DEFENSE ACQUISITION UNIVERSITY
2001 NORTH BEAUREGARD STREET
ALEXANDRIA, VIRGINIA 22311-1772

January 20, 2000

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Hybrid Course Policy

The attached document states the policy for registering students in Defense Acquisition University (DAU) courses that use both Internet and classroom environments. This policy is effective immediately.

This is another area where cooperation among all the players has resulted in a solution that helps students access DAU courses efficiently. DAU Directors should ensure that the appropriate vendors and team leaders receive a copy of this policy.

Thank you for your good work.

Thomas M. Crean
President
Defense Acquisition University

Attachment
DAU Policy Memorandum #9

cc:
Director, Naval Facilities Contracts Training Center
Superintendent, Naval Postgraduate School
Office of the Assistant Secretary of the Navy (Research, Development and
    Acquisition), Acquisition and Business Management
Director, Defense Contract Audit Institute
Defense Logistics Agency Training Center
Director, Industrial Collage of the Armed Forces
Dean, Information Resources Management Collage
Commander, Contracting/Acquisition Training, 345th TRS/TTC
Training Administrator, 37th Training Group

DISTRIBUTION (See Page 2)

DISTRIBUTION:
Deputy Director, Acquisition Career Management, Office of the Assistant Secretary
    of the Army (Research, Development and Acquisition)
Director, Acquisition Career Management, Office of the Assistant Secretary of the
    Navy (Research, Development and Acquisition)
Associate Director, Acquisition Career Management, Office of the Assistant
    Secretary of the Air Force (Acquisition)
Deputy Director, Acquisition Career Management, Office of the Director for
    Acquisition Education, Training, and Career Development
Dean, School of Systems and Acquisition Management, Army Logistics Management
    College
Commandant, Defense Systems Management College
Director, Naval Center for Acquisition Training
Dean, School of Systems and Logistics, Air Force Institute of Technology
Director, University Operations
Director, Distance Learning
Provost and Deputy Commandant, Defense Systems Management College

POLICY MEMORANDUM #9

REGISTRATION FOR HYBRID COURSES WITH ONLINE AND CLASSROOM SECTIONS

January 14, 2000

DEFENSE ACQUISITION UNIVERSITY

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REGISTRATION FOR HYBRID COURSES
WITH ONLINE AND CLASSROOM SECTIONS

A. INTRODUCTION

The Defense Acquisition University (DAU) provides the training and education program mandated by the Defense Acquisition Workforce Improvement Act (DAWIA). The acquisition workforce participates in the DAU courses to meet certification, assignment-specific, and continuous learning requirements in the acquisition career fields.

Registration for the DAU courses is accomplished through the Army Training Requirements and Resources System (ATRRS) or directly online through the DAU Operational Support System (OSS).

B. PURPOSE

Courses may be delivered in a classroom, online, or as hybrid courses. A hybrid course is one course with two instructional delivery methods: e.g., Internet (online) and classroom. This Policy Memorandum provides the policy for registering and maintaining registrar information for students participating in hybrid courses as defined in paragraph D below.

C. APPLICABILITY AND SCOPE

The provisions of this Policy Memorandum apply to the DAU headquarters, campuses, and training centers; to the Directors for Acquisition Career Management (DACMs) and the Deputy DACM for the Department of Defense (DoD) agencies; and to all participants in the DAU courses with online and classroom sections.

D. DEFINITIONS

1. Online Courses. Students access DAU online courses on their computers using the Internet and a URL that takes them to the DAU virtual university: http://dau.fedworld.gov. Students pace their own learning over the time period allotted for the online section or work in a cohort. A cohort is a group of students who start and end the online section on the same dates. Faculty members are available online, by phone, or fax to facilitate as needed.

2. **Classroom Courses.** DAU courses where students learn in a classroom at a DAU campus or in classrooms on site at their workplace or other physical facility for a stated amount of time.

3. **Hybrid Courses.** DAU courses that use two or more instructional delivery methods: usually Internet and classroom. Other possible delivery systems that can be combined are CD-ROM, satellite, web, video tele-training, and print.

4. **ATRRS.** The Army Training Requirements and Resources System is the Department of the Army Management Information System for managing student training data. It is an automated tool that, among other functions, establishes training requirements, allocates class quotas, and makes seat reservations. The DAU is one of its customers.

5. **OSS.** The DAU Operating Support System is an automated, enterprise-wide management system for development, registration, administration, and delivery of courses and information.

E. REGISTRATION FOR HYBRID COURSES WITH ONLINE AND CLASSROOM SECTIONS

1. Hybrid course sections will be defined alphabetically:

    a. Online sections will be "a" as in BCF 211a.

    b. Classroom sections will be "b" as in BCF 211b.

2. When a student is registered in a hybrid course, the student will have the first 60 calendar days to finish "a". The instructional design of the course and the decision of the design/development team will determine the exact number of days, up to 60, that students have to complete "a". The number of days allowed for completion of an online section will be stated in the DAU online schedule, as well as the dates for the classroom sections.
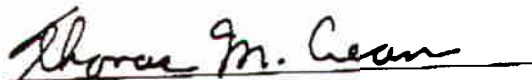
3. Students must have started the "b" section of the course within 120 days of enrollment. If the 120th day is not a government workday, than the next work day will be the last day to start a "b" section: e.g., if the 120th day is a Saturday, then the next workday, Monday, will be the last day to start a "b" section.

Certification:

4.   DACMs will register students in "a" and follow OSS procedures for classroom registration to enroll students in the "b" section. OSS Procedures will be found in the online OSS DACM Manual. In cases where there are only a few "b" sections offered, students will be advised to wait until a certain date to register and begin the online section.

5.   Pre-course assignments will not be considered part of the 120 days for the "a" and "b" section of the hybrid course.

6.   To pass the course, students must successfully complete both the "a" and "b" sections.

7.   Students who are de-registered from the "a" section, for any reason, will be removed from the "b" section and must re-register for "a".

8.   DACMs may register students for "a" only or "a" and "b".

F.   RESPONSIBILITIES

1.   The Faculty and Academic Staff Working Group on Distributed Learning will establish coherent, consistent Roles and Responsibilities for faculty facilitating hybrid courses.

2.   Either the DAU or the appropriate DACM will approve student registration for hybrid courses.

January 14, 2000

Thomas M. Crean
President
Defense Acquisition University

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