

Disenrollment, Dropping a Course, and Wait Lists

1. **Online Training Courses (OLT)**. In Cornerstone, DAU's Learning Management System (LMS), enrollment is immediate and there are no wait lists nor is there a disenrollment or drop functionality. Once enrolled, the student has until the course is tagged for retirement to complete the course.

2. **Instructor Led/Virtual Instructor Led Training (ILT/VILT)**

a. Background. Course disenrollment, sometimes referred to as a cancellation or student cancellation, is an action taken with a registered student prior to the commencement (start) of a course, whereas dropping or withdrawing from a course is an action taken with a student once the course has commenced. The course commencement date is the published start date of the course regardless of whether or not the course has pre-course work requirements. Wait lists students are students who have been properly registered but not enrolled (do not have a seat reservation) in the course. If seats are available, students on the wait list automatically will be enrolled in the course with seat a reservation and a notification of enrollment will be sent via e-mail up to 65 days before the start of a course. If students were on multiple wait lists for the same course, they automatically will be removed from the other future wait list enrollment requests.

b. Disenrollment or Enrollment (Student) Cancellation. Before the commencement of an ILT/VILT course, the student's component or agency Director, Acquisition Career Management (DACM) is responsible for coordinating and executing disenrollment functions (student cancellations). For other Federal employees, that responsibility lies with the Federal Acquisition Institute (FAI). DAU will take action to support the cancellations of registered industry students. *Students are responsible for contacting their appropriate representative.* DAU instructors/staff cannot process students' cancellation requests from a class. Students must submit a request for cancellation through their appropriate registration site. The cancellation request must be processed before 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 <https://www.dau.mil/training/p/apply-for-a-course>.

c. Dropping or Withdrawing from a Course

(1) *While engaged in instruction at DAU, students remain under the administrative and operational control of their parent organization.* Accordingly, DAU will not initiate or modify travel orders for students, and students are responsible for returning to their place of duty or where directed by their parent organization. An appropriate DAU 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.

a Unit Recall. Attrition Code "N" is used when the student's parent organization has notified DAU that the student is to be dropped and returned to the 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.

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b Medical Emergency or Illness. Attrition Code “O” is used should illness or a personal medical circumstance render the student 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 necessary.

c Emergency Leave. Attrition Code “I” is used should a family or personal situation arise that necessitates the student leaving. 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 necessary.

d Voluntary Drop (Withdraw) from Course. Attrition Code “)” is used for reasons other than stated above and the student wishes to drop or withdraw from a course. The student may do so after receiving approval from their parent organization and presenting such approval to the lead instructor before 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 the student has failed to achieve mastery criteria for a course at the time of withdrawal and it is determined that the student **CANNOT** achieve the mastery criteria for the course regardless of performance on remaining course assignments, 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” for 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.

d. Wait List Removal

(1) Students on a wait list are automatically removed when enrolled in a course. If seats are available, students on the wait list will be enrolled automatically in the course and receive an e-mail notification of enrollment 65 days before the start of a course. 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.

(2) While the student is on a wait list, the student’s component or agency DACM is responsible for coordinating and executing a wait list removal. For other Federal employees the responsibility lies with FAI. DAU will take action to support the cancellations of registered industry students, but the student is responsible for contacting their appropriate representative.

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3. 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.