

September 9, 2010

## **COURSE PREREQUISITES**

1. **REFERENCES:** This document supersedes Defense Acquisition University (DAU) Directives 706 (Course Prerequisites) of August 17, 2010.
2. **PURPOSE:** To describe the procedures for enforcing DAU required course prerequisites for students (government and non-government) matriculating in DAU courses.
3. **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 frequently builds 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 are not only required to meet course prerequisite requirements but must be competent in prerequisite knowledge and skills as these are essential for successful participation in a higher level course where functional specialization is emphasized or where courses at the higher level are designed to enhance the employee's capabilities in a primary specialty or functional area.
4. **APPLICABILITY AND SCOPE:** This directive applies to all categories of students (DAU staff, Department of Defense (DoD) and other employees, as well as industry) and covers all DAU courses.
5. **DEFINITIONS:**
  - a. Directors, Acquisition Career Management (DACMs) — Assigned by each DoD component, are responsible for managing the accession, training, education, and career development of their respective component's acquisition 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 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) — DAU-offered course(s) required to have been successfully completed prior to attending another DAU course.

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 on the first day of class.

f. Learning Capabilities Integration Center (LCIC) — DAU organization responsible for the curriculum that supports the training standards established for meeting Defense Acquisition Workforce Improvement Act training standards.

g. Course Concept Card — A web based summary of essential course information.

## 6. **POLICY:**

a. DAU course prerequisites are established by the Director, LCIC. The Director, LCIC may delegate this authority to his direct report Center Directors. For 400-level courses, the Dean, School of Program Managers (SPM) will establish course prerequisite requirements.

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

c. 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 only” for current fiscal year offerings before being imposed for future fiscal year offerings. Changes to course prerequisite requirements should be identified by April 2nd of the fiscal year preceding implementation.

d. All students must meet course prerequisite requirements unless the requirement has been waived. See paragraph 6.g. below. Prerequisites 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. The DAU Fulfillment **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>.

e. 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 unless the supporting Region can verify prerequisite completions through a systems check.

f. DAU personnel will not refuse entry to a course of any student properly registered.

g. Waiving Prerequisites

(1) 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.

(2) 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.

(3) The authority to waive course prerequisites on an individual student 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 of Operations for industry students.

## **7. RESPONSIBILITIES:**

a. Director, Learning Capabilities Integration Center

(1) Assign course prerequisites as required to facilitate the learning process.

(2) Coordinate within DAU as required to ensure DAU catalog resources accurately reflect prerequisite requirements for each course.

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

b. Dean, School of Program Managers (SPM):

(1) Assign course prerequisites for 400-level courses as required.

(2) Ensure the Directors, LCIC and PRM are advised of all course prerequisites, changes and effective dates.

c. Director, Operations Support Group (OPS):

(1) Provides course registration services for industry students.

(2) 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.

d. Director, PRM

(1) Communicates changes to course prerequisites within DAU and to the components.

(2) Ensures the registration system(s) supporting DAU course registrations are maintained with current and future course prerequisite requirements.

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

f. Regional Deans

(1) Screen walk-in students 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.

g. Course Managers. Ensure the course Plan of Instruction accurately reflects all required and recommended course prerequisites.

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