

**SCHOOL CATALOG**  
**2019 - 2020**  
**09/01/2019 to 08/31/2020**

**1. GENERAL INFORMATION**

**1.1 Disclaimer Information**

This catalog has been published for informational purposes. Every effort has been made to ensure its accuracy. However, the provisions of this catalog are not to be regarded as an irrevocable contract between the student and Rhombus University (hereinafter referred to as RU). RU reserves the right to change any provisions or requirements at any time, while taking precautions that such changes do not cause hardships towards students enrolled. Students should consult the current schedule of classes for supplementary information.

Rhombus University's catalog is updated annually by the end of August and is available electronically on our website or can be sent via email upon request.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

Rhombus University  
Dr. Julie Hayden, Psy.D., Provost  
8030 La Mesa Boulevard #525  
La Mesa, CA 91942  
(858) 848-1766  
gorhombus@gmail.com  
www.rhombusuniversity.com

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

The Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento California, 95833  
Phone: (916) 431-6959  
Toll Free: (888) 370-7589  
Main Fax: (916) 263-1897

Rhombus University does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a

petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

## 1.2 Accreditation and Approvals

Rhombus University is approved by the California Bureau of Private Post-Secondary Education (BPPE) and the California Board of Behavioral Sciences. Rhombus will be seeking accreditation from Transnational Association of Christian Colleges and Schools (TRACS), a national accrediting organization. Rhombus is a private, Christian, for-profit institution. The purpose of the for-profit status is to ensure relevancy and sustainability. If people are not willing to pay for the education, it is likely not relevant, and therefore the business will not continue. We believe the education at Rhombus University is very relevant and needed in society today and will use the platform of a school to impact the world for a positive change.

### Institutional Accreditation and Approvals

Approval by the Bureau for Private Postsecondary Education (BPPE)  
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
Phone: (888) 370-7589  
Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)  
E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

The Master of Arts in Counseling Psychology at Rhombus University meets academic requirements for Section 4980.36 and 4980.37 and Section 4999.33 of the State of California Business and Professions Code and is approved by the BBS for seeking licensure as a Marriage and Family Therapist and/or Licensed Professional Clinical Counselor. After completing the educational requirements, graduates will still need to refer to the BBS for additional requirements, including, but not limited to 3000 hours of approved supervised hours and passing required licensing exams. Please refer to [www.bbs.ca.gov](http://www.bbs.ca.gov) for further clarification on requirements before pursuing your degree.

## Degree Programs

Master of Arts in Counseling Psychology

## 1.3 Ownership & Governance

Rhombus University is a privately owned and operated higher education institution, is incorporated in the state of California as a private proprietary corporation, duly formed and organized under the laws and regulations of the Secretary of State for the State of California. The Articles of Incorporation were filed with the Secretary of State on March 4<sup>th</sup>, 2017.

## 1.4 History

Rhombus began as the need for informing and strengthening people and families was identified. The struggles of society, such as, domestic violence, addictions, parenting struggle, divorce, human trafficking, and much more are deteriorating family units and though help is available, the help does not always appear accessible to many populations. Rhombus was started to increase the access of information on mental illness, relationship struggles, emotional difficulties, family problems and other important needs. Rhombus first started as a content development company in an effort to have information available and next, several platforms were developed to disseminate this content. Rhombus began facilitating Family Conferences to engage families and community members with valuable information by experts. Next, Rhombus became a continuing education provider, with a mission to both advance the skill of Christian counselors and increase information and training to those not seeking higher education. Rhombus has offered certification programs to train people with counseling and coaching skills and information to help others with the many identified struggles in families and communities. Rhombus University was started as a powerful platform for increasing professionally trained and credentialed Christian counselors who could also increase the training and education in many cultures and languages. Our goal is to train, mentor, and equip people who can turn around and inform and equip others in their families, churches, and communities.

## 1.5 Mission Statement and Objectives

Purpose of Rhombus University is to provide students from diverse cultures a quality education from a biblical worldview.

