Iowa College Student Aid Commission

Postsecondary Registration Administrator
200 10th Street, Fourth Floor
Des Moines, IA 50309
(515) 725-3470

Postsecondary Registration
Iowa Code Chapter 261B

This is the application form for all schools that are required to register under Iowa Code Chapter 261B.

All items must be completed before the registration application or the exemption will be considered received for processing. If there is insufficient space on the form to provide all requested information, use additional pages as required, numbering to correspond to the item. Other documents or materials may be attached to the form in lieu of providing the information on the form. In such cases, the material or document should be referenced on the form and *clearly marked* for ease of identification.

Submit one paper copy and one electronic pdf copy of the application.

GENERAL INFORMATION

Q. *Who must register?*

A. Registration is required for any school that maintains or conducts one or more courses of instruction, including courses of instruction by correspondence or other distance delivery offered in this state or which has a presence in this state and offers courses in other states or foreign countries and is not subject to an exception described in Iowa Code Chapter 261B.11.

"School" is defined as an entity which:
a. Is, owns, or operates a nonprofit postsecondary educational institution.
b. Provides a postsecondary instructional program or course leading to a degree.
c. Uses in its name the term "college", "academy", "institute", or "university" or a similar term to imply that the person is primarily engaged in the education of students at the postsecondary level, and which charges for its services.

"Presence" means maintaining a physical, postal, telephone or internet address within Iowa. "*Presence*" does not mean, "located in Iowa".

Q. *What is required to register?*

A. To register, a school must first be accredited by an agency or organization approved or recognized by the United States Department of Education or a successor agency and be approved by all State of Iowa agencies with approval jurisdiction, and subsequently, except as provided in subsection 2, be approved for operation by the Iowa College Student Aid Commission.

An educational practitioner preparation program that is operated by a school that applies to register the program in accordance with this chapter must be accredited by an agency or organization approved or recognized by the United States Department of Education or a successor agency and in addition, be approved by the state board of education pursuant to section 256.7, subsection 3, and subsequently be approved for operation by the Iowa College Student Aid Commission.

Q. *When must registration and renewal occur?*

A. Registration must occur ***prior*** to the school commencing instruction which would bring the school under the registration requirement.

1. Registrations must be renewed every four years.

2. Registrations must also be renewed upon any substantive change in program offerings, location or accreditation.

Q. *Must the school also file a bond under Iowa Code §714.17 et seq?*

A. The provisions of *Iowa Code* § 714.17 *et seq.* require the posting of proof of financial security, as defined by a list of organizations that are *not* required to provide proof of financial security. There is no automatic exemption between chapters 261B and 714.

Whether a school is subject to Iowa Code Chapter 714 depends upon the specific situation of the school. A school must review the provisions of Iowa Code Chapter 714 to determine how the law applies to the school's own situation.

Q. *If the school is incorporated under the laws of a jurisdiction other than Iowa, must the school also obtain a Certificate of Authority to do business in Iowa? Is registration under Chapter 261B required if a Certificate of Authority to do business in Iowa has been granted?*

A. *Iowa Code* §490.1501 requires a non-Iowa for profit corporation to obtain a Certificate of Authority from the Secretary of State before business is transacted in Iowa. *Iowa Code* §504.1501 similarly requires non-Iowa nonprofit corporations to obtain a Certificate of Authority from the Secretary of State prior to conducting affairs in Iowa. Registration under *Iowa Code* Chapter 261B is not a substitute for obtaining a Certificate of Authority. An incorporated school must review the provisions of *Iowa Code* §490.1501 *et seq.* or §504.1501 *et seq.* in the context of the school's planned activities to determine whether a Certificate of Authority is required. The Secretary of State may be contacted at the following address.

Secretary of State
State Capitol, Room 105
Des Moines, Iowa 50319.
Phone: (515) 281-8993
FAX: (515) 242-5952
Website: www.sos.state.ia.us

Q. What is the fee for registration or renewal?

A. The complete application fee structure is as follows:

Initial application	$4,000
Renewal	$4,000
Substantive Change or Amendment	$1,000

The information you provide will be open to public inspection under Iowa Code Chapter 22.11

Iowa College Student Aid Commission

Postsecondary Approval and Registration Administrator
200 10th Street, Fourth Floor
Des Moines, IA 50309
(515) 725-3470

Application for Approval and Registration of Postsecondary School Iowa Code Chapter 261B

Pursuant to Iowa Code Chapter 261B, the undersigned school applies for registration to conduct or maintain one or more courses of instruction, including courses of instruction by correspondence, where the courses are offered in Iowa or the school has a presence in Iowa and desires to offer courses in other states or foreign countries.

Submit a paper document and a complete duplicate in pdf format on a CD.
Applications may be submitted electronically by contacting the Postsecondary Approval Administrator at the Iowa College Student Aid Commission.

Applications for an initial approval and registration must include a *non-refundable* check for $4,000 payable to the State of Iowa.

Applications fees are to be sent to:

Postsecondary Approval and Registration Administrator
603 East 12th Street, FL 5th
Des Moines, IA 50319

All items must be completed before the application will be considered as received by the Commission. Attach additional pages as needed to provide the requested information. Responses are required to have a minimum of a summary paragraph on this form. Responses that include only statements similar to "please see attached", will be considered incomplete. Other documents or materials may also be attached to support the application. Attachments must be tabbed and clearly marked on both the paper and pdf documents..

(Registrations must be renewed every four years or upon any substantive change in program offerings, location, or accreditation.)

Name of school and address of the principal office as defined in Iowa Code Section 490.140 or 510.141: [(261B.4(2))] and [(261B.4(1))]

Name of School: Waldorf College
Street: 106 South Sixth Street
City: Forest City
State: Iowa
Zip: 50436
Country: USA
Telephone Number (including country or area code): 641-585-2450

Type of corporation:

[X] For-profit
[ ] Non-profit

Address of this school in all in other states, and in foreign countries:

~~Suite~~	Street	City	State	Zip	Country	Telephone
Administrative Office:	21982 University Lane	Orange Beach	AL	36561	USA	800-977-8449

Eleven of Waldorf's 204 employees are based at the administrative office in Alabama. These eleven positions serve Waldorf's online programs and include eight Admission Representatives, two Student Services Representatives, and an Assistant Registrar, who reports to the Waldorf College Registrar in Forest City, Iowa.

Address of all locations in Iowa where instruction is to be provided

~~Suite~~	Street	City	State	Zip	Country	Telephone
Waldorf College Campus	106 S. 6th St.	Forest City	IA	50436	USA	641-585-2450
3-Day Residencies*	3-day, 1-credit courses at hotel conference rooms*	Considering hotel conference rooms in: - Des Moines - Cedar Rapids - Davenport - Clear Lake	IA		USA	641-585-2450

* Waldorf's online programs have integrated a periodic face-to-face seminar into the current curricula. For every 30 credits earned through online courses, students take a three-day, one-credit seminar, which provides the opportunity for them to engage face-to-face with the instructor and student peers. For full-time students, this generally equates to one one-credit residency course per year. Waldorf provides periodic seminars throughout the year, held in states where we have received such approval. These seminar courses are typically held in hotel conference rooms near major airports. No physical presence is established beyond the three-day duration of the course.

