

Policy Title: Admissions	Policy Number: 003
Department: Admissions, Registrar, Business Office, Academic Office, and Financial Aid Office	
Approved By: Dean of Student Life	Date Implemented: January 16, 2013
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**Purpose:**

To ensure each prospective student is provided with all the necessary information to make an informed decision of whether attending Rudolf Steiner College is a good fit for them, and to determine whether the student meets the academic requirements and has the ability to succeed in their program of choice.

**Scope:**

Admissions, International Student Advisor, Registrar, Records and Information Coordinator, Financial Aid staff, Business Office staff, Academic Dean, Dean of Student Life, Program Directors and Coordinators.

**Policy:**

**Inquiry**

Prospective students have access to the college website, college catalog, school performance fact sheets and other descriptive program information, including tuition per credit, credits per term, fees, and other estimated expenses. Prospective students also have access to campus tours, classes open for observation and one-on-one assistance from admissions staff via email, phone or in-person as needed.

The College encourages all prospective students to arrange a visit to the College campus for a tour and to observe classes, and to read the College catalog.

**Application to Matriculated Programs**

Rudolf Steiner College seeks students who have a strong desire for and ability to benefit from a quality education, and welcomes applications from all eligible students. Students are considered for acceptance into a program based on their potential for success in the program and in their chosen field; this consideration includes examination of past academic or professional achievement, and motivation for educational and personal development.

Applying to Rudolf Steiner College for all matriculated programs requires prospective students to submit the following Items 1 through 4 to the Admissions Office. Non-native speakers of English must submit Item 5. Please see the "***Degree, Program and Modality Specific Requirements***" section below for additional requirements for MA, Handwork, and Remedial programs.

- 1) **College Application:** completed and submitted online.
- 2) **Application Fee:** nonrefundable, for all students applying for a new program.

- 3) **Letters of Recommendation:** academic or professional, to be submitted as described in online application.
  - a) Certificate and Diploma Programs – one Letter of Recommendation is required for all new applicants.
  - b) Degree Program: MA in Education Program – two Letters of Recommendation are required.
- 4) **Previous Education – Minimum Admissions and Documentation Requirements:**
  - a. **Foundation Studies**
    - i. **Admissions Requirements:** High School Graduation.
    - ii. **Documentation Requirements:** Proof of graduation from High School is required; official transcript of highest college degree earned is preferred. High School graduation can be demonstrated with a copy of applicant’s High School Diploma or GED, or a copy of a diploma or official transcript from an accredited post-secondary institution which requires high school graduation. **International transcripts:** transcripts may require evaluation by a US educational research service.
  - b. **Certificate Programs:** Remedial Education and Waldorf Teacher Education: Subject Teacher, specialization in Handwork (Certificate programs are not eligible for federal financial aid.)
    - i. **Admissions Requirements:** Certificate Programs require High School Graduation.
    - ii. **Documentation Requirements:** Proof of graduation from High School is required; official transcript of highest college degree earned is preferred. High School graduation can be demonstrated with a copy of applicant’s High School Diploma or GED, or a copy of a diploma or official transcript from an accredited post-secondary institution which requires high school graduation. **International transcripts:** transcripts may require evaluation by a US educational research service.
  - c. **Diploma and Degree Program:** Waldorf Teacher Education (Early Childhood and Grades) and MA in Education, Concentration Waldorf
    - i. **Admissions Requirements:** minimum of a Bachelor’s or an equivalent college degree from an accredited institution with a cumulative GPA of 2.70 or better for all college-level work. Applicants with a Master’s degree or higher are exempt from the GPA requirement. Please note the Bachelor's degree does not need to be in education.  
  
Students with GPA of 2.50-2.69 may be admitted on probation and must earn 2.70 or better during their first term at RSC in order to be removed from probation. Students with GPA under 2.50 may petition to be admitted on probation; these cases will be determined on a per student basis. Please note that students on probation are not eligible for federal financial aid
    - ii. **Documentation Requirements – Official Transcript(s)** for highest level of education completed at an accredited school must be sent to the Admissions Office. Photocopies are not acceptable. If a program is eligible for federal financial aid, then students must have a four-year degree to apply for the federal aid.
      - **International transcripts** – transcripts from a non-US accredited institution must be evaluated by an approved US educational research service such as World Education Service or Educational Credential Evaluators to show that the diploma earned is

equivalent to a Bachelor's or higher degree in the United States. The equivalency report must include GPA and be sent by the evaluation service directly to the Admissions Office. Applicants with one or more graduate degrees from a non-US institution should contact Admissions to clarify which transcripts need to be evaluated.