The mission of Rhombus to equip individuals from diverse people groups with information and tools to better impact the needs of people in their communities.

Vision: To increase the number of effective Christian counselors, psychologists, and leaders in the world ready to help the needs of the community through increased opportunity to a quality, skill-based, comprehensive curriculum in counseling / psychology from a biblical worldview, taught by diverse, experienced clinicians, using innovative technology, and considering many perspectives to health. Students and Faculty will use the school as a platform and support system for connecting with local churches and agencies developing strategies to meet the needs of the community.

Institutional Objectives:

Upon completion of the program, our graduates will be equipped to implement a biblical worldview and knowledge of psychology to improving the health of individuals, families, and communities. Specifically, the graduate will practice and engage in the following attributes:

1. Apply a biblical worldview and Bible knowledge to understanding people, relationships and healthy living.

2. Apply scientific study, knowledge of research, and learned interventions to identify and meet needs in families and communities.
3. Address problems in families and communities from many perspectives with many options for effective intervention and help.

### 1.6 Administration & Faculty

The following provides the minimum qualifications faculty members must have to maintain employment in any/all programs at Rhombus University:

#### Master's Degree

- i. Graduation with a terminal degree from an accredited university recognized by the U.S. Department of Education, the Council for Higher Education Accreditation, or an international equivalent. Additionally, the faculty member must have two years of occupational experience in the subject field in which they teach; OR
- ii. A minimum of a Master's degree and five years of job-related training and experience for those instructors who do not yet hold a terminal degree; and
- iii. Hold current licenses, certifications or other designations as required by local, state or federal laws to work in the field.

#### 1.6.1 Faculty/Staff Directory

See insert in the back of the catalog.

### 1.7 Disclosure of Language Used in Program Study

All courses in every RU program are delivered in English. If English is a second language, student is required to take language assessment exam TOEFL measuring English competency, receiving a score of 79 iBT or higher (213 CBT, 6.5 IELTS) and/or satisfactory passing score of Test of Written English (TWE) (Each must be taken not more than two years prior to the date of application.) This exam must be taken in order to determine a student's eligibility and success in the program. Students may also petition to demonstrate their English proficiency by submitting previous academic written work or other form or documentation, which will be reviewed by admissions. Rhombus University does not have English language services but may refer students to outside agencies for help if needed.

### 1.8 Facilities

Rhombus University is an online educational institution using innovative and effective methods of collaborative online learning. Rhombus is contracted with Populi, a cloud-based, all-inclusive college management system. Populi is used for student records, registration, billing, and the online courses taken by students. Populi's learning management system organizes learning for students to be able to access syllabi,

recorded lectures, reading and other assignments, web-based learning resources, and asynchronous collaboration with professors and students.

Rhombus University adds a component of live, synchronous video-based collaboration for all students in a flexible manner to account for different time zones and student schedules. The current product used for this is predominantly Zoom and yet others may be used at no additional cost to the student, including GoToMeeting and YouTube Live Streaming. During this live component, students are able to interact with other students and the professor, as well as practice skill-based demonstration, such as counseling skills. Students receive instruction on using the technology required for an improved student learning experience.

The administrative offices of Rhombus University are located at 8058 La Mesa Blvd., La Mesa, CA 91942. Unless otherwise noted, the intensives will be held at this location. This location is in a large shopping center on the second level in a counseling center. The front door opens into a waiting area with access to a small kitchen. Administrative offices are to the right and retain a computer, ipad, printer/scanner/fax available for faculty or staff only. If one continues past the waiting area to the left, a large group room holding about 20 people is available for the intensive. This room has a large TV mounted on the wall, connected to an apple TV and high-speed internet. This allows for speakers to show multimedia presentations. There is a laptop and a conference webcam with a mic & speaker to allow for streaming live to online participants. This equipment is only available to faculty and staff. Students are required to bring their own equipment, such as, a laptop, note pad, pens, etc., if desired. There are "pop-up" plastic desks available for students to put their laptop / paper on while watching the presenter in the front of the room. Students will be given access to the internet. There are restrooms directly outside the offices accessed with a key made available to students. There is coffee and water available and a refrigerator, microwave and small sink. The shopping center around this location has restaurants, a Vons, a Starbucks, and plenty of parking.