Tuition charges, fees and other costs payable to the school by a student. [(261B.4(3))]

The following are the per school year costs:

Program to be Offered in Iowa	Tuition	Fees	Books and Supplies	Other	Total
RESIDENTIAL: (Bachelor's Degree Programs, Unless Otherwise Noted)					
Biology	$17,900	$976	$1,373		$20,249
Business	$17,900	$976	$939		$19,815
Communications	$17,900	$976	$814		$19,690
Creative Writing	$17,900	$976	$735		$19,611
Criminal Justice Administration	$17,900	$976	$799		$19,675
Education:	(see below)	(see below)	(see below)		(see below)
- Elementary Education	$17,900	$976	$862		$19,738
- Secondary Education	$17,900	$976	$862		$19,738
- Foundations of Education	$17,900	$976	$813		$19,689
English	$17,900	$976	$810		$19,686
Fire Science Administration*	$17,900	$976	$813		$19,689
History	$17,900	$976	$746		$19,622
Humanities	$17,900	$976	$737		$19,613
Interdisciplinary	$17,900	$976	$910		$19,786
International Management*	$17,900	$976	$946		$19,822
Music	$17,900	$976	$1,725		$20,601
Organizational Leadership*	$17,900	$976	$963		$19,839
Psychology	$17,900	$976	$808		$19,684
Sport Management*	$17,900	$976	$887		$19,763
Theatre	$17,900	$976	$465		$19,341
Wellness	$17,900	$976	$1,008		$19,884
Liberal Arts (A.A.)	$17,900	$976	$905		$19,781
ONLINE: (Bachelor's Degree Programs)					
Business Administration	$6,750	$30	$0**		$6,780
Communications (under consideration, not yet offered)	$6,750	$30	$0**		$6,780
Criminal Justice Administration	$6,750	$30	$0**		$6,780
Fire Science Administration	$6,750	$30	$0**		$6,780
Organizational Leadership	$6,750	$30	$0**		$6,780
Psychology	$6,750	$30	$0**		$6,780

* The following residential programs are offered through blended format, as a residential program taken on-campus with some courses taken online while students are on-campus in Forest City, Iowa: Fire Science Administration, International Management, Organizational Leadership, and Sport Management.

** For online programs, Waldorf provides all textbooks to online students free-of-charge, through the Waldorf Textbook Grant. More information may be found at: http://www.waldorf.edu/Online/Tuition---Financing.

Refund policy of the school for the return of refundable portions of tuition, fees, or other charges [(261B.4(4))] If the refund policy is attached, please summarize the policy below.

Waldorf College has separate Refunds Policies for the residential and online programs.

The Refund Policy for residential programs, per the Waldorf College Catalog for residential programs (pp. 16-17), is provided below. In addition, on pp. 17-19 of the Waldorf College Catalog, the following related policies are provided: Return of Federal Title IV Financial Aid Funds Policy, Return of Institutional Funds Policy, and Return of State of Iowa Funds Policy.

Refund Policy for Residential Programs
Application for withdrawal from all courses must be made to the Dean of Students and any refund will be based on the withdrawal date. Your withdrawal date will be determined by the College as (1) the date you began the College's withdrawal process or the date you officially notified the Registrar of your intent to withdraw; (2) the midpoint of the semester if you withdraw without notifying the College; or (3) your last date of attendance at an academically-related activity as documented by the College. Once you have completed more than 60% of the semester, there is no refund of tuition, board, or fees cost. If you withdraw from the College before completing 60% of the semester, you may receive a refund on tuition and board charges calculated as follows:

There is no refund on fees, room costs or other incidental charges.

The portion of your tuition and board charges you are entitled to receive a refund on is calculated on a percentage basis by comparing the total number of calendar days in the semester to the number of calendar days you completed before you withdrew. (The total number of calendar days in a semester shall exclude any scheduled breaks of more than five days.) For example, if you complete 30% of the semester, you would receive a refund of 70% of the tuition and board charges you were originally billed.

(See next page for Refund Policy for Online Programs)

Provide a copy or description of the means by which the school intends to comply with 261B.9 [(261B.4(8))]. Code section 261B.9 is as follows:

261B.9 DISCLOSURE TO STUDENTS.

Prior to the commencement of a course of instruction and prior to the receipt of a tuition charge or fee for a course of instruction, a school shall provide written disclosure to students of the following information accompanied by a statement that the information is being provided in compliance with this section:

1. The name or title of the course.

2. A brief description of the subject matter of the course.

3. The tuition charge or other fees charged for the course. If a student is enrolled in more than one course at the school, the tuition charge or fee for all courses may be stated in one sum.

4. The refund policy of the school for the return of the refundable portion of tuition, fees, or other charges. If refunds are not to be paid, the information shall state that fact.

5. Whether the credential or certificate issued, awarded, or credited to a student upon completion of the course or the fact of completion of the course is applicable toward a degree granted by the school and, if so, under what circumstances the application will be made.

6. The name of the accrediting agency recognized by the United States department of education or its successor agency which has accredited the school.

Waldorf College has two course catalogs, one for residential programs and one for online programs, both of which are enclosed with this application. The catalogs for both the residential and online programs are offered in print, as well as online (pdf) at the college website: http://www.waldorf.edu/Download-Information. The catalogs contain a list of all courses offered by the college with course descriptions, the college's tuition and fees, the Refund Policy, and the accreditation agency information.

In the next printing (mid-2012), both the catalog for residential programs and the catalog for online programs will include the following disclosure:

Disclosure to Students

In compliance with Iowa Code § 261B.9, prior to the commencement of a course of instruction and prior to the receipt of a tuition charge or fee for a course of instruction, Waldorf College provides written disclosure to students of the following information. This information is provided in the College Catalog, both in print and on the College's web site:

1. The name or title of the course.
2. A brief description of the subject matter of the course.
3. The tuition charge or other fees charged for the course. If a student is enrolled in more than one course, the tuition charge or fee for all courses may be stated in one sum.
4. The Refund Policy for the return of the refundable portion of tuition, fees, or other charges.
5. The application process for Waldorf's degree programs and the fact that completion of the course is applicable toward a degree granted by Waldorf College.
6. The name of Waldorf's accrediting agency, the Higher Learning Commission of the North Central Association of Colleges and Schools, as recognized by the United States Department of Education.

Name, address, and telephone number of a contact person in Iowa. [(261B.4(10))]

Laura Friesenborg, Compliance Director
Waldorf College
106 S. 6th St.
Forest City, IA 50436
USA
641-585-2450 (or 641-585-8254 – direct)

A revision of the Refund Policy for Online Programs was approved by the Waldorf College Board of Trustees on April 27, 2012. In the upcoming publication of the Waldorf College Catalog for Online Degree Programs, both the current policy (effective through June 30, 2012) and the revised policy (effective July 1, 2012) will be listed, as indicated below:

Refund Policy for Online Programs *(effective through June 30, 2012)*
Tuition refunds for course withdrawals are based on the term enrollment tuition refund policy. All students who drop/withdraw from a course after the drop date will be charged a 20 percent registration fee. The remaining tuition will be refunded based on the term start date and the tuition percentage amounts listed below.

- 1st Week = 100 %
- 2nd Week = 60 %
- 3rd Week = 40 %
- 4th Week = 20 %
- 5th Week = 0 %

Students are not permitted to withdraw from a course after the term end date.

Refund Policy for Online Programs *(effective July 1, 2012)*
Tuition refunds for course withdrawals are based on the Refund Policy for Online Programs. All students who drop/withdraw from a course after the drop date will be charged a 20-percent registration fee, up to a maximum registration fee of $150 for the term. Tuition will be refunded based on the term start date and the tuition percentage amounts listed below, minus the registration fee.

