

Gradalis Waldorf Consulting & Services, LLC

STANDARD VIII-A, B, C— STUDENT ASSESSMENT & ACHIEVEMENT

GENERAL PURPOSE

The purpose of these policies is to establish clear and consistent policies for evaluating student assessment and satisfactory progress in the GRADALIS Teacher Training Program. These policies shall guide student evaluation in the Program and assist in providing inter-rater reliability for grading using the methods determined in this policy. Such policies shall be incorporated into the Candidate-Teacher Handbook providing clarity of expectations for Satisfactory Progress in programs and professional development offerings of GRADALIS Waldorf Consulting & Services, LLC (“GRADALIS”).

VIII-A PERFORMANCE MEASURES POLICIES

GRADALIS shall develop and utilize appropriate and educationally sound methods to assess student performance, attendance, and achievement.

VIII-A-1 Performance Assessment System & Grading

GRADALIS shall develop means to measure student progress that shall be written, periodically evaluated, and updated to ensure instructional effectiveness. GRADALIS shall have a sound written assessment system that contains a set of defined elements such as grading scale, weighting factors as applicable, assessments of participation and quality of work in alignment with the goals of the program and course student learning outcomes.

GRADALIS shall clearly and effectively communicate expectations for student achievement to students at orientation and/or the beginning of each course and program. GRADALIS assessment systems shall be clearly defined and consistent with industry norms for avocational trainings.

VIII-A-2 Assure Identity of IDL Students

Strategies to assure student attendance and engagement in IDL webinars shall be instituted by IDL instructors. For all IDL components delivered through the webinar format, all students shall sign into the webinar in the Chat Line and also sign out at the end of the webinar. Students shall be required, along with the instructor, to have their videos on so they can be seen throughout the webinar. Strategies for engaging students in discussions using the audio portion of the webinar and/or the Chat Line shall be implemented to continually engage students in the learning and to assure their full attendance throughout the webinars.

VIII-B ATTENDANCE POLICIES

GRADALIS shall establish and implement written policies and procedures for monitoring and documenting attendance. The attendance policy shall ensure that student attendance and participation are consistent with: (1) the expected performance outcomes of the program; and, (2) statutory, regulatory, and accreditation requirements, including at a minimum the required student attendance rate established by the Accrediting Commission. GRADALIS shall publish a clear description of its attendance requirements and inform students of their attendance on a regular and timely basis.

VIII-B-1 Policy on Attendance Requirements (Doc 35)

It is essential that candidates are in attendance to meet GRADALIS expected requirements and responsibilities for completion of the Program. A high absentee level creates serious difficulties for

candidates and for GRADALIS. Candidates are expected to contact their Instructor as well as their Department Chair and copy the Executive Director when they will miss a class. The minimum acceptable attendance for students enrolled in the GRADALIS training is a **90% attendance rate** for completion of the entire training.

There are four definitions of Absence from a class or webinar:

1. Absence before the fact (informing the instructor prior to missing the class)
2. Absence after the fact (not showing up for the class and not informing the instructor prior to missing the class)
3. Arriving to class 30 minutes late is considered 1 absence
4. Leaving a class 30 minutes early is considered 1 absence

Tardy (Arriving late to a class or webinar)

1. Tardy is defined as 10 minutes late
2. Three Tardies = 1 Absence i.e. 30 minutes

Early Departures (Leaving early from a class or webinar)

1. Departing 10 minutes early from a class is defined as an Early Departure
2. Three Early Departures = 1 Absence i.e. 30 minutes

Student attendance is tracked in the **aPlus+Attendance Management System** (aPlus) where reports on student attendance are accessible to instructors and the Executive Director. Instructors teaching face-to-face classes, as well as IDL on-line classes are responsible to submit attendance in the **aPlus+Attendance Management System** within 30 minutes of completion of the class. Should a candidate miss one or more days in a Practicum Weekend or the Summer Intensive, the Executive Director will work with the instructor(s) to determine the best course of action to make up for such a large portion of the training content.