### **1.8.1 Equipment Used for Institution**

There are no identified "significant" equipment. Due to the nature of the coursework, therapy knowledge and skills, no significant equipment is important to a quality educational experience. What is important is to allow students to practice therapy tools and provide a method for faculty to observe and offer evaluations and feedbacks. The student will have a better educational experience if he/she has a computer with high-speed internet, as well as a webcam and headset for the live streaming session. This is not a requirement and Rhombus University will work with each students' needs to facilitate a quality educational experience.

## 1.9 Degree Programs

Rhombus University offers Master of Arts in Counseling Psychology degree program to equip our students with information and tools to better impact the needs of people in their communities to work at nonprofit and community organizations, government agencies, religious organizations, and private clinics or institutions.

### Rhombus University offers the following program.

#### 1.9.1 Degree Programs

<u>Program Title</u>	<u>Semester Units</u>	<u>Credential</u>
Master of Arts in Counseling Psychology	60 units	Degree

#### 1.10 Policy on Record Storing and Retention:

It is the policy of Rhombus University to maintain the majority all paperwork electronically on a secure computer that is password protected and includes firewalls and normal computer safety or in a secured, cloud-based storing system. If a document must be maintained in physical form, it will remain in a locked filing cabinet in a secured location for at least five years. Transcripts shall be maintained indefinitely. For all student and faculty documents, Rhombus University stores documents electronically in Populi, a secured cloud-based, customer management system. As documents arrive on the physical location of the administrative offices, a representative scan the documents, saves them electronically in the Populi system, and then shreds the paper copies. Populi stores information for applications, admissions, enrollment, student accounts, faculty documents, grades, and all other information. Identified executive administration of Rhombus University have access to all documents and give access to those appropriate to be accessing the documents to fulfill their job descriptions. Any computer with access to the student or faculty documents will have normal internet security software, such as fire walls and anti-virus software, as well as the computer and Populi being password-protected.

## 2. ACADEMIC CALENDAR

### 2.1 Definition of Academic Year and Fiscal Year

For the purpose of this catalog, the definition of an Academic Year at RU runs from September 1<sup>st</sup> to August 31<sup>st</sup>. The Academic Year is part of a large Fiscal Year that runs from July 1<sup>st</sup> through June 30<sup>th</sup>.

### 2.2 Academic Calendar/Schedule of Classes

Rhombus University is a non-traditional term institution and does not operate according to a conventional academic calendar. The academic year is divided into six modules and runs all-year. There are several start dates for students and courses may be taken independently or synchronous with other students. This diverse and often intensive calendar allows students to achieve their educational goals in a more time-efficient manner. RU's low student/faculty ratio and class size, which averages fewer than 15 students per class, facilitates active learning and collaboration. The below schedule is a suggested time frame and students may go slower and faster with approval from CAO. All program schedules include national holidays.

#### Degree Programs

CODE	Program	Pre-requisite	Hours/Days	Length	Break
MACP	Master of Arts in Counseling Psychology	Bachelor's Degree	Live Streaming Thur. nights from 6-8pm PST	2 years, 12 modules	Specified weeks

RU reserves the right to modify this schedule. Students will be notified of any changes.

### 2.3 Holidays/Constitution Day

#### Holidays

No particular holiday is observed for students as the online format allows for work to be completed in the midst of holidays. For office hours, RU observes the following holidays:

- New Year's Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

### 3. ADMISSION/ENROLLMENT INFORMATION

#### 3.1 Eligibility

All applicants must meet the following qualifications:

- Complete application and application fee
- Qualified Bachelor's Degree with a minimum GPA of 3.0.
- Approved interview with the school official: The applicant must verbally demonstrate that he/she has reasonable expectations of how the program would benefit him/her in terms of skill acquisition, academic gains or job marketability.
- 1-2 page essay on the purpose of seeking the degree and stance on a biblical perspective of psychology.
- 3 recommendation letters.
- Signed acknowledgement of RU's statement of faith.
- Direct transfer credit may be established through evaluation of official academic transcripts.