- Week 1 = 100 %
- Week 2 = 80%
- Week 3 = 60%
- Week 4 = 40%
- Week 5* = 20%
- Week 6 = 0 %
- Week 7 = 0%
- Week 8 = 0%

* Refunds are issued from 0% up to 60% completion of calendar days in the term, in compliance with regulatory requirements. Therefore, refund eligibility occurs up to the 60% threshold, prior to the conclusion of Week 5.

Students are not permitted to withdraw from a course after the term end date.

Degrees granted by the school [(261B.4(5))]

Offered in Iowa [(261B.4(11))]

- Bachelor of Arts
- Bachelor of Science
- Associate in Arts

Offered outside of Iowa

The following degrees are offered through Waldorf's online degree programs:

- Bachelor of Arts
- Bachelor of Science

Name, business address and telephone number of the chief executive officer of the school: [(261B.4(7))]

President of Waldorf College:
Bob Alsop, Ph.D.
106 S. 6th St.
Forest City, IA 50436
USA
641-585-8130

CEO of Waldorf's parent organization, Columbia Southern Education Group:
Robert Mayes, Jr.
21982 University Lane
Orange Beach, AL 36561
800-977-8449

Name, address, and title of the other officers and members of the legal governing body of the school: [(261B.4(6))]

Led by President Bob Alsop, President's Council provides leadership and management for daily operations. Attached is a list of the administrators who serve on President's Council. The Waldorf College President reports to the Board of Trustees, which provides comprehensive oversight of the College. Attached is a list of members serving on the Waldorf College Board of Trustees.

Names and addresses of persons owning more than 10% of the school: [(261B.4(6))]

Level 1 Owner: Mayes Education, Inc. d/b/a Waldorf College
106 S. 6th Street
Forest City, IA 50436

Level 2 Owner: Columbia Southern Education Group
21982 University Lane
Orange Beach AL 36561

Name all agencies accrediting the institution. For each agency, include name, address, telephone number, and whether the agency is recognized by the U.S. Department of Education. [(261B.4(9))] Attach copies of accreditation certificates of status for each agency. If the Iowa location is not accredited, provide accrediting agency certification that the Iowa location will be granted accreditation upon approval by the Iowa College Student Aid Commission. Provide documentation that every location of applicant school is approved by the accrediting agency and in good standing, for all locations throughout the world.

Name: Higher Learning Commission of the North Central Association of Colleges and Schools
Suite: 7-500
Street: 230 South LaSalle Street
(Note: This is the HLC's new street address, which will be updated in the next printing of the Waldorf College Catalog.)
City: Chicago
State: IL
Zip: 60604-1413
Country: United States
Telephone Number (including country or area code): (312) 263-0456
Contact Person: Karen Solomon

Attached is Waldorf's listing on the web site of the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools, a regional accreditor that is recognized by the U.S. Department of Education. On this document, on the bottom of p. 2, the HLC acknowledges approval of Waldorf's online programs. The Higher Learning Commission is Waldorf's only accreditor.

Is this agency recognized by the U. S. Department of Education? [X] Yes [ ] No

Describe the procedures followed by the school for permanent preservation of student records. [(261B.4(12))]

The Registrar's Office maintains registration information for two years after a student leaves or graduates. Student transcripts have been maintained since the inception of the college in 1903. Hard copies and electronic copies, since 1986, have been stored on-site at Waldorf College. Electronic copies of transcripts are also backed-up on disks, which are stored off-site in a safety deposit box at a bank.

Student Life maintains records, such as tuition and housing forms and receipts, for seven years after the student leaves or graduates. Financial Aid maintains student records for three to five years after a student leaves or graduates, with longer retention of records if needed for open items in an audit. Perkins loan student records are kept for seven years after the loan is paid off. The Business Office records are kept for five to seven years after a student leaves or graduates.

Provide the contact information to be used by students and graduates who seek to obtain transcript information.

Name: Twylah Kragel, Registrar
Suite: Waldorf College Registrar's Office
Street: 106 South Sixth Street
City: Forest City
State: IA
Zip: 50436
Country: USA
Telephone Number (including country or area code): (641) 585-8139

A link on Waldorf's web site (http://www.waldorf.edu/Residential/Academics/Registrar-s-Office/Request-a-Transcript) also provides the Transcript Request procedures.

List the states and approval or registration agencies for all states in which the school operates or maintains a presence.

Waldorf is seeking approval from all 50 states and the District of Columbia in order to offer online programs to residents of all states. In compliance with the DoE regulations regarding state authorization, Waldorf has currently met the Good Faith Effort requirement in 48 states plus the District of Columbia. Waldorf plans to meet the Good Faith Effort requirement and obtain authorization in the remaining two states in 2012.

Beyond the Good Faith Effort requirement, the following is a list of states where Waldorf has already either:

- Registered
- Received approval
- Received formal authorization or licensure
- Received exemption or notification from the state that approval is not required, based on state regulations

Of the states not listed below, Waldorf is in the process or has plans to obtain the approvals required by each state.

State	Agency Name	Address	Contact Person	Telephone Number
Arizona	Arizona State Board for Private Postsecondary Education	1400 Washington St., Room 260, Phoenix, AZ 85007	Keith Blanchard, Deputy Director	602-542-5709
California	California Bureau for Private Postsecondary Education	P.O. Box 980818, West Sacramento, CA 95798-0818	Leeza Rifredi, Manager, Licensing Unit	916-431-6959
Colorado	Colorado Department of Higher Education	1560 Broadway, Ste. 1600, Denver, CO 80202	Heather DeLange, Degree Authorization Act Officer	303-866-2723
Connecticut	Office of Financial and Academic Affairs for Higher Education	61 Woodland St., Hartford, CT 06105	Amy Hughes	860-947-1822
Delaware	Delaware Department of Education	401 Federal St., Ste. 2, Dover, DE 19901	Wayne Barton, Director, Teacher & Administrator Quality Development	302-735-4120

State	Agency Name	Address	Contact Person	Telephone Number
Florida	Florida Department of Education	325 Gaines St., Ste. 1414, Tallahassee, FL 32399-0400	Stephanie Hood, Program Specialist	850-245-5133
Hawaii	Hawai'i Department of Commerce and Consumer Affairs – Office of Consumer Protection	235 S. Beretania St., Room 801, Honolulu, HI 96813-2419	Jeffrey Brunton	808-586-2636
Idaho	Idaho Board of Education – State Coordinator for Private Colleges & Proprietary Schools	650 W. State St., Ste. 307, P.O. Box 83720, Boise, ID 83720-0037	Harv Lyter, State Coordinator for Private Colleges & Proprietary Schools	208-332-1587
Illinois	Illinois Board of Higher Education	431 E. Adams St., 2nd Floor, Springfield, IL 62701	Bob Blankenberger, Deputy Director	217-782-2551
Indiana	Indiana Commission on Proprietary Education	302 Washington St., Room E201, Indianapolis, IN 46204	Ross Miller, Director of Accreditation	317-232-1320
Iowa	Iowa College Student Aid Commission	603 E. 12th St., FL 5th, Des Moines, IA 50319	Carolyn Small, Postsecondary Registration Administrator	515-725-3413
Louisiana	Louisiana Board of Regents	P.O. Box 3677, Baton Rouge, LA 70821	Nancy Beall, Assistant Program Manager	225-342-4253
Michigan	Department of Labor and Economic Growth – Office of Postsecondary Services, Proprietary School Unit	3rd Floor, 201 N. Washington Square, Lansing, MI 48913	Michael Beamish, Manager, Private Postsecondary Education	517-241-6806
Missouri	Missouri Department of Higher Education	P.O. Box 1469, Jefferson City, MO 65102	Leroy Wade, Assistant Commissioner	573-751-2361
Montana	Montana University System, Montana Board of Regents	2500 Broadway P.O. Box 203201 Helena, MT 59620	Dr. Thomas H. Gibson, Director, Academic Processes & eLearning Business	406-444-0311
Nebraska	Nebraska Coordinating Commission for Postsecondary Education	140 N. 8th St., Ste. 300, Lincoln, NE 68508	Marshall Hill	402-471-2847
Nevada*	Nevada Commission on Postsecondary Education	3663 E. Sunset Rd., Ste. 202, Las Vegas, NV 89120	David Perlman, Administrator	702-486-7330
New Jersey	New Jersey Commission on Higher Education	P.O. Box 542, Trenton, NJ 08625-0542	Iris Duffield	609-292-2955

