Disenrollment, Dropping and Wait Lists

1. **Online Training (OLT).** 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 curriculum is tagged for retirement to complete the training.

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

   a. Background. Training disenrollment, sometimes referred to as a cancellation or student cancellation, is an action taken with a registered student prior to the commencement of training, whereas dropping or withdrawing is an action taken with a student once the training has commenced. The course commencement date is the published start date of the course regardless of whether or not the training has pre-course work requirements. Wait list students are students who have been properly registered but not enrolled (do not have a seat reservation) in the training. Students may roll from wait list to reservation status when seats become available as early as 65 days prior to the course start date. Wait list status for future offerings in the same course will automatically be cancelled once the student receives a reservation status for the course.

   b. Disenrollment or Enrollment (Student) Cancellation. Before the commencement of ILT/VILT, the student’s component or agency Director, Acquisition Career Management (DACM)/Acquisition Talent Management (DATM) 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. The registration sites are listed at [https://www.dau.edu/training/p/apply-for-a-course](https://www.dau.edu/training/p/apply-for-a-course).

   c. Dropping or Withdrawing from Training

      (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 training 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 “HN” 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.edu.

         (b) Medical Emergency or Illness. Attrition Code “HJ” is used should illness or a personal medical circumstance render the student unable to complete the training requirements. The student must notify the lead instructor who will work with the hosting campus Associate Dean for Academic
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Affairs to notify the student’s parent organization and coordinate actions as necessary.

(c) Emergency Leave. Attrition Code “HI” is used should a family or personal situation arise that necessitates the student leaving. The student must notify the lead instructor who will work with the hosting campus Associate Dean for Academic Affairs and the student’s parent organization and coordinate actions as necessary.

(d) Voluntary Drop (Withdraw) from Training. Attrition Code “Z)” is used for reasons other than stated above and the student wishes to drop or withdraw. The student may do so after receiving approval from their parent organization and presenting such approval to the lead instructor before withdrawing.

(e) Unable to Complete due to Technical Issues. Attrition Code “HA” is used for students experiencing technical issues during Virtual Instructor Led Training (VILT). The technical issue could be from external connectivity or internal to DAU.

(f) Other. Attrition Code “HZ” is used to closeout student record due to inclement weather or other circumstances that do not fit into the attrition codes of ZA, HI, HJ, ZK, HN, Z), or HA. The use of the "Other” attrition code requires approval from the Headquarters Center for Scheduling and Student Support office.

(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 training at the time of withdrawal and it is determined that the student cannot achieve the mastery criteria regardless of performance on remaining training assignments, the student will be assigned an attrition code of “ZA” 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 “ZK” for Disciplinary/Misconduct. The attrition code of “ZK” will not be assigned until the review/appeal process outlined in Attachment 13, Student Inquiries, Complaint, and Grievance Procedures has been completed.

d. Wait List. Students may register to be waitlisted in multiple offerings for the same training. Upon receipt of a reservation status for that training, future wait list status will automatically be cancelled. Students who no longer wish to remain on a wait list status for a training that has not yet started may submit a request for cancellation through their component registration site. The registration sites are listed at https://www.dau.edu/training/p/apply-for-a-course.
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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 training;
   - Cancel an enrollment for a training; or
   - Are dropped from training.

b. DoD components and agencies may implement restrictions or a waiting period on future enrollments for students who fail to complete training.