VIII-B-2 Make-Up Work

At GRADALIS, there shall be no such thing as an excused absence. All classes and webinars must be attended to receive credit, or a make-up assignment shall be given with an agreed upon Due Date that should be met to receive a three (3.0) GPA or better including the Attendance Criteria on the grading rubric. Make-up assignments shall be created by design, not for convenience. Missed classes require make-up of the content missed.

Absence is absence in the training program and all absences must be made up in a way that will cover the content missed in a class as determined by the instructor. It is incumbent upon the candidate to come up with a plan that identifies an approved equivalent to make up the content missed. This then goes to the instructor for approval. Signed proof of made-up content will be provided by the candidate to the Instructor with a copy to Executive Director for his/her student file.

To make up a missed webinar, the instructor will send candidates the link to the webinar recording, along with instructions for the assignment, and a due date agreed upon by the instructor and the student will be established. Instructors keep track of candidates missed due dates and make-up assignments and share this information with the Executive Director and Associate Administrator when concerns arise. Such make-up assignments are kept in the candidate's file and attached to the semester report card where attendance was missed. It is expected that absences will only be for illness, family observed religious holidays, or family emergencies. Any other extenuating circumstances will be reviewed by the Stewards when determining the 90% attendance requirement.

VIII-B-3 Leave-of-Absence Policy (Doc 36) (approved February 24, 2018)

GRADALIS strives to support candidates who experience hardship during the course of their training while also maintaining the integrity of the teacher training program. It is with these intentions that this policy has been created and approved to be fair and consistent.

VIII-B-3(a) WITHDRAWAL FROM THE PROGRAM AND RE-ENTRY

There are a number of reasons why a candidate might withdraw from the training:

1. Family Emergency
2. Illness
3. Overwhelm
4. Financial Hardship
5. Failure to meet the standards of the training

A Leave of Absence is a temporary break in a student's attendance during which he/she is considered to be continuously enrolled. To request a Leave of Absence from the training, the following conditions apply:

1. Student must request the Leave of Absence in writing in advance of the beginning date of the Leave of Absence, unless unforeseen circumstances prevent the student from doing so.
2. If a student does not request a Leave of Absence within 15 days of consecutive absence, the student shall be considered withdrawn.
3. **Leave of Absence is limited to 180 calendar days in any 12-month period**
4. **Multiple leaves of absence may be permitted provided the total of the leaves does not exceed the limit of 180 calendar days**
5. The student must sign and date the Leave of Absence request and specify a reason for the leave. The reason must be specified in order for GRADALIS to have a reasonable expectation of the student's return within the timeframe of the Leave of Absence as requested. This verifies the student attests to understanding the procedures and implications for returning or failing to return to his/her course of study.
6. GRADALIS Executive Director shall document approval of the Leave of Absence in accordance with this published policy and include in the student's permanent file
7. No additional charges shall be assessed as a result of the Leave of Absence
8. An approved Leave of Absence may be extended for an additional period of time provided the extension request meets the above requirements, and the total length of the Leave of Absence does **not exceed the specified limit of 180 calendar days**

At GRADALIS, there is no such thing as an excused absence. All classes and webinars must be attended to receive credit, or a make-up assignment will be given with an agreed upon Due Date that must be met. Make-up assignments are created by design, not for convenience. Therefore, the assignment given to one candidate may differ from that assigned to another candidate. Instructors consider an assignment that will be of value to the candidate and will add to the candidate's knowledge and understanding of the content missed.

VIII-B-3(b) CANDIDATE STATUS AT TIME OF WITHDRAWAL (GOOD STANDING V.S. NOT IN GOOD STANDING)

GOOD STANDING in the GRADALIS Training is determined to mean, at the time of withdrawal from the program:

1. The Candidate passed all attended semesters and all 8 courses with an average of 3.0 GPA or better in each course each semester.
2. Attendance at 90% as per the Attendance Policy
3. The Candidate is up-to-date in all tuition payments in accordance with the Teacher Training Services Agreement for the current 12-month period.