State	Agency Name	Address	Contact Person	Telephone Number
New Mexico	New Mexico Higher Education Department – Private & Proprietary Schools Division	2048 Galisteo St., Santa Fe, NM 87505-2100	Stephanie Ellis, Private & Proprietary Schools Administrator	505-476-8442
New York	New York State Education Department – Office of Higher Education – Office of College and University Evaluation	5 N. Mezzanine, Education Building, 89 Washington Ave., Albany, NY 12234	Ellen Zunon, Associate in Higher Education	518-474-2593
North Carolina	The University of North Carolina Board of Governors	University of North Carolina General Administration, 910 Raleigh Rd., Chapel Hill, NC 27514	Maggie Ryan, Assistant Director of Licensure and Workforce Studies	919-962-4558
Oklahoma	Oklahoma State Regents for Higher Education – Academic Affairs Office	P.O. Box 108850, Oklahoma City, OK 73101-8850	Houston Davis, Vice Chancellor for Academic Affairs	405-225-9100
Pennsylvania	Pennsylvania Department of Education – Postsecondary and Adult Education	333 Market St., 12th Floor, Harrisburg, PA 17126-0333	L. Jill Hans	717-787-5041
South Carolina	South Carolina Commission on Higher Education	1333 Main St., Ste. 200, Columbia, SC 29201	Renea Eshleman, Program Manager	803-737-2281
South Dakota	South Dakota Board of Regents	1302 E. Hwy. 14, Ste. 1, Pierre, SD 57501-8501	No Contact Person (SD does not regulate distance education.)	605-773-3455
Vermont	Vermont State Board of Education	120 State St., Montpelier, VT 05620-2501	Cathy Hilgendorf, Postsecondary Approval Coordinator	802-828-5402
Virginia	Virginia: State Council on Higher Education for Virginia	101 N. 14th St., 9th Floor, Richmond, VA 23219	Linda Woodley, Director, Private & Out-of-State Postsecondary Ed.	804-371-2938
Washington	Washington Higher Education Coordinating Board	P.O. Box 43430, Olympia, WA 98504-3430	Michael Ball, Associate Director	360-753-7800
West Virginia	West Virginia Higher Education Policy Commission	1018 Kanawha Blvd. E., Ste. 700, Charleston, WV 25301	Mark Stotler, Assistant Director of Academic Affairs	304-558-0262

* Nevada: This state has notified Waldorf that the College's activities do not constitute physical presence, and as a result, licensure is not required. However, Waldorf plans to pursue agent licensure in order for Waldorf's Admission Representatives to attend recruiting events in the state.

Describe the academic and instructional methodologies and delivery systems to be used by the school and the extent to which the school anticipates each methodology and delivery system will be used, including, but not limited to, classroom instruction, correspondence, internet, electronic telecommunications, independent study, and portfolio experience evaluation. [(261B.4(13))]

Waldorf's Residential Programs

Waldorf's residential programs are primarily delivered face-to-face through classroom instruction. Faculty members use a variety of instructional technologies that are integrated in the face-to-face instruction in order to enhance student learning.

Programs such as Communications and Theatre Arts include a practicum component, in order for students to gain hands-on experience and explore specialty areas within the discipline. Students majoring in such programs generally register for a ½-credit practicum, on average, per semester. As part of the practicum, the student receives academic credit for experiential learning through, for example, the college radio station or the Theatre Department.

Music programs require one- or two-credit music lessons, taken either individually or in small groups, as part of the curriculum. These programs include: Music, the Musical Theatre track for Theatre Arts, and Music Endorsements for Education (i.e., K-8, 5-12, and K-12).

The Elementary and Secondary Education programs include school field experiences throughout the curriculum in order for education majors to gain experiential experience in K-12 classrooms. In addition, students majoring in Elementary and Secondary Education complete a full semester of student teaching during the final semester of the program, completing two back-to-back student teaching experiences during that semester. These experiences have a supervising teacher, employed by the K-12 school district, and they are also overseen by a Waldorf College professor from the Education Department.

Most programs include either an internship or a thesis as part of the curriculum. These experiences are designed to provide students with specialized experience in an area of interest, either in the form of practitioner experience or research. Internships typically range from one to nine credits and are generally completed during a student's junior or senior year. Prior to the internship, the student must receive approval from his or her academic advisor, as well as the Waldorf College Director of Career Planning, that the proposed internship meets the internship criteria for course credit. At the internship, student interns have an on-site supervisor, typically a supervising employee within the organization. The on-site supervisor is generally the student intern's primary point of contact within the organization and also provides the student intern with feedback and evaluation. Faculty departments for the following programs oversee the internship experience and assess the internship with a letter grade: Communications, Creative Writing, Foundations of Education, History, and Interdisciplinary majors. Faculty departments for all other academic majors have designated Waldorf's Director of Career Planning to oversee the internship experience and grade the experience as pass/fail.

The curricula of some programs provide students the option to conduct a thesis, in lieu of an internship. This option is most notably available in humanities-related programs, such as English and History. The thesis provides students with the opportunity to gain in-depth research experience with a specialized topic of interest. The thesis is an independent study that is supervised by a professor.

Residential students may generally register for a maximum of two online courses during their baccalaureate programs. Beyond those two courses, if a residential student needs a course to graduate from his or her academic program and that course is not offered residentially during the semester it is needed, approval may be granted for the student to enroll in that additional online course. For most academic programs, this is a seldom occurrence. For residential students majoring in blended programs such as Fire Science Administration, International Management, Organizational Leadership, and Sport Management, those student majors will take more than two online courses during the program. Instead, the blended programs provide a mix of residential and online courses.

Waldorf offers occasional international learning opportunities, typically during the summer semester. With these opportunities, students take an elective course taught by Waldorf College faculty while travelling internationally. In addition to these occasional international courses, the Waldorf College Choir or Band may travel internationally to tour.

In terms of student experience evaluation, when students apply for admission to Waldorf, they submit transcripts from any prior institutions attended in order to receive course credit as applicable, which is determined as part of the transcript evaluation process. In addition to prior course credit, students may receive credit for prior professional experience if they submit an official transcript, such as a Sailor/Marine American Council on Education Registry Transcript (SMART) or an Army/American Council on Education Registry Transcript (AART). The professional experience documented on these official transcripts, which are most prevalent in the military, list the equivalent course content areas and semester hour equivalents. During the transcript evaluation process, the Registrar's Office determines if such experience qualifies for transfer credit and if such credit fulfills any of the core or major coursework. In many cases, credit for such experience is applied toward elective credits. Please note that course credit is provided for prior professional experience only when it is documented on an official transcript, for example from the U.S. military.