#### 3.2 Procedures for Enrollment

##### ✓ Registration for Admission

Prospective students applying for admission to RU's programs begin the admission process by submitting an application along with the application fee.

As a prospective student, you are encouraged to review this catalog as well as the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. An application which is later verified to contain incomplete, false, or misleading information may be grounds for dismissal. If students are not able to understand the terms and conditions of the enrollment agreement, they may request a separate meeting with a Rhombus representative. During this meeting, the Rhombus representative will email a Zoom link to live stream and discuss the difficulty further, to discover and mitigate the confusion.

RU's admissions representative will advise students regarding the documents required in order to be accepted and begin a program of study. All required documents must be submitted to the school prior to the program start date. Student must complete the admissions process and be accepted and enrolled before beginning the first class.

Classes are filled on a first-come, first-serve basis. The applicant initially meets with an admissions representative to discuss career opportunities and the process of enrollment.



✓ **Admissions Policy for Applicants with Felony Convictions**

Rhombus University cautions applicants with felony convictions to carefully consider before applying. The University does not believe that students should make a substantial investment of time, money, and potential debt if the ability to secure employment in the field of training is unlikely. The Master of Arts in Counseling Psychology likely leads to counseling jobs and licenses which may have strict regulation on past felonies. It is possible to complete your degree and not be able to be licensed or hired at the discretion of other government and employment agencies. If you have a felony conviction, please disclose that information to your Admissions Counselor for further assistance.

✓ **Criminal Background-Check Policy**

Applicants agree to participate in a volunteer background-check and understand that the results may deter an approval status. Rhombus University reserves the right to disqualify an application due to past convictions and will carefully consider relevant information included by the prospective student. Though many factors are considered during admission, as a policy, the University does not disclose the reason for denial.

✓ **Entrance Exam**

Following an interview with an admissions representative covering the prospective student's personal, educational and employment history, the student will take an Entrance Exam. The Entrance Exam is used for tracking progress of learning by comparing the entrance exam score with the exit exam score received upon graduation. The entrance exam is a requirement for admissions and yet is not used as a factor of approval or denial.

✓ **English Language Proficiency**

English is the primary language of instruction at RU. If English is a second language, student is required to take language assessment exam TOEFL measuring English competency, receiving a score of 79 iBT or higher (213 CBT, 6.5 IELTS) and/or satisfactory passing score of Test of Written English (TWE) (Each must be taken not more than two years prior to the date of application.) This exam must be taken in order to determine a student's eligibility and success in the program.

Applicants are exempt from English language proficiency assessment when any one of the following is true:

- The applicant holds an undergraduate or graduate degree from an American college or university deemed acceptable by RU.

Students may also petition to demonstrate their English proficiency by submitting previous academic written work or other form or documentation, which will be reviewed by admissions. RU reserves the right to make the final determination in

such cases.

✓ **Admissions Status**

A student is granted Admitted status by RU after all documents have been received, the applicant's admission file has been reviewed and approved, all admission requirements have been met, and the student has been officially notified by letter or email.

✓ **Official Diploma/Transcript**

An applicant must submit an official Bachelor's transcript with degree posted and (if applicable) all other official transcripts reflecting postsecondary work taken at other institutions.

✓ **Foreign Transcripts**

RU recommend all academic records from countries other than the United States be evaluated by a nationally-acknowledged evaluation service approved by RU. *Please see an admissions representative for a list of approved services.*

✓ **Assessment for Admission**

The school retains the right to accept or reject an applicant based on the applicant's character reference, scholastic status and/or financial status. Rhombus University has a policy to not disclose the reason for rejection. Presuming all requirements and standards of admissions are met and the applicant is motivated and prepared to make the financial and personal commitment toward his/her chosen training program, an enrollment agreement between the school and the applicant may be signed, the first payment may be made (prior to the first day of class, unless other arrangements are made, the student is required to pay in full: the registration fee, cost of books & equipment, and the first tuition payment) and a start date may be set.

