. *Course disenrollment, sometimes referred to as a cancellation or student cancellation, is an action taken with a registered student prior to the commencement or start of a course, whereas dropping or withdrawing from a course is an action taken with a student once the course has commenced.* For resident courses, the course commencement date is the published start date of the course regardless of whether or not the course has pre-course work requirements. For distance learning courses to include the delivery of continuous learning modules, the start date is the date the student welcome message is generated and sent via email notifying the student of their enrollment. *It is the student's responsibility to ensure their e-mail address is accurate and current within the registration system.*

b. **Wait Lists.** Students on a wait list have been properly registered but do not yet have seat reservations in the course. Assuming seats are available, 65 days prior to the start of a course, students on the wait list automatically will be enrolled in the course with seat reservations and a notification of enrollment will be sent to the student via e-mail. If the student was on multiple wait lists for the same course, they automatically will be removed from the other future wait list enrollment requests.

2. **Resident or Facilitated On-line Environment (FOLE) Courses.** These courses have a specific start and end date and are listed in the registration system. Enrollment occurs when a welcome message is generated by the registration system.

a. **Disenrollment or Enrollment (Student) Cancellation.** Prior to the commencement of a resident or FOLE course, it is the responsibility of the student's component or agency Directors, Acquisition Career Management (DACM) to coordinate and execute disenrollment functions (student cancellations). For other Federal employees it is the responsibility of the Federal Acquisition Institute (FAI). DAU will take action to support the cancellations of registered industry students. *It is the student's responsibility to contact their appropriate representative.* DAU instructors/staff cannot process students' cancellation request from a class. Students must submit a request for cancellation through their appropriate registration site. The cancellation request must be processed prior to the class start date. Cancellation requests can take up to one week to process. Access to the DoD component/agency and FAI registration systems is provided through the DAU Web site at: www.dau.mil/training/apply.

b. **Dropping or Withdrawing from a Course**

(1) *While engaged in instruction at DAU, the student remains under the administrative and operational control of the student's parent organization.* Accordingly, DAU will not initiate or modify travel orders for students and it is the student's responsibility to return to their place of duty or where directed by their parent organization. DAU (appropriate campus representative) will, however, provide coordinating assistance as appropriate.

(2) After course commencement, if a student must drop, the lead instructor will evaluate the situation and assign the student an appropriate attrition code as noted below.

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(a) Unit Recall. Attrition Code “N”. Used when the student’s parent organization has notified DAU that the student is to be dropped and returned to their normal place of duty. In this case the student’s parent organization should contact the DAU Center for Scheduling and Student Support at Scheduling@dau.mil.

(b) Medical and/or Illness. Attrition Code “O”. Should a student become ill or require medical attention such that the student is unable to complete the course requirements, the student must notify the course lead instructor who will work with the hosting campus Associate Dean for Academics to notify the student’s parent organization and coordinate actions as may be necessary.

(c) Emergency Leave. Attrition Code “P”. Similar to medical and/or illness, if the student experiences a family situation that necessitates emergency leave, the student must notify the course lead instructor who will work with the hosting campus Associate Dean for Academics and the student’s parent organization and coordinate actions as may be necessary.

(d) Voluntary Drop (Withdraw) from Course. Attrition Code “)”. If for reasons other than stated above, the student wishes to drop or withdraw from a course, the student may do so after the student receives approval from their parent organization and presents such approval to the student’s lead instructor prior to withdrawing.

(3) Assigning the Attrition Code. The attrition codes identified above will be assigned to a withdrawing student assuming the student’s academic performance at the time of withdrawal has been determined to meet mastery criteria.

(a) If, at the time of withdrawal, the student has failed to achieve mastery criteria for a course and it is determined that regardless of the student’s performance on the remaining course assessments, the student **CANNOT** achieve the mastery criteria for the course, the student will be assigned an attrition code of “A” for Comprehensive/Academic Failure.

(b) If, at the time of withdrawal, the student is the subject of a disciplinary/misconduct action for violations of the Standards of Conduct associated with Academic Integrity, disruptive classroom behavior, or excessive unexcused absences, the student will be assigned an attrition code of “K” Disciplinary/Misconduct. The attrition code of “K” will not be assigned until the review/appeal process outlined in Attachment 13, *Student Inquiries, Complaint/Grievance Procedures* has been completed.

c. Wait List Removal

(1) Students on a wait list are automatically removed when enrolled in a course. Assuming seats are available, 65 days prior to the start of a course, students on the wait list will be enrolled automatically in the course and a notification of enrollment will be sent to the student via e-mail. If the student was on multiple wait lists for the same course, the student will be removed automatically from the other future wait list enrollment requests.

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(2) While on a wait list it is the responsibility of the student's component or agency DACM to coordinate and execute a wait list removal. For other Federal employees it is the responsibility of FAI. DAU will take action to support the cancellations of registered industry students. *It is the student's responsibility to contact their appropriate representative.* Access to the DoD component/agency and FAI registration systems is provided through the DAU Web site at: www.dau.mil/training/apply.

