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May 21, 2012

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Gayle Davis
President
Rudolf Steiner College
9200 Fair Oaks Boulevard
Fair Oaks, CA 95628

RE: Progress Report on Credit Hours

Dear President Davis,

Your April 10, 2012 progress report on how Rudolf Steiner College (RSC) complies with federal regulations and WASC policy on credit hours has been reviewed by WASC staff. I am pleased to inform you that the report has been accepted.

In its report, RSC responded to an issue raised in the Commission action letter of March 8, 2012 about adopting and implementing a credit hour policy. At the time of the Educational Effectiveness visit for Candidacy, Rudolf Steiner College was out of compliance with WASC policy and federal regulations regarding credit hours. The Commission required that the College conduct a full and thorough analysis of its syllabi to verify that each course complies with WASC policy and federal regulations and that the College put in place procedures for the periodic review of credit hour assignments to ensure they are accurate and reliable. The report that you submitted provided documentation that Rudolf Steiner is in compliance with WASC policy and federal regulations regarding credit hours. (CFRs 1.9, 2.2, and Policy on Credit Hour)

As described in the report, RSC has a faculty Academic Senate approved credit hour policy that specifies the formula for the number of credits for 1) on-ground courses in traditional formats; 2) student performance courses such as art or music; 3) courses where the primary mode of learning involves research projects or practica; and 4) hybrid and blended courses with online components.

RSC has established mechanisms to review and publicize credit hour valuations that include: a new course approval process; statements on syllabi describing student workload inside and outside of the classroom; and periodic review of compliance with the credit hour policy as part of the annual end of year meetings between program directors and the dean.

RSC provided syllabi for all ten of its master's courses. Students are required to complete 48 units for an MA. Courses are divided into modules of .5 or .75 unit credits (modules are aggregated to form courses), and the syllabi for each module list hours of direct instruction, hours of reading and hours for projects such as papers, assignments, webinar discussion (in the case of hybrid courses) and the like. Traditional classes, fieldwork, hybrid and student activity modules were examined. The review revealed that the syllabi specify workload in ways that are consistent with the assignment of credit.

Because RSC put in place its credit hour policy in spring 2012, there has been little time to assure that the institution is adhering to its new course approval and periodic audit procedures. WASC encourages RSC to pay particular attention to the review of credit hours as new classes are proposed and in discussions with program directors. In addition, RSC may want to survey students at some point, as part of other data gathering efforts such as end of course evaluations, to verify the accuracy of the projected workload and to make changes in unit credit or student work, as appropriate.

This letter confirms that Rudolf Steiner College has been granted Candidacy and has met the WASC Standards at least at a minimal level and is expected to meet the Standards at a substantial level at the time of the next review.

Institutions granted the status of Candidate for Accreditation must use the statement in the *How to Become Accredited* Manual if they wish to describe that status publicly.

“(Name of Institution) has been recognized as a Candidate for Accreditation by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC), 985 Atlantic Avenue, #100, Alameda, CA 94501, 510.748.9001. This status is a preliminary affiliation with the Commission awarded for a maximum period of four years. Candidacy is an indication that the institution is progressing toward Accreditation. Candidacy is not Accreditation and does not ensure eventual Accreditation.”

Federal law requires that the WASC address and phone number appear in your catalog.

Institutions granted Candidacy are required to:

1. Submit an Annual Report form in the format required by the Commission.

2. Keep the Commission informed of any significant changes or developments, especially those that require prior approval according to the Commission's Substantive Change Policy. Rudolf Steiner College is approved to offer only the Master of Arts in Education at its current locations. Please consult the *Substantive Change Manual* and confer with me about any proposed new degree programs, off-campus sites, online offerings, and/or changes in governance or ownership to determine if these matters should be approved by WASC.
3. Pay Annual Membership Dues calculated on the institution's FTE and prorated from the date of this action. An Annual Dues statement will be sent under separate cover.

Please feel free to contact me if you have any questions about this letter or the action of the Commission to grant Candidacy.

Sincerely,



Barbara Gross Davis, Ph.D.
Vice President, Western Association of Schools and Colleges
Senior Accrediting Commission

Cc: William Bento, ALO