To pass each semester:

Candidates must be in attendance for all webinars and classes at an attendance rate of 90% in all classes and webinars to graduate successfully from the Program. If absence was necessary based on an emergency, illness, religious holiday or other reasonable situation, then the candidate must either request a Leave of Absence or give notice to the instructor prior to the class or webinar of his/her upcoming absence. For a student who missed a class,

ACCET Standard VIII – Student Assessment & Achievement – GRADALIS

ACCET VIII-A B C Student Assessment & Achievement Policy

Approved: 06/03/2016 (revised approval date 02/24/2018)

a make-up assignment of equal value will be given by the instructor and facilitated by the Executive Director, along with an agreed upon due date. This due date must be met and the quality of work must achieve a 3.0 or better on the grading rubric. All homework must be turned in by the Due Date or the candidate must request an extension from the instructor prior to the due date. Exceptions will only apply in rare instances of serious exceptional emergency situations, but still the make-up assignments must be completed to receive credit for that class or course.

NOT GOOD STANDING in the GRADALIS Training is determined to mean the candidate did not complete all courses with a 3.0 GPA or better in the semester when withdrawal occurred and/or was not in attendance 90% of the time for the entire training. Therefore, the candidate did not pass the semester. To remedy this situation, candidates have the following options:

1. If only one course is failed, then the candidate may be allowed to make-up the assignment that was not turned in. In such cases, an appropriate make-up assignment will be given and an agreed upon due date set. This due date must be met and the quality of the work must be at a 3.0 GPA or better on the rubric provided.
2. If more than one course is failed in a semester, the full semester must be repeated.

In rare cases, a candidate may be asked to leave the training after failure to meet the standards. Grading is done based on rubrics of participation and performance. It is always the intention of GRADALIS faculty to help our candidates succeed in the training. In cases when a candidate continues to fail to meet the requirements, an Improvement Plan will be put in place and the candidate may be placed on probation in hope the candidate will meet the requirements. If this fails to work, the candidate may be asked to leave the training. In these cases, a candidate will leave the training as someone who is **NOT IN GOOD STANDING** at the end of their training. If all coursework is passed with a 3.0 GPA or better average per course each semester, then the candidate will be deemed **IN GOOD STANDING** when he/she withdraws.

The GRADALIS teacher training is made up of 8 courses that span seven (7) semesters. Candidates must meet the requirements of 3.0 GPA or better in each of the 8 courses each semester to be considered **IN GOOD STANDING**.

GRADALIS shall strive to support students who experience hardship during the course of their training while also maintaining the integrity of the teacher training program. It is with these intentions that this policy has been created and approved.

Prior tuition paid to GRADALIS shall be credited to the student's tuition account. Students may fail one semester and repeat it without having to pay additional tuition. A student who fails a semester more than once will need to pay for that semester again in hopes of passing the semester. To achieve a Waldorf Certificate at the end of the program, students must pass all 7 semesters with an average of three (3.0) GPA or better in each course and meet the 90% attendance rate. Make-up assignments shall be possible for missed webinars, classes and assignments. Instructors and GRADALIS administrators shall care about student success in the program and shall be willing to assist students who need additional support in order to pass assignments. Students should feel free to ask for this support in a timely way so the requirements and due dates can be met.

VIII-C STUDENT PROGRESS ASSESSMENT POLICY

GRADALIS shall effectively monitor, assess, and record the progress of students utilizing the sound and clearly defined assessment system established by GRADALIS. Clock hours shall be used to denote the successful completion of the education and training services. Student progress shall be documented consistently in accordance with GRADALIS student learning outcomes and shall be communicated to all students. Students shall be informed

of their progress on a regular and timely basis. GRADALIS shall publish clear descriptions of its requirements for satisfactory student progress and shall utilize sound written policies and procedures to determine student compliance with these requirements and shall document the results.