

Gradalis Waldorf Consulting & Services, LLC

STANDARD VII-A, B, C— ADMISSIONS & STUDENT SERVICES

GENERAL PURPOSE

GRADALIS shall establish guidelines for establishing and maintaining advertising for candidate-teacher recruitment coupled with clear admissions and student services processes and procedures to provide the best support for students while assuring GRADALIS students are of the highest caliber. Moreover, GRADALIS shall recruit and enroll only qualified students who can reasonably be expected to benefit from its teacher-training educational services appropriate for the needs of working Waldorf teachers.

GRADALIS will articulate a consistent process of advertising, enrollment and appropriate educational credit transfers by way of student support and professional development offerings of GRADALIS Waldorf Consulting & Services, LLC (“GRADALIS”).

VII-A ADVERTISING & RECRUITMENT POLICY (DOC. 30)

GRADALIS shall exercise due diligence to ensure that clear and accurate informational and promotional materials make only its justifiable and probable claims provided to prospective, current and former students, the general public, and all interested parties guarding against any misrepresentation.

Consistent with, and reflective of the tenets of ACCET Document 30, GRADALIS shall systematically and effectively ensure its educational program offerings, charges and services are fully and accurately described in an ethical matter. This shall be accomplished in order to permit prospective students to make informed enrollment decisions.

VII-A.1 ADVERTISING & PROMOTION

GRADALIS within this Advertising and Recruitment Policy will not make any misrepresentations in its advertising, promotional materials, or in the marketing or sales presentations of GRADALIS courses and/or programs whichever the audience might be – either private or public, inclusive of accrediting, federal or state agencies. GRADALIS intends to make only justifiable and provable claims, refraining from superlatives that might create misleading impressions. To these ends, GRADALIS shall have (and, continues to have) accurate representation of its educational programs and services set forth in brochures, flyers, catalogs, student handbooks, websites (including Waldorf field’s networked 3rd party website describing GRADALIS, i.e., “Waldorf Today”) and advertising or marketing materials.

VII-A.2 RECRUITMENT & ENROLLMENT

GRADALIS within this Advertising and Recruitment Policy carries the abiding understanding to disclose to prospective candidate-students any conditions or situations that may adversely impact the student’s ability to benefit from the training, attend GRADALIS classes and events as may be applicable and/or able to work in Waldorf schools. Only GRADALIS can enroll its participants. GRADALIS does not guarantee or otherwise assure that its graduates will become employed (NOTE: GRADALIS students are already Waldorf school employed, working teachers).

VII-A.2a Admission Requirements

To be accepted into the GRADALIS Teacher Training Program at this time, a candidate must meet the following requirements:

1. Minimum 21 years of age
2. U.S. Citizenship or Legal Resident of the U.S.

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3. B.A. or better, is preferred, or has met the requirements at the school in which the student is employed. May include completion of or pursuing certification that qualifies them for their desired position at their school, (e.g., early childhood)—documentation required.
4. Or High School/GED equivalency with proof of completion of at least six (6) credit hours, or 225 clock hours, that are applicable towards a degree or certificate offered by the postsecondary institution.
5. Or Completion of a State process approved by the U.S. Secretary of Education—documentation required.
6. No enrollment agreement may be signed prior to the applicant's demonstration of the aptitude to successfully complete the program as stated above
7. Applicants must be able to integrate the Waldorf approach to education within their classrooms throughout the school year, therefore, the candidate must be in one of the following situations:
 - a. Full-charge teacher in a Waldorf public or private school with his/her own class
 - b. Full-charge teacher in a non-Waldorf school that will allow integration of Waldorf approaches in his/her classroom
 - c. An assistant in a class under the supervision of an experienced teacher who will allow the assistant to take-charge of the class to fulfill the Internship Requirements of 62 hours per semester (fall & spring) in the classroom with some opportunities to teach the class
 - d. Agreement to complete an externship under the oversight of an approved Waldorf teacher to complete the 200 hours during the 2 school years of the training prior to graduation and receipt of the Waldorf Certificate of Completion

The internship is done in the candidate's own classroom therefore an On-Site Supervisor must be available to oversee the candidate during two (2) school years. A Memorandum of Understanding (MOU) with the school's director is signed and the terms agreed upon to facilitate this internship. This MOU process is facilitated by the GRADALIS Executive Director or her designee. GRADALIS Field Mentor visits occur 2 times per year for a 2-hour observation followed by a 2-hour mentoring session to fulfill the requirements of the Field Work course over the course of the training.