Waldorf offers a wide variety of co-curricular learning activities in the fine arts, athletics, and other student leadership areas.

Waldorf College does not offer courses via correspondence. Courses are also not offered via electronic telecommunications, although telecommunications technologies are taught in Waldorf's face-to-face Communications courses.

In terms of student portfolio assessment, Waldorf is considering the purchase of an additional server in order to develop a student portfolio program. Dr. Jeff Biessman, Associate Dean for Assessment, leads Waldorf's assessment efforts, in collaboration with two committees: the Assessment Committee and the Core Goals Committee. The Assessment Committee assesses each of Waldorf's baccalaureate programs, collecting samples of student assignments for review and gathering assessment information from Department Chairs. The Core Goals Committee assesses the core curriculum, collecting samples of student assignments and, for residential courses that have an online course counterpart, comparing a sample of student work from both the residential and online modalities in order to measure comparability. While Waldorf currently does not have a formalized student portfolio program at this time, the College does have a concerted assessment program in place.

Waldorf's Online Programs

Waldorf College currently offers five online programs: Business Administration, Criminal Justice Administration, Fire Science Administration, Organizational Leadership, and Psychology. These degree programs are delivered over the internet asynchronously. Each of these programs is also offered through residential modality on-campus in Forest City, Iowa, or through a blended format of residential courses and online courses. In addition to these five programs, adding Communications (Public Relations track) as an online program is currently under consideration. The Communications program is currently offered only residentially.

For Waldorf's online programs, almost the entire program is offered through internet modality. However, the programs also currently include a small residential component. Waldorf has incorporated a periodic face-to-face seminar into the curriculum of its online degree programs. For every 30 credits earned through online courses, students take a three-day, one-credit course. For full-time students, this generally equates to one one-credit residency course per year. Waldorf provides periodic seminars throughout the year, held in states where we have received such approval. These one-credit courses are typically held in hotel conference rooms near major airports. No physical presence is established beyond the three-day duration of the course.

In terms of student experience evaluation, if students applying to online programs have acquired prior professional experience that is documented on an official transcript, such as the SMART or the AART military transcripts, students may receive course credit for this experience. During the transcript evaluation process, the Registrar's Office determines if such experience qualifies for transfer credit and if such credit fulfills any of the core or major coursework for the student's major. In many cases, credit for such experience is applied toward elective credits. Please note that course credit is provided for prior professional experience only when it is documented on an official transcript, for example from the U.S. military.

Provide the name of every other State of Iowa agency required to approve the applicant school in Iowa, the school's contact person at the agency and the current status of that approval. Attach documentation in the form of a letter or certificate for each agency.

Agency Name	Contact Person	Telephone Number	Approval Status
Iowa Department of Education	Arlie Willems	515-281-3427	Approval, with baccalaureate education programs in good standing

At the campus in Forest City, Iowa, Waldorf offers baccalaureate programs in Elementary Education and Secondary Education, which are overseen by the Iowa Department of Education. Please see the attached letter, dated 9/15/2008, demonstrating Waldorf's good standing with the Iowa Department of Education. Also attached is a 9/22/2009 letter from the Iowa Department of Education, acknowledging notification from the Waldorf College Education faculty of Waldorf's transition in ownership to Columbia Southern University. In that letter, Arlie Willems mentions a potential campus visit in 2010, although that visit did not occur.

No other residential programs are regulated by a state agency. No online programs lead to licensure or are regulated by a state agency.

Is the school subject to a limitation, suspension or termination (LST) order issued by the U.S. Department of Education?

[ ] Yes [X] No

Provide the name and contact information for a U. S. Department of Education official who can verify the LST statement.

Ralph LoBosco
U.S. Department of Education
Federal Student Aid, Schools Channel
8930 Ward Pkwy., Rm. 2028
Kansas City, MO 64114-3302

Do you:

Enroll students in Iowa? [X] Yes [ ] No
Employ Iowa faculty? [X] Yes [ ] No

Do you intend to:

Enroll students in Iowa? [X] Yes [ ] No
Employ Iowa faculty? [X] Yes [ ] No

Describe current operations or plans to enroll students in Iowa or employ Iowa faculty.

Waldorf College has been in existence since 1903. Current enrollment includes 468 full-time and part-time residential students and nearly 400 online students. Waldorf has 204 employees, which includes full-time and part-time faculty members, staff members, and administrators. Waldorf is located near the Iowa - Minnesota border, and most campus employees reside either in northern Iowa or southern Minnesota.

Of the 53 current online faculty members, 18 reside in Iowa and 17 are employed full-time by Waldorf College.

In terms of enrolling students, the Waldorf College Admissions Department has an integral role. Waldorf has nine representatives who visit high schools and community colleges, as well as attend college fairs and other recruiting events in Iowa and nationwide. Waldorf also has eight Online Admission Representatives who attend college fairs, conferences, and other national recruiting events that are geared more toward adult learners who may be interested in Waldorf's online programs.

Name, address, and telephone number of full-time employees in Iowa.

Please see the faculty listing in the enclosed Waldorf College Catalog for residential programs (pp. 158-164). Waldorf's residential faculty is also listed on Waldorf's web site: http://www.waldorf.edu/Residential/About-Us/Directory. The address and phone number for all residential faculty are as follows:

Waldorf College
106 S. 6th St.
Forest City, IA 50436
641-585-2450

In addition, in a 2/01/12 phone meeting, Ms. Carolyn Small requested a list of Waldorf's full-time and adjunct faculty members who teach courses for the online programs. Please see the attached report. The only online faculty members who are employed by Waldorf full-time are those who teach for Waldorf's residential programs on campus and those with full-time administration roles on campus, who also teach online courses on a part-time basis. In addition to the attached report, Waldorf's online faculty is also listed on Waldorf's web site at: http://www.waldorf.edu/Online/About-Us/faculty. Online faculty may be reached at:

Waldorf College
Department of Online Learning
106 S. 6th St.
Forest City, IA 50436
Attn: Online Faculty and Curriculum Coordinator
641-585-8299

Will your school comply with *Iowa Code* section 261B.7 limiting the use of references to the Secretary of State, State of Iowa, or College Student Aid Commission in promotional material (See the *Iowa Code* for details)

[X] Yes [ ] No

Will your school comply with the requirements of *Iowa Code* section 261.9(1)"e" to "g"?

(See the *Iowa Code* for details.) [X] Yes [ ] No

Does the school agree to file annual reports that the Commission requires from all Iowa colleges and universities?

[X] Yes [ ] No

Attach a copy of the applicant school's most recent audit prepared by a certified public accounting firm no more than 12 months prior to the application and state below where, in the audit report, there is evidence that the auditor is providing an unqualified opinion.

Enclosed is a copy of Waldorf's audit prepared by a certified public accounting firm for the fiscal year ending December 31, 2010. For evidence that the auditor is providing an unqualified opinion, please see page 1, paragraph 3 of the auditor's report. At the time of the audit, Waldorf was owned by Columbia Southern University, so the audit was performed jointly.

Please note that in January 2012, Columbia Southern University reorganized. A parent company, Columbia Southern Education Group, was established. Waldorf College and Columbia Southern University are now sister colleges, under the umbrella of the Columbia Southern Education Group, as noted for the item on p. 18 of this packet, which relates to organization structure.