### 3.3 International Students and Visas

RU is not approved to grant international student visas at this time. Students may choose to complete the degree online from another country and participate with intensives and these students are responsible for any travel arrangements needed.

### 3.4 Orientation

Each new student must complete the online student orientation before enrolling in the first courses.

The purpose of orientation will be to review and explain:

- The vision of Rhombus University
- The learning management system and typical process for attendance and submitting assignments

- Students' responsibilities during the academic process
- The services provided by the school
- Road to licensure and/or other alternative certifications
- The conduct expected of RU students and graduates in their fields of study
- Procedures for grievances and contact options

### **3.5 Withdraw/Drop Policy**

Any student who wishes to withdraw from the program should first submit in writing a letter to RU, noting the reason for withdrawal. Any student who does not enroll for two consecutive semesters will be automatically dropped from the degree program and will need to re-enroll if later wishing to continue the degree program.

### **3.6 Re-enrollment**

Any student who wishes to re-enroll in the same program should first submit in writing a letter to RU, noting the reason for initial withdrawal and reasons for desire to re-enroll. Any student who re-enrolls must sign a new enrollment agreement at the current tuition rate and will be governed by the more recent academic catalog.

Re-enrollment is appropriate if a student:

- Withdrew from the University
- Interrupted continuous program enrollment during class
- Was dismissed or suspended for nonacademic reasons
- Invalidated a leave of absence
- Plans to return for graduation

Students who left in good standing and who are re-enrolling in their previous major will likely be approved to re-enroll. Every re-enrollment request will be reviewed, and a status report will be returned to the student.

### **3.7 Reinstatement Policy**

Whether due to probation, termination, suspension or personal reasons, students who have been in any one of these conditions and did not enroll with RU for more than a year, may be reinstated upon approval of the traditional admissions process. Some paperwork may already on file, but a full admissions process is to be followed to be reinstated as an active student.

#### 4. FINANCIAL INFORMATION

Trained staff will be available to assist students with general financial questions, regarding the tuition cost, policies and procedures, and possible scholarship and student loan programs available outside of institution.

##### 4.1 Tuition and Other Fees – Master of Arts in Counseling Psychology

###### **Year One**

###### Institutional Charges and Fees (if student chooses 2-year option):

Application Fee	\$ 40.	One-time fee, with continuous enrollment; non-refundable
Tuition	\$ 7,500.	Ten, 3-units courses @ \$750/course
Enrolment Fee	\$ 300.	\$100 / trimester (3)
Re-Enrolment Fee	\$ .	\$150. Assessed if student drops out and re-enrolls during period of enrolment
Memberships	\$ 400.	CAMFT, Taylor Study Method
Equipment	\$ 50.	*As needed purchases (not paid to RU)
Books	\$ 900.	*As needed purchases (not paid to RU)
STRF	\$ .	Based on \$.00 cents per \$1,000 of institutional charges (rounded to the nearest \$1,000); non-refundable (4.2)
Late Fee	\$ .	\$50 assessed for late enrolment
Transcript Fee	\$ .	First official transcript is Free; subsequent @\$.\$\$. Cost dependent upon number of transcripts student orders.
Year One Cost	\$ 9,190	assumes continuous enrollment and consistent completion of course per program schedule

