



Minimum Attendance Policy

Attendance Policy:

All WCAR courses delivered in a live instructor-led classroom or virtual setting should have a minimum of ten (10) registered students for the course to proceed. If there are fewer than ten (10) registered students, the course may be cancelled and re-scheduled. Cancellations and/or rescheduling should occur no later than three (3) business days from the course start date.

Rationale:

Classes with fewer than ten students present a variety of challenges to the learning experience, the student, and the course sponsor.

The student's learning experience is impacted since many of our courses have group exercises which are an integral component of the learning outcomes. In addition, class discussions and interactions, may be hampered and limited, creating challenges for the students and instructors.

An important part of the course experience is the expectation and ability for students to network with their peers. This value-added opportunity could be hindered in a setting not meeting minimum attendance standards.

There may be a less favorable perception by the student toward our courses and the course sponsor. The student may perceive the course is not valuable or worth the investment of their time and/or money since such a minimal number of their peers attended. Next time a course is offered, they may not likely to attend and may communicate to others their previous experience and recommend they not register.

A valuable learning experience is a priority of WCAR, and WCAR invests both in the human and financial capital to ensure that our courses are among the best in the region. Setting a minimum attendance standard will support the efforts toward the most desirable learning outcome and move forward the strategic plan for WCAR.