Describe how students will be provided with access to learning resources, including appropriate library and other support services requisite for the schools' degree programs.

The Luise V. Hanson Library is vital to Waldorf College. This beautiful library was constructed in 2005, with a generous $4.5-million gift from the John K. and Luise V. Hanson Foundation. Below are highlights of the library services provided to students:

- The Luise V. Hanson Library has 60,219 volumes on the shelves, which includes 3,371 bound serials. In addition, the library's holdings include 111 current print serials subscriptions, 4,381 audio/video items, and 8,988 e-books cataloged.
- The library subscribes to 30 databases, which includes 17 databases as part of the EBSCO package in addition to 13 individual subscriptions. These online databases provide online access to abstracts and full text articles that support both Waldorf's residential and online degree programs.
- The library has two professional librarians available to give library instruction sessions as requested by faculty on campus. In addition to the two professional librarians who hold master's degrees in Library Science, the library is also staffed by: (1) four Library Assistants, each of whom holds a bachelor's degree, and (2) several students who work at the library as part of the Federal Work Study program.
- The library staff provides personalized, student-centered attention that is characteristic of the mission and culture of Waldorf College. The library staff is readily available to assist students—both residential and online—with any information services they need. Residential students are typically assisted in-person, while online students are assisted by phone or e-mail.
- For the Introduction to Waldorf Online course, taken in the first semester by all new online students, Library Director Amy Hill wrote the curriculum for a unit on using the library's resources and services. This unit introduces online students to the Luise V. Hanson Library's web site, highlighting the available library databases (accessed through the online portal), as well as introducing the library staff members who are available to help the online students by phone or e-mail. Beyond writing this unit's curriculum, Library Director Amy Hill also one of the instructors who teaches a section of the Introduction to Waldorf Online class.
- The Luise V. Hanson Library has eight public computers, as well as two classrooms and one seminar room with projection units and white boards, available for residential classes and the use of residential students. Additionally, the library has several study spaces located throughout the facility, including four study rooms, each of which has a white board and laptop hook-ups for student use.
- More information on the Luise V. Hanson Library may be accessed at: http://www.waldorf.edu/Residential/Academics/Luise-V--Hanson-Library

Waldorf College also offers an Academic Achievement Center (AACE), which provides the following services:

- Tutorial services for all residential classes.
- Educational training and seminars offered on-campus.
- Learning style assessments.
- An Academic Support Program for underprepared, residential students or students seeking to learn better study skills. The Academic Support Program includes a Strategies of Success course taught by AACE staff, as well as provides: academic counseling, monitored study time, learning style evaluation, and academic progress monitoring.
- A Learning Disabilities Program to ensure the appropriate accommodations for each student—residential or online—with a diagnosed disability. The Learning Disabilities Program may provide specialized academic advising with the Learning Disabilities Specialist, professor notification of accommodations required by the student, one-on-one-tutoring, individualized instructional strategies, monitored study time, and/or academic counseling services, which are available upon request.

The Waldorf College Writing Center also offers the following services to both residential and online students:

- Assistance with brainstorming, as well as strategies for outlining and drafting.
- Strategies for proofreading and revising.
- Assistance with procedures for documenting sources in research papers.

Provide evidence that faculty within an appropriate discipline are involved in developing and evaluating curriculum for the program(s) to be registered in Iowa.

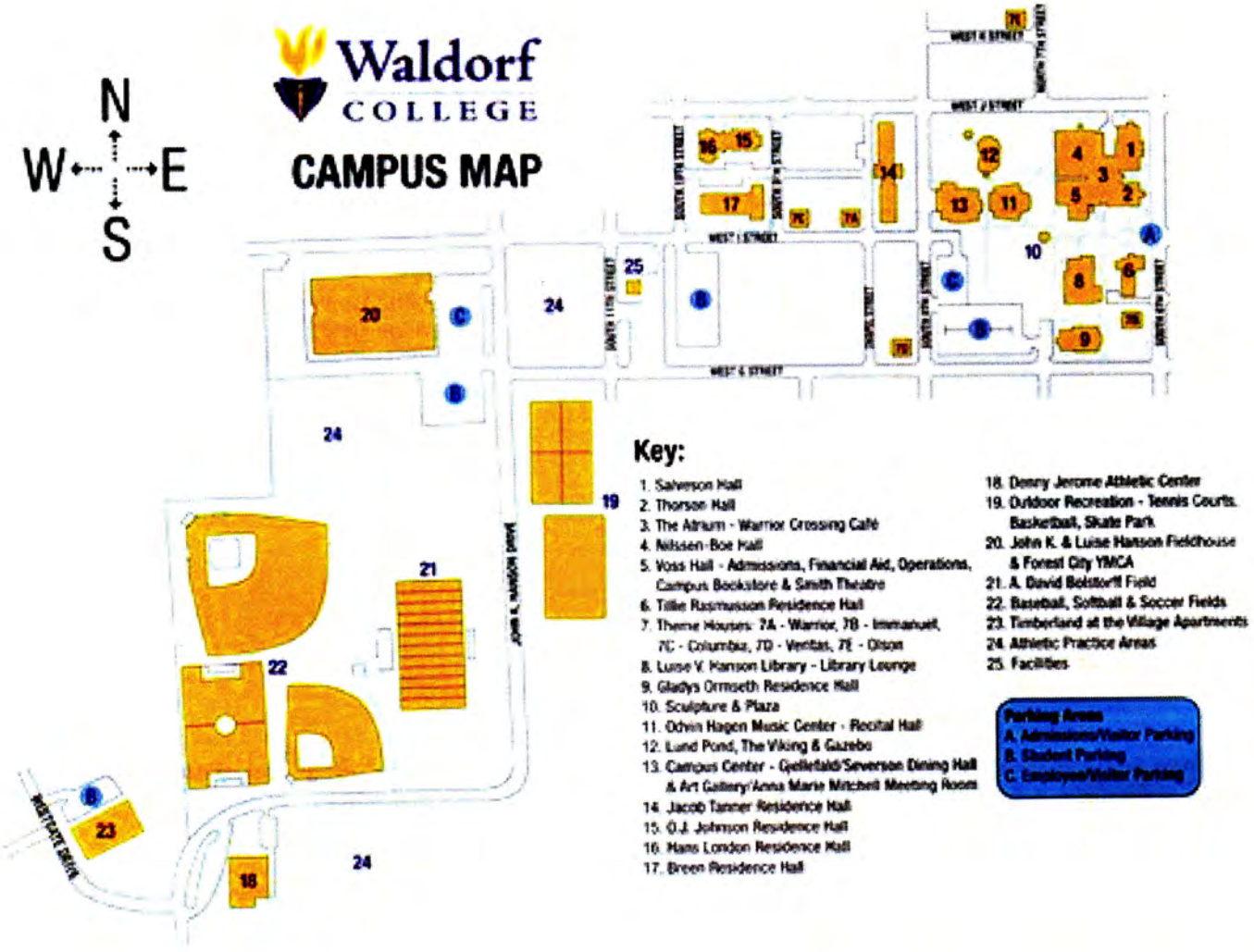
The governance system outlined in the Waldorf Faculty Handbook (available on the Waldorf College website) ensures that faculty within an appropriate discipline are involved in developing and evaluating curriculum for the programs to be registered in Iowa. As per 3.2 of the faculty handbook, all new courses must be approved by the majority of the originating department to be considered by the senate. The faculty senate routes the proposals to any other department or committee that may be effected by the change, such as the core curriculum committee, before considering the course. The senate shares all proposals with the full faculty three days before consideration, allowing for faculty input. A majority vote by the senate is required for approval. If a faculty member disagrees with the decision of the senate, it can be appealed to a full faculty meeting. In addition, all new curricula and curricular changes are brought to the faculty senate for recommendation to the full faculty for approval (3.1.4.6.A)

Departments who offer majors submit assessment reports in a three-year cycle. These reports are reviewed by the Assessment Committee as outlined in 3.5.1.3 of the Faculty handbook. The Assessment Committee offers feedback to the departments and routes requests appropriately. Faculty who teach courses responsible for core curriculum goals operate as a consortia. These consortia submit reports to the Core Curriculum Committee where they are reviewed as outlines in 3.5.1.4 of the Faculty Handbook. The Core Curriculum Committee writes a report on core goals and submits the report to the Assessment Committee. The Assessment Committee offers feedback to the consortia and routes requests appropriately.