#### 5) **Language Requirements - English Proficiency for Non-Native Speakers of English**

All classes in the Diploma, Degree and Certificate programs are conducted in English and proficient English skills are necessary for student success. Applicants whose first language is not English must demonstrate proficiency in English by one of the following methods:

- a) Submit English test scores that were taken within the last two years. The listed language score requirements below are for TOEFL (Test of English as a Foreign Language) and IELTS (International English Language Testing System). Other English tests may be accepted, but applicants must provide information showing how the scores compare to TOEFL scores. TOEFL tests and IELTS tests are given throughout the world. Rudolf Steiner College's code number for TOEFL is 4646.
  - i) Required minimum TOEFL scores (minimum of 18 for all sections):
    - Waldorf Teacher Education Diploma: IBT-78
    - MA Degree in Education, with Waldorf Concentration: IBT-80
    - Remedial: IBT-78
    - Handwork: IBT -78
  - ii) Required minimum IELTS scores
    - Waldorf Teacher Education Diploma: Band 6.5
    - MA Degree in Education, with Waldorf Concentration: Band 6.5
    - Remedial: Band 6.5
    - Handwork: Band 6.5
- b) Submit an official transcript from an accredited English-speaking university that requires an English test prior to entering. Minimum of 30 credits required. Courses on the transcript must be taken within the last four years. For a diploma in Waldorf Teacher Education and the MA degree, the transcript needs to show a GPA of at least 2.70. If the GPA is below 2.7, the applicant will need to submit current TOEFL or IELTS scores instead.
- c) Submit proof of employment in an English speaking environment. Applicants who have been working in a position within the past 5 years that requires them to speak, read, and write English for everyday activity may submit proof of employment. A letter from the employer outlining timeframe and work duties must be included. Applicants requiring an F-1 student visa may not use this option.

Rudolf Steiner College does not give English courses: if the Program Director or the Academic Dean advises a student to take additional English classes while enrolled as a student, the fees for taking such classes at another institution must be paid for by the student.

#### **Degree, Program and Modality Specific Requirements**

Additional items needed as part of the application process and to be eligible for enrollment:

1. **Master of Arts in Education Degree**
  - a. **Online Application to Master of Arts in Education**

## b. Writing Samples

- I. **Essay:** 5-7 page typed and double spaced essay on a current topic in education that demonstrates your professional writing proficiency and ability to articulate a perspective with supporting logic and arguments. This may be a description of a situation or issue, a position paper advocating for or against an issue, or a summary of a problem and solution(s); include references. Applicants who already have an advanced degree may submit a writing sample from their previous academic work.
  - II. **Statement of Purpose:** 2-3 pages. In the assessment of candidacy for graduate study, both the content and the writing will be carefully considered. Include personal material on:
    - Objectives for entering the teaching profession, beginning graduate study and how the MA in Education program and degree option will enable you to achieve your goals.
      - Experiences working with children or youth that are relevant to the MA in Education program, and the strengths that would suggest you will be an effective teacher.
      - Academic and professional background and how these experiences have led to your application to RSC.
  - III. **Diversity Statement:** one-page statement of your understanding of and/or experience with diversity in relation to teaching and learning (e.g., social, economic, political, religious, geographical, generational, linguistic, ethnic, racial, gender).
  - IV. **Resume/Curriculum Vitae, Optional:** additional information, not already on the resume submitted as part of your college application, to support your application to the MA in Education: academic endeavors, and other significant activities. Showcase any awards, publications, presentations of original work or any other relevant achievements.
- c. **2<sup>nd</sup> Letter of Reference** to be submitted as described in online application
- I. The Letter of Recommendation should be from an individual who has worked with the applicant in the last year. They may be from an academic (college/university faculty), professional (school administrator/supervisor), or community service setting. They will be asked to address the applicant's potential for leadership in the field of education and address the applicant's academic qualities and ability to function in a master's program.
    - Optional: Applicants may submit up to three additional letters from relevant references. Additional letters may be in writing (sealed by the reference and mailed to RSC Admissions) or electronic (emailed to [admissions@steinercollege.edu](mailto:admissions@steinercollege.edu) by the reference).
  2. **Waldorf Teacher Education: Subject Teacher: Handwork** Proficiency in specialization area, clarified and determined during interview(s) with program coordinator.
  3. **Remedial Education** Applicants must meet one of the following two entry requirements for previous educational and professional experience:
    - Waldorf Education Diploma: (either 'a' or 'b' must be met)