If the applicant meets the criteria, then the Executive Director sends a formal acceptance welcome letter to the applicant along with the Tuition Agreement entitled *Teacher Training Tuition Agreement* inclusive of the Cancellation & Refund Policy. In cases where schools are paying for all or a portion of the tuition for its candidates, a Memorandum of Understanding is signed and agreed upon with a school who is requiring training for its teachers. Such an MOU includes financial arrangements and payment plans. The Executive Director posts accepted candidate applications on-line in Google Docs in the Faculty Folder for the applicant's grade level for all Stewards to read, as well as Grade-Level Instructors. Grade-level instructors then send a welcome e-mail to the candidate with an introduction to the program and their grade-level cohort. If the candidate meets the criteria for enrollment, the Executive Director will accept the candidate into the program. If the candidate is not full-charge class teacher, then the Stewards will get involved in making this determination. All candidates who are not full-charge must be sponsored by a teacher who is full-charge and is willing to allow the candidate to teach periodically to meet the requirements for the training. Preferably, this sponsor teacher will be Waldorf trained or in charge of a classroom in a Waldorf school. Other situations are considered on a case-by-case basis depending on the situation and support of the sponsoring teacher and/or recommendation by the school who is preparing this applicant for a future position in the school.

VII-A.3 CATALOG GUIDELINES & CHECKLIST

GRADALIS shall conduct recruitment and enrollment consistent with, and reflective of, ACCET Document 29 – Catalog Guidelines and Checklist, which acknowledges clear and accurate information provided to prospective and current students relative to GRADALIS offerings, charges, agreement terms and services. GRADALIS will in advance of enrollment assure prospective students to clearly understand expectations, rights, responsibilities and/or obligations of each party – i.e., GRADALIS, candidate-student and Waldorf school.

VII-B ADMISSIONS & ENROLLMENT POLICY

GRADALIS shall establish and maintain an Admissions & Enrollment Policy consistent with statutory, regulatory and accreditation requirements in order to accept only those applicants who are deemed capable of successfully completing the teacher-training offered. GRADALIS shall conduct admissions and enrollment consistent with, and reflective of, ACCET Document 23 – Admissions Requirements and Ability to Benefit.

VII-B.1 ADMISSIONS REQUIREMENTS

GRADALIS shall at the outset of the Admissions & Enrollment process notify candidate-students that they must have received a Bachelor’s Degree from an accredited university or college of higher learning and, as well, be employed in the training-related field of Waldorf Education (or, within one year, be employed by an identified Waldorf School).

VII-B.2 GRADING PROCESS

GRADALIS shall grade students to ensure the integrity, independence and validity of the grading process. Grading occurs in a coordinated, collaborative process between the Board of Stewards and GRADALIS educational instructors. Attendance, participation via engagement in discussions, reading studies and written papers/assignments are turned in on time (or, make-up deadlines are met). Instructors apply analytical as well as reflective analysis according to GRADALIS writing rubrics. GRADALIS notebooks by course as well as visual arts portfolios are maintained and periodically graded by GRADALIS instructors.

VII-B.3 ENROLLMENT AGREEMENT

GRADALIS acknowledges that no enrollment agreement may be signed prior to the candidate-student’s transcripts and documentation of College Diploma/s in addition to proof of employment at a Waldorf School. As such, this is further authenticated as an “ability-to-benefit” demonstration whereby implicitly by inference, via an interview session with a GRADALIS educational instructor or Board of Stewards member, there exists a related aptitude to successfully complete the program.

VII-C TRANSFER OF CREDIT POLICY (DOC. 16)

GRADALIS shall conduct its transfer of credit policy consistent with, and reflective of, ACCET Document 16 – Transfer of Credit Policy, to ensure the fair and equitable treatment of students relative to transfer of credit. GRADALIS shall follow the underlying principles guide as its institutional policy on transfer/recognition of prior educational credit:

- (1) best interests of students are served by facilitating the recognition of prior credits earned;
- (2) provision of timely, accurate and unambiguous information relative to GRADALIS policies and practices in serving the public interest.
- (3) evaluation of transfer credits recognized by GRADALIS will be implemented in a fair, reasonable and consistent basis;
- (4) principal criteria that GRADALIS shall use in evaluating transfer credits is the quality of the Waldorf-related educational credits earned relative to comparability and applicability to the GRADALIS teacher-training program in which the candidate-student seeks to enroll; and,
- (5) autonomy of GRADALIS vis-à-vis its decision to recognize (or reject) such educational credits – or experiential learning – will be respected by the student-candidate and/or the sponsoring Waldorf School.