All online classes are developed by either: (1) a member of the residential Waldorf College faculty who is a professor in the academic major for which the course is being developed or (2) an adjunct faculty member who meets the minimum credentials outlined by the Higher Learning Commission and has been approved by the residential program's Department Chair. The vitaes and transcripts of all faculty members are maintained on file. The Office of the Vice President for Academic Affairs manages these records for residential faculty. The Online Learning Department manages these records for online faculty. Both offices are located in Forest City, Iowa.

Provide evidence that the school has adequate physical facilities appropriate for the program(s) to be offered and are located in the state. Include a copy of a signed agreement for a facility purchase or lease or option to purchase or lease. Please include a photograph of the location.

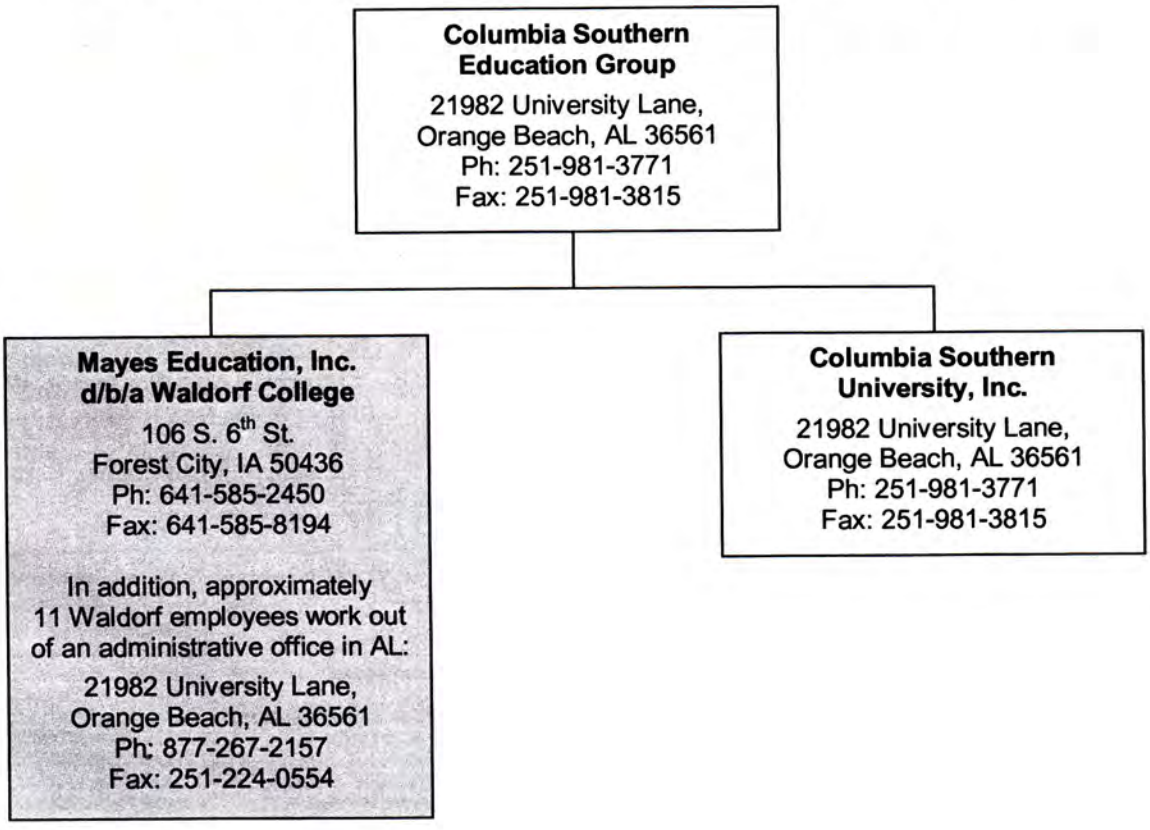
Below is the campus map of Waldorf College, showing Waldorf's academic, co-curricular, and residential facilities.



Include a statement, signed by the chief executive officer of the applicant school, on school letterhead, demonstrating the school's commitment to the delivery of programs located in Iowa, and agreeing to provide alternatives for students to complete programs at other institutions if the applicant school closes the program before students have completed their courses of study.

The attached statement from President Alsop demonstrates Waldorf's commitment to the delivery of programs located in Iowa and the commitment to assist students complete their degree programs through concerted teach-out arrangements, in the unlikely event of institutional closure. Coordination of teach-out arrangements would be led by the President, in partnership with the Vice President for Academic Affairs and the Waldorf College Registrar.

Provide an organizational plan that shows the location and physical address, telephone number, fax number and contact information for all internet-based and site-based educational locations, administrative, and service centers operated by the applicant and any parent organization.



Provide documentation showing the school's policy for the resolution of student and graduate comments and complaints. Provide complete contact information to which complainants may be referred.

Students in Residential Programs:

The Waldorf College Student Handbook has a Student Grievance System, which listed below and can also be found on Waldorf's web site: http://www.waldorf.edu/Residential/Current-Students/Policies/Student-Handbook#StudentGrievance.

Student Grievance System

Basic Assumption and Process

Ideally, situations should be resolved by direct discussion among the parties involved. All grievances should be addressed initially to the office/person involved in the dispute. When situations cannot be resolved on the basis of direct discussion among the parties, the dispute should be taken to the next level, normally the supervising person or office. Students may contact the Dean of Students for assistance in resolving a grievance or find out the appropriate office or person with whom to discuss a dispute or grievance.

A. Academic Matters

Concern about academic policies, procedures, or requirements normally should be discussed with the faculty adviser and/or the Dean of the College. Classroom matters, such as disputes about grades or academic evaluation, should be discussed directly with the instructor. If after discussion with the instructor a dispute remains, the student may schedule an appointment with the division chair to discuss the concerns. The division chair will attempt to resolve the concern at the division level with the student and the instructor. If the dispute involves the division chair, the student may contact the Dean of the College for assistance.

Provide a copy of a current Certificate of Authority provided by the applicant's home state and the Iowa Secretary of State.

Please see the attached Certificate of Authority from the Iowa Secretary of State, demonstrating that Waldorf (i.e., Mayes Education, Inc. d/b/a Waldorf College) is in good standing.

Provide the U.S. Department of Education cohort default rate for each associated organizational entity for which the U.S. Department of Education reports a cohort default rate.