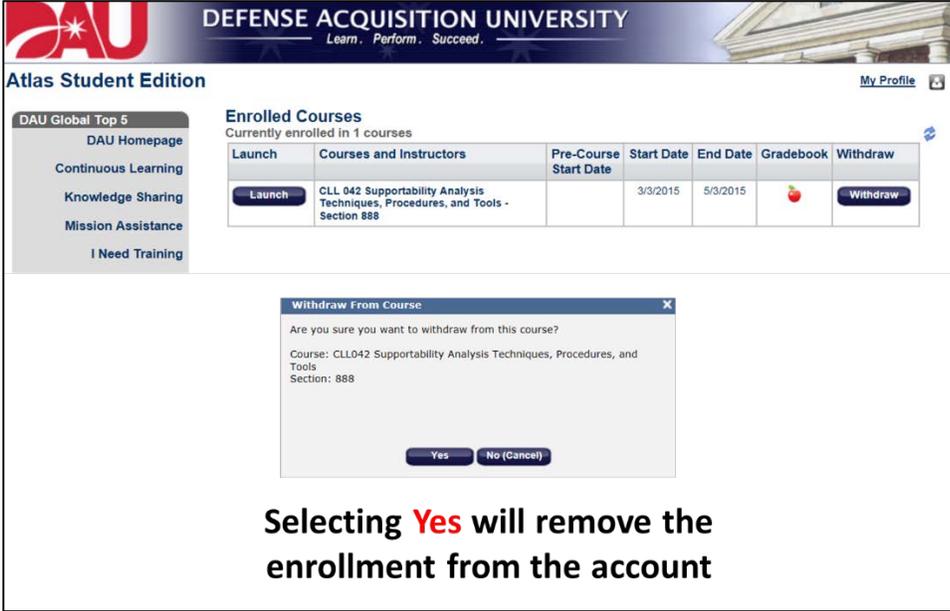
3. Distance Learning (DL) Courses

a. Disenrollment. Disenrollment occurs automatically when either of these conditions are met:

- A student's course expires before they complete all of the required components i.e., lessons, exams and the end of course survey.
- The enrollment has not been acknowledged within 21 days. See subparagraph e. below.

b. Dropping or Withdrawing for a DL Course. Students may now withdraw themselves from an enrollment in a distance learning course via the students profile in the DAU Virtual Campus. To drop or withdraw, follow these steps:

- Log into the DAU Virtual Campus at <https://learn.dau.mil>.
- Click on the "Withdraw" button next to the desired course.
- Select "Yes" in the confirmation window.



The screenshot displays the DAU Atlas Student Edition interface. At the top, the DAU logo and "DEFENSE ACQUISITION UNIVERSITY" are visible, along with the tagline "Learn. Perform. Succeed.". Below this, the "Atlas Student Edition" header is shown with a "My Profile" link. The main content area is divided into a left sidebar with navigation options like "DAU Global Top 5", "DAU Homepage", "Continuous Learning", "Knowledge Sharing", "Mission Assistance", and "I Need Training". The central area is titled "Enrolled Courses" and shows "Currently enrolled in 1 courses". A table lists the course details:

Launch	Courses and Instructors	Pre-Course Start Date	Start Date	End Date	Gradebook	Withdraw
Launch	CLL 042 Supportability Analysis Techniques, Procedures, and Tools - Section 888		3/3/2015	5/3/2015		Withdraw

Below the table, a "Withdraw From Course" dialog box is open, asking "Are you sure you want to withdraw from this course?". It provides the course details: "Course: CLL042 Supportability Analysis Techniques, Procedures, and Tools" and "Section: 888". The dialog has "Yes" and "No (Cancel)" buttons. Below the dialog, a text box states: "Selecting **Yes** will remove the enrollment from the account".

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c. Wait List Removal. To be removed from the wait list, the student or the DACM representative must contact the DAU Help Desk at 703-805-3459 option 1 or e-mail the DAU Help Desk at DAUHelp@dau.mil requesting this action. The email must include:

- Student Name: (*Student Name*); and
- Course: (*Course ID such as ACQ101*)

d. Test Failure. Students are also automatically dropped for failing an exam on the third attempt. See Attachments 7 and 11.

e. 21-Day Acknowledgement Rule. Once a student has been notified of enrollment, the student has 21 days to acknowledge enrollment. *If a student has not commenced work (i.e., clicked the acknowledgement button) within 21 days of the date of the enrollment message via e-mail, the student will be dropped automatically from the course as a “No Show.” It is the student’s responsibility to ensure their e-mail address is accurate and current within the registration system.*

4. Continuous Learning Modules (CLM). Disenrollment, dropping and wait lists are similar to DL courses above except as follows:

- The 21 day acknowledgement rule does not apply.
- There are no wait lists for CLMs.
- Students have 99 attempts to pass the exams.

5. Disenrollment/Dropping Penalties

a. Except for substantiated violations of the Standards of Conduct as noted in Attachment 2, *Violations of the Standards of Conduct*, DAU does not impose any penalties or waiting periods for students who:

- Are “No Show” for a course;
- Cancel an enrollment for a course; or
- Are dropped from a course.

b. DoD components and agencies as well as FAI may implement restrictions or a waiting period on future enrollments for students who fail to complete a course for one of the reasons outlined in paragraph 4.a., above.