- a. Proof is met by a facsimile of official transcript or Diploma, **or**
- b. Applicants may be concurrently enrolled in a Waldorf Teacher Education Program at RSC or another Association of Waldorf Schools of North America teacher training institution. Students must continue with and complete the Teacher Education Program in order to stay enrolled in the Remedial Education Program.
- Professional Experience: (both 'a' **and** 'b' must be met)
  - a. One year or more of professional experience working with children in an educational or therapeutic setting (additional documentation may be requested as verification of work), and
  - b. The following anthroposophical foundation studies must be completed before the beginning of the first summer session
    - i. Nature of the Human Being (texts include Theosophy\*)
    - ii. Cosmology (texts include An Outline of Esoteric Science\*)

The anthroposophical foundation studies requirements are met by submission of the *Remedial Program Application Addendum* (available from Admissions) and:

- Facsimile of official transcripts or other proof of completion of coursework from a Waldorf or Anthroposophic Training Institution, **or**
- Documentation of workshops or study groups covering the required material, led by an experienced Waldorf or anthroposophical teacher. Documentation is to include course descriptions and books read. The Remedial Application Addendum must be completed by the workshop instructor or study group leader. The applicant is responsible for contacting the workshop instructor or study group leader and requesting completion of the form.

If these courses are not completed at the time of application, then a plan for completion by the first summer session must be submitted to the college with the *Remedial Program Application Addendum*, and follow-up documentation submitted once the courses are complete. A student will not be allowed to continue the program if the requirements are not met within the stated timeframe.

### **Optional Admissions Procedures:**

#### **1. Transfer of Credit Request:**

Applicants must submit a Transfer of Credit Request along with any relevant documentation and official transcripts in order to transfer credit to RSC. (See *Policy 006 Transfer of Credit* or the related section below.)

#### **2. Foundation Equivalency Request for Prerequisites:**

Foundation course work is required for the Remedial Education Program. In this case only, recognition of fulfillment of the required courses may be granted with proof of completion for work done at another Waldorf or Anthroposophic Training Institution, or with documentation of workshops or study groups covering the required material, led by an experienced Waldorf or Anthroposophical Teacher. This is not a Transfer of Credit; the recognized coursework will not appear on the student's RSC transcript.

## **Registration Deposit**

Once an applicant has been notified that they have been accepted into one of RSC's programs, they confirm their enrollment intent by paying the non-refundable Advance Registration Deposit (\$100.00). This fee is an enrollment fee and will be assessed only once per program enrollment. Once paid, this fee will not be assessed again at final registration.

## **Academic Accommodation**

A student with a disability and who needs academic accommodations must notify Admissions at the time of application to the college. If an issue arises after enrolling in a program, the student is advised to notify the Dean of Student Life as soon as possible. Notification of needed accommodations made after failing a course will not be construed as grounds for reversing a grade. The College can decline to meet accommodations if it will cause undue hardship on the organization.

### **Procedure:**

#### **Admissions Process for Matriculating Students, All Programs**

1. **Application Review:** once received, Admissions staff conduct an evaluation of all the application materials to ensure applicants meet the eligibility requirements of the Program for which they are applying. Application materials are then reviewed by the relevant director or other faculty to determine the prospective student's potential for success in the program and in their chosen field, based upon past academic or professional achievement, and motivation for educational and personal development. Directors conduct applicant interviews as needed. These steps are required parts of the process and must be completed before an applicant can be officially accepted into an RSC Program. Admissions makes the final determination and notifies applicants via email of their status in the program.

