

Rudolf Steiner College

Policy Title: Transfer of Credit Department: Admissions, Academic Office, Registrar, Business Office, Financial Aid Office	Policy Number: 006
Approved By: Academic Dean BPPE Laws & Regs as of 9-9-13: 94909(8)(A), 71770(b)&(c)	Date Implemented: January 16, 2013 Date Revised: December 17, 2014

Purpose:

To ensure Transfer of Credit opportunities are communicated and reviewed in a fair and equitable manner.

Scope:

Admissions Officer, Chief Academic Dean, Program Directors, Registrar, Associate Registrar, Admissions staff, Accounts Receivable, Financial Aid Administrator, Business Office staff

Policy:

Foundation Course Work Prerequisite

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 show up on the student's RSC transcript. See Policy 003: Admissions for further details.

Transfer of Credit

Prospective students requesting credit earned for previous training at another post-secondary institution should apply during the admissions process; coursework will be evaluated on an individual course basis. If a credit transfer request is successful, students will be credited the tuition amount for course(s) transferred.

RSC graduate programs are herein considered any program offering a diploma or a degree. RSC undergraduate programs or courses are herein considered as any program offering a certificate.

For credit to be considered for graduate programs, the institution where the credit was earned must be accredited by an agency recognized by one of the following:

- a) the United States Department of Education (USDE)
- b) the Council for Higher Education Accreditation (CHEA).

For credit to be considered for undergraduate certificate programs the institution where the credit was earned must meet one of the following:

- a) Approved by the Association of Waldorf Schools of North America (AWSNA) for Waldorf Teacher Education
- b) Approved by the Bureau for Private Postsecondary Education (or equivalent agencies in other states)
- c) Accredited by a USDE or CHEA recognized agency.

Rudolf Steiner College

Rudolf Steiner College has established criteria to evaluate work submitted for consideration for transfer credit, and the applicant or student must demonstrate that the learning experience meets these criteria.

1. Time restriction on completion of courses: no restriction for transferring undergraduate credit; seven-year limit for transferring graduate credit.
2. To receive undergraduate credit, students must have satisfactorily completed the course (minimum of 2.0 or “C”). To receive graduate credit, students must have earned a grade of 3.0 or “B” or higher.
3. Official transcripts as well as a course description from the school catalog, or a syllabus/course outline for each course considered for credit must be provided by the applicant to the Registrar Office for approval. Transcripts from non-U.S. institutions must be evaluated by World Education Services and translated into English. Rudolf Steiner College reserves the right to request additional course documentation as needed to complete a thorough evaluation.
4. The maximum allowable transfer credit granted by another institution that can be awarded is:
 - a. 75% of the total credits required to complete a program at an undergraduate level; and
 - b. 20% of the total credits required to complete a graduate level program awarded by another institution.
5. Credits transfer, not grades.
6. Credit will only be granted if the subject matter is applicable to the individual's program objective. No credit transfers are allowed into programs with integrated foundation and pedagogical courses.
7. Non-matriculated Foundation courses given under the auspices of RSC and approved by the Academic Dean will be considered for equivalency and transfer. Additional fees may be required.

If credit is granted, the relevant course(s) will not be assigned a letter grade, but will be recorded with a grade of “T” for transfer, which will not affect the student’s grade point average and will not affect the qualitative standard of satisfactory academic progress. The quantitative standard (pace) of the course, maximum time frame, one and one half times (150%) the program length is based on the total credits of the program taken at Rudolf Steiner College.

Tuition and fees, as applicable, will be adjusted based on a prorated amount per credit in accordance to the credit granted.

There is a \$60.00 fee for the evaluation of prior coursework.

The request to transfer credit must be initiated by the prospective student by providing the documentation listed above. Rudolf Steiner College will evaluate the previous coursework and notify the applicant within 10 business days whether credit has been accepted, rejected or further documentation is needed. Applicants may appeal this decision by submitting a written appeal with any supporting documentation to the Registrar Office. All decisions on appeals are provided within 10 business days and are final.

Rudolf Steiner College does not accept credit earned through challenge examinations, achievement tests, experiential learning, continuing education units (CEU), or graduate coursework completed in an audit status.

Enrollment Agreement

A overview of the Transfer of Credit policy is included on the Enrollment Agreement, which will be updated as needed to reflect changes in the Transfer of Credit policy.