

Student Attrition Codes

1. **Attrition Codes.** Students who do not successfully complete a Defense Acquisition University course will receive one of the below course attrition codes:

Attrition Code	Definition	Applicable to	
		Instructor Led Courses	Online Courses
A	Comprehension/Academic Failure	Yes	Yes
I	Emergency Leave	Yes	No
J	Medical and/or Illness	Yes	No
K	Disciplinary/Misconduct	Yes	Yes
N	Unit Recall	Yes	No
)	Voluntary Drop From Course	Yes	Yes
Z	Other	Yes	Yes

2. **Attrition Code Explanations**

a. Comprehension/Academic Failure “A”.

(1) Used when a student either fails to achieve the master criteria for a course or is determined at any time during a course that regardless of performance on the remaining course assessments, the student **CANNOT** achieve the mastery criteria for the course.

b. Emergency Leave “I”. Used when a student must drop a course due to a family emergency and the student’s performance to date indicates the potential to meet mastery criteria as outlined in Attachment 4, *Disenrollment, Dropping a Course, and Wait Lists*.

c. Medical Emergency or Illness “J”. Used when a student must drop a course due to personal illness or medical circumstances and the student’s performance to-date indicates the potential to meet mastery criteria as outlined in Attachment 4, *Disenrollment, Dropping a Course and Wait Lists*.

d. Disciplinary/Misconduct “K”. Regardless of the student’s achievement towards mastery criteria, the “K” may be used in the following situations:

(1) It has been substantiated that a student has violated the Standards of Conduct associated with Academic Integrity as outlined in Attachment 1, *Student Standards of Conduct*.

(2) Excessive/unexcused absence(s) as outlined in Attachment 1, *Student Standards of Conduct*.

(3) A student becomes disruptive, uncooperative, or fails to reasonably participate in the course requirements.

e. Unit Recall “N”. Used when a student must drop a course due to unit recall as outlined in Attachment 4, *Disenrollment, Dropping a Course and Wait Lists*.

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f. Voluntary Drop from Course “)”. Used when a student voluntarily drops a course other than aforementioned reasons and the student’s performance to-date indicates the potential to meet mastery criteria as outlined in Attachment 4, *Disenrollment, Dropping a Course, and Wait Lists*.

g. Other “Z”. Used to close out students' record due to inclement weather or other circumstances that do not fit into the attrition codes of A; I; J; K; N; or). The use of the "Other" attrition code require approval from the Headquarters Scheduling and Student Support Office.

3. Responsibilities. In addition to those aforementioned responsibilities, the Regional Student Services representative (for the respective teaching campus) is responsible for entering the data (graduation or attrition code) into the student’s official record for classroom-based courses after proper notification from the course lead instructor.