

Prerequisite/Pre-course, Course Work Requirements and Hours

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 take different forms such as; 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:

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- The student's DAU transcript;
- 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 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. Students are expected to complete all pre-course requirements prior to attending the offering.

a. 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

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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.

b. Students should review the course concept card in the iCatalog, before planning to secure a seat through the walk-in process. Students will be refused entry for courses that state “Pre-work required / Walk-ins NOT authorized”. For courses that state “Pre-work required / Walk-ins authorized,” it is the students’ responsibility to complete the pre-work requirement prior to attempting to walk-in. Failure to do so may result in being refused entry to the course.

7. Course Work Requirements and Hours

a. As a complement to the standards of conduct outlined in attachment (1) and the mastery standards outlined in attachment (7), students are expected to complete ALL course requirements to graduate the course.

b. DAU resident courses typically meet for up to 8 hours a day. This does not include time for lunch and other breaks in the schedule. Many courses have out of class activities (homework) that must be completed on the students own time to successfully master a course. Homework is not considered part of the normal training day and is not a justification for requesting overtime pay (premium pay). *Premium pay for time spent in training is generally prohibited by Federal regulation. 5 CFR § 410.402(a) specifies that "an agency may not use its funds, appropriated or otherwise available, to pay premium pay to an employee engaged in training by, in or through Government or non-government facilities." There are a few exceptions for extraordinary circumstances that generally do not pertain to DAU courses or students. This prohibition does not restrict a student's employing agency, at its discretion, from allowing travel compensatory time for extra hours spent traveling to or from a training site.*

a. While overtime is not permitted for training activities, some agencies may agree to provide compensatory time or credit hours for time spent studying/preparing for DAU classes that extends beyond the normal duty day. Such decisions are entirely at the discretion of the students’ parent agencies for both DAU resident and online courses. DAU has no authority to authorize or recommend compensatory time or credit hours for students that are not DAU employees.

d. DAU distance learning courses and pre-course work requirements are intended to be completed during normal work hours at the student’s place of work. The expected time to complete any particular distance learning course is a reflection of the continuous learning points assigned to the course where one point equals one hour. The points are calculated following the protocols established by the American National Standards Institute/International Association of Continuing Education and Training (ANSI/IACET) and may or may not reflect the time required by an individual student.

8. Responsibilities

a. Director, Foundational Learning Directorate (FLD); Dean, Defense Systems Management College (DSMC); Dean, College of Contract Management (CCM)

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(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 not on the 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.