In fiscal year 2009, the Waldorf's cohort graduate default rate was 4.3%.

Provide the average debt upon graduation of individuals completing programs at each branch location and the entire organization,

The average total debt of students graduating from Waldorf in 2010-11 was $23,117, which includes an average federal loan debt of $20,384.

Provide the U. S. Department of Education cohort graduation rate for each branch location and the total organization, showing rates for graduates of diploma, two-year, and four-year, programs if those rates are reported to the U. S. Department of Education National Center for Education Statistics.

Waldorf collects data in a couple different formats regarding cohort graduation rate:

1.) **IPEDS Survey (Integrated Post-secondary Education Data System Survey):**

The IPEDS Survey requires that cohort graduation data be collected amongst cohorts that include only first-time, first-year freshmen. According to IPEDS rules, the cohort graduation timeframe provides students up to six years to graduate from the program and be counted amongst those who have graduated in the cohort.

According to IPEDS rules, this cohort data does not include the graduation rate of individuals who have transferred to Waldorf with prior college credit, including credit earned through post-secondary education credits while the student was in high school. Transfer students represent a large portion of Waldorf's student population, though they are not represented in this data.

The IPEDS Survey data is as follows:

- First-year, first time freshman cohort who began in 2004 = 36%
- First-year, first time freshman cohort who began in 2003 = 33%
- First-year, first time freshman cohort who began in 2002 = 35%
- First-year, first time freshman cohort who began in 2001 = 33%
- First-year, first time freshman cohort who began in 2000 = 33%
- First-year, first time freshman cohort who began in 1999 = 36%
- First-year, first time freshman cohort who began in 1998 = 29%

2.) **Gainful Employment Disclosure:**

In compliance with federal Gainful Employment regulations, Waldorf College discloses the rate of students who graduate within the normal time frame, defined as four years, on the college web site. Unlike the IPEDS Survey data, this data does include all students, not just first-time, first-year freshmen. Also unlike the IPEDS Survey data, the Gainful Employment regulation requires disclosure of the graduation rate by academic program, rather than a cohort rate that represents all programs collectively. Per the U.S. Department of Education, only five of Waldorf's academic programs are defined by the DoE as Gainful Employment programs because those programs were added after Waldorf's transition from non-profit to for-profit status. Waldorf has opted to disclose this data on the college web site for all academic programs.

If the dispute involves an academic evaluation, the student must present a written statement including evidence of prejudiced academic evaluation to the division chair. If the dispute involves the division chair or if a dispute about academic evaluation cannot be resolved at the division level, the student must present a written statement to the Dean of the College and include evidence of prejudiced academic evaluation and evidence of attempts to deal with it at division level.

Simple disagreements with the instructor's philosophy in assigning grades do not constitute cause for petitioning the Dean of the College.

The Dean of the College will discuss the situation with the student and the faculty member involved and recommend a solution. The recommendation may be to the student that the grade is fair and just, or the recommendation may be to the faculty member that a different grade is justified. Final authority for a grade change rests with the faculty member.

B. Discrimination

Waldorf College does not discriminate on the basis of race, age, sex, sexual orientation, color, national origin, or handicap. A student who believes that he or she is or has been discriminated against should try to resolve the matter by direct discussion. In such discussions, it is helpful to focus on the specific behaviors and to phrase complaints in the first person (e.g., "I feel discriminated against {or put down} when you do..."). Often persons are unaware of the impact of their behavior on others.

When situations cannot be resolved on the basis of direct discussion among the parties, the next approach should be to the offending party's immediate supervisor. The supervisor should take action to resolve the conflict and report back to the complainant. The Dean of Students may be consulted to help resolve incidents of discrimination. Specific procedures for handling complaints of sexual harassment are spelled out in the college's Sexual Harassment Policy.

C. Housing Grievances

Complaints or grievances involving housing, policies, facilities or staff, should be discussed at the residence hall level with the RA, the Residence Hall Director, or with the building housekeeper. Complaints regarding residence life matters or housing charges and fines that cannot be resolved at the hall level should be discussed with the Director of Residence Life.

D. Student Employment On Campus

The Complainant should first discuss the problems with the immediate supervisor. If the issue is not resolved, the problem may next be taken to the supervisor's direct superior. The director of student employment may be consulted to discuss the dispute with the parties
involved. If contacted, the director of student employment will check to see that fairness and specified procedures were followed and will try to resolve any misunderstanding among the parties.

The contact information is as follows: Jason Ramaker, Dean of Students; Campus Center; Waldorf College; Forest City, IA 50436; ramakerj@waldorf.edu; (641) 585-8161.

Students in Online Programs:

The following policy is available to all online students in the Online Student Portal:

Non-Academic Appeals and Grievances

From time to time students may have questions concerning administrative policies or operations. Generally there are logical explanations for situations and usually most questions can be resolved in an informal manner through discussion with the individual or office involved. In instances where a student raises a question about a policy or decision, the effected staff member will respond. If it is not possible to resolve a matter through discussion, a student may appeal for further consideration by voicing the concern in writing to the Assistant Dean for Online Learning.

Should a student not be satisfied with the action taken by the Assistant Dean for Online Learning, the student may appeal the decision to the Waldorf College President. This policy is designed in accordance with the SPRE (State Postsecondary Review Entity) Guidelines and is intended to ensure that the student is given fair and equitable consideration in any matter that may arise.

The contact information is as follows: Beth Thompson, Assistant Dean for Online Learning, Salveson Hall; Waldorf College; Forest City, IA 50436; beth.thompson@waldorf.edu; (641) 585-8272

How long does it take to complete a degree at Waldorf College?

The normal timeframe for completing Waldorf's bachelor's degree program is four years. For an associate's degree in Liberal Arts, the timeframe is two years. Our on-time graduation rate is based on program completion within those timeframes. Students may choose to take fewer courses per term, extending their timeframe for completing the program.

	2006-07 On-time Graduates	2007-08 On-time Graduates	2008-09 On-time Graduates	2009-10 On-time Graduates	2010-11 On-time Graduates
Biology	N/A	N/A	100%	100%	100%
Business	88%	72%	80%	77%	71%
Communications	94%	95%	90%	100%	95%
Creative Writing	100%	100%	83%	67%	57%
Criminal Justice	N/A	N/A	N/A	N/A	N/A
Elementary Education	87%	81%	70%	57%	67%
English	100%	50%	100%	100%	86%
Fire Science	N/A	N/A	N/A	N/A	100%
Foundations of Education	56%	60%	100%	50%	78%
History	64%	100%	71%	75%	75%
Humanities	100%	100%	N/A	50%	33%
Interdisciplinary	N/A	0%	N/A	0%	67%
Music	25%	100%	50%	83%	50%
Organizational Leadership	N/A	N/A	N/A	N/A	100%
Psychology	100%	88%	82%	100%	100%
Secondary Education	50%	38%	25%	89%	33%
Theatre	100%	0%	100%	50%	100%
Wellness	85%	100%	67%	50%	89%
AA	70%	71%	100%	50%	33%

SIGNATURE

Applicant School Chief Executive Officer
(Per Carolyn Small of the Iowa College Student Aid Commission on 2/15/12, the Waldorf College President should sign this registration form.)

Robert Alsop, Ph.D.
Name

President
Title

Signature

5/08/12
Date

If any information in this application changes between the time of application Commission action, the school must inform the Commission by filing an Amended Application clearly indicating the information which is being amended. Amendments must be received before the Commission takes action.