VII-C.1 DOCUMENTATION & ACCEPTANCE

GRADALIS shall evaluate applicants for discounts given prior Waldorf Training. Student-Candidates shall provide transcripts of courses, and number of hours per class, from an approved Waldorf training institution and, proof the coursework was completed. Once submitted to the GRADALIS Executive Director, the full or partial discount

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established by the GRADALIS Board of Stewards will be determined and applied to the student’s account. To receive the discount, the student must sign a Memorandum of Understanding acknowledging the discount applies for students who complete the full training. Furthermore, a Waldorf training institution making statements relative to the acceptance of its coursework by GRADALIS must have documented evidence to support such statements.

Reciprocally, GRADALIS shall assist candidate-students who request transfer to other Waldorf training programs, including (as apropos) guidance or counseling and providing a transcript, syllabi or course outlines to demonstrate to the receiving institution the accomplished training progress of the requesting candidate-student.

VII-C.2 TUITION ADJUSTMENT/S

Discounts are possible for prior completion of the “Foundation Year” (i.e., philosophical foundation of Waldorf education) and/or for partial Waldorf training at other recognized Waldorf institutions. Such qualifying Waldorf institutions are determined by the GRADALIS Board of Stewards. Recognized Waldorf institutions must have their programs align with usual, customarily-accepted and recognized Waldorf field’s training standards.

The GRADALIS Board of Stewards will discount tuition up to \$3,000 for completion of the full Foundation Year, and a portion thereof for partial completion of Waldorf training coursework by an institution respected within the Waldorf movement as a viable Waldorf training as approved by the Stewards. GRADALIS will seek reciprocity over time with specific institutions, however, at this time GRADALIS begins this policy as a means of crediting students who can bring a deeper understanding of Waldorf education to the core of our training. Upon proof of completion of a partial foundation year or credible coursework, a fair ratio will apply in line with this amount.

Institutions honored by GRADALIS for possible tuition discounts include:

1. Antioch University
2. The Center for Anthroposophy
3. Rudolf Steiner College
4. Waldorf Institute of Southern California
5. Sunbridge Institute
6. Great Lakes Waldorf Institute
7. WECAN
8. Others may apply

NOTE: please see GRADALIS “FINANCIAL III-C – FINANCIAL ASSISTANCE/SCHOLARSHIPS POLICY” especially **III-C.1.1 STUDENT ASSISTANCE** referencing the above-stated incentive discounts based upon prior training coursework.

VII-C.3 TRANSFER CREDITS

GRADALIS welcomes students into the training who have completed the Foundation Year at another approved Waldorf institution and potentially other coursework if approved by the GRADALIS Stewards. The following principles apply to the GRADALIS policy on transfer of credit:

1. The best interests of students are served by facilitating the transfer of prior credit earned.
2. The provision of timely, accurate and unambiguous information relative to institutional policies and practices serve the public interest.
3. The evaluation of transfer credits by receiving institutions must be implemented in a fair, reasonable, and consistent basis.
4. The principal criteria used in evaluating transfer credits is the quality of the credits earned relative to comparability and applicability to the institution’s program

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5. The autonomy of the receiving institution's decision to award or reject such credits is to be respected.

To apply for credit for prior coursework, documentation including transcripts to verify the courses and/or credits completed is required to receive tuition discounts. Such documentation must be submitted to the GRADALIS Executive Director with the following information:

1. Letter of Request with Student's Name, address and phone #
2. Name of the Institution(s) where coursework was completed
3. Transcripts with dates courses were taken and course names completed, or other documentation of courses completed at each institution
4. Verification of Grade Point Average of 3.0 or better in all courses or verification of completion in Good Standing from the institution

Students who attended the Hybrid Waldorf Training at Rudolf Steiner College (RSC) are given reciprocity and credit for semesters completed at RSC. Again, transcripts must be provided for all semesters completed at RSC, along with the GPA and/or documentation of completion in Good Standing at the College. We encourage those who attended the Hybrid Program but were unable to finish, to complete this training with GRADALIS.

APPEAL PROCESS:

Should a student disagree with the determination of the Stewards regarding transfer of credit or tuition discount, he/she may appeal to the Stewards in writing giving the rationale in hopes of shifting the results of the determination. After an appeal, the stewards will meet and consider the contents and fairness of the appeal. The final ruling of the Stewards will stand.