**Please note that meeting eligibility requirements for a program does not guarantee acceptance into the program or eligibility for federal financial aid.**

2. **Low GPA Petition:** For applicants to the Waldorf Teacher Education Program with an undergraduate GPA below 2.5, the petition process to be admitted on probation is for the applicant to submit to Admissions an email or letter explaining the circumstances around the low GPA, and additional evidence to demonstrate their ability to succeed in the program for which they are applying.
3. **Financial Assistance:** processing begins after an applicant is accepted into a program, but paperwork may be started beforehand. Contact [FinancialAid@steinercollege.edu](mailto:FinancialAid@steinercollege.edu) for more information. Please note that not all programs offer federal financial aid.
4. **Tuition and Fees Payment:** all applicants and returning students must contact Student Accounts to make arrangements to pay tuition and fees ([FinancialAid@steinercollege.edu](mailto:FinancialAid@steinercollege.edu) or 916-961-8727 ext 163). Program specific information on tuition, fees and estimated expenses is posted on the [Tuition and Admissions Forms](#) page of RSC's website. Payment of tuition and fees is received by Student Accounts.
5. **Advance Registration Deposit:** Admissions will send information to accepted students on how to pay the Advance Registration Deposit. Once payment is received by RSC, the College will send the new student the following: Populi login information, booklists, and other important information for new students.

- 6. Final Step for Enrollment:** before starting classes, it is mandatory for all students to meet with the Registrar during Final Registration to sign enrollment contracts and entry paperwork.

### Details of Admissions Procedure

The Admissions Office receives all program application materials submitted by prospective students, including the program application, autobiography, written answers to application questions, resume, official transcripts, letter(s) of recommendation, writing sample for MA, TOEFL and IELTS scores, and fees for application and assessment:

Program Application, including any or all of items listed above:

- online application form, with contact data, personal info (optional: gender, ethnicity, etc.), autobiographical statement, resume, indicating program for which student is applying, and email addresses of references.
- date stamped upon receipt if item is mailed or faxed; any items uploaded into an electronic application are part of the electronic file, and are not usually printed.
- An admissions file is created for the applicant, including Tracking Sheet for all documentation. Original application documents, and all supporting materials are filed there. Once a student completes final registration, this file becomes the Academic file and is maintained by the Registrar.
- Application Fee: monies are receipted and given to the Business Office.
- Admissions staff enters applicant's information into applicant's profile in Populi - indicating all materials that have been received (e.g., transcripts, GPA, CBEST, etc.) and updating information as needed.
  - Admissions Staff updates applicant's status in Populi Application field to accepted or declined.
  - If applicant is accepted into program:
    - applicant is sent letter of acceptance by email,
    - applicant is asked to confirm enrollment and billed for Advance Registration Deposit
    - applicant is instructed to contact the Registrar for details on tuition and fees
    - Students admitted on probation will be notified with an explanation of the status and the additional requirements and how it affects their financial aid eligibility.
  - If applicant is not accepted into program:
    - applicant is notified by email that they have not been accepted.
- Programs with additional Specific Requirements and Addendums:
  - o Remedial – foundation studies pre-requisite forms (completed, or plans to complete) are sent to applicants
  - o Subjects - Handwork students are interviewed by Program coordinator to assess proficiency in specialty area.
  - o MA – applicants are sent link to secondary application

Admissions works with the Registrar when applicants submit the following to Admissions: Foundation Equivalency; Transfer of Credit Request; or CBEST scores

1. Transfer of Credit and Foundation Equivalency Assessment Requests: date stamped upon receipt and given to Information and Records Coordinator for processing and filing. See Policy 006 for further details.

- o Once an Assessment is completed by the Registrar Office (including details on any remaining coursework needed):
  - A copy of the report or assessment is placed in the student's file.
  - Student is contacted by the Registrar or Records and Information Coordinator to determine the best course of action for the student to complete their program, including custom schedules as required.

Admissions Staff continue to track the required documents throughout the admissions process, including addendums.