###### **Year Two**

###### Institutional Charges and Fees:

Tuition	\$ 7,500.	Ten, 3-units courses @ \$750/course
Enrolment Fee	\$ 300.	\$100 / trimester (3)
Re-Enrolment Fee	\$ .	\$150. Assessed if student drops out and re-enrolls during period of enrolment
Memberships	\$ 400.	CAMFT, Taylor Study Method
Equipment	\$ 50.	*As needed purchases (not paid to RU)
Books	\$ 900.	*As needed purchases (not paid to RU)
STRF	\$ .	Based on \$.00 cents per \$1,000 of institutional charges (rounded to the nearest \$1,000); non-refundable (4.2)
Graduation Fee	\$ 300.	One-time fee
Transcript Fee	\$ .	First official transcript is Free; subsequent @\$.\$\$. Cost dependent upon number of transcripts student orders.
Year Two Cost	\$ 9,450	assumes continuous enrollment and consistent completion of course per program schedule

###### **Program Total**

Year One + Year Two	\$ 18,640.	Estimated Total: assumes continuous enrollment and consistent completion of courses per program schedule
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*\*Estimate of costs students may incur, however books / equipment will not be purchased from RU. Student should refer to vendor where books/equipment are purchased for vendors' policies re: refunds, rentals, etc.*

#### 4.2 Student Tuition Recovery Fund (STRF)<sup>1</sup>

Student Tuition Recovery Fund Disclosures (California Education Code 949215):

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

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<sup>1</sup> 5 CCR 76215(a)(b)

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

### **4.3 Tuition Payment Policy**

Students are required to pay for classes before the class begins or arrange a monthly payment plan with student accounts prior to the first day of class. Students are expected to pay with cash or a credit card, although it is the desire of the institution that students completed their degree debt free and will set up monthly payments to account for the tuition and fees. Students who owe more than \$2000 at one time will not be allowed to register for more classes. The purpose of this is to make sure students do not have financial difficulty due to education expenses. Students who come to a \$2000 balance owed will be suspended from taking classes until they have no more than \$1000 in debt and a reasonable monthly payment set up to account for tuition and fees.

The student is solely responsible for payment of all tuition, which must be paid in full in order to graduate. The school can deny a document of completion to a student who has not fully paid their obligation to the school.

RU is not a lending institution. For any program, tuition should be paid on a pre-arranged date according to the contract. Should payment not be made per the agreement, the student may be suspended until such time as tuition is current. Such a situation may necessitate the student continuing his/her studies with another group.

### **4.4 Processing Fees & Late Fees**

A late fee of \$50.00 will be assessed for every course for which the student's tuition payment has not been received according to the terms of the student's financial agreement. A processing fee of \$50.00 will be charged for checks returned for any reason. If a student completes a program of study with a balance remaining on the account, the student must pay the account in full before graduation will be completed. A nominal fee will be charged for all credit card transactions.

#### 4.5 Tuition Collection Policy

At the student's option, tuition may be paid in full including fees through "out of pocket" payments and any funds received through institutional loans after the student has been accepted and enrolled and the date of the first-class session is disclosed on the enrollment agreement. The student has to the last day of attendance to clear their tuition balance before the account becomes outstanding.

#### 4.6 Refund Policies

Students have a right to cancel an enrollment agreement and obtain a refund of charges paid through attendance at the first-class session or the 7<sup>th</sup> day after enrollment, whichever is later. Per California Education Code 94920, students who withdraw from a course on or before the first-class session (or on the 7<sup>th</sup> day after enrollment) will receive a full tuition refund, excluding fees not to exceed \$250. For students withdrawing after the first session and before completing 60% of the course. The prorated refund amount will be returned back to the student within no more than 45 days from when a school representative receives a signed request by a student to cancel a class. Students who wish to withdraw from the school should fill out the proper form and email the registrar's office. A prorated amount may be refunded according to the number of sessions completed by the student as described in 4.7.

#### 4.7 Refund Proration - Degree Programs

Students are charged the full amount of tuition per course under the identified enrollment agreement. The tuition charge per course is for 7 sessions of curriculum and withdrawing from a course will allow for possible reimbursement of tuition charges based on the completed weeks of the curriculum rather than a time frame. For example, if a student withdraws from a course with no assignments completed, no matter the time frame, he/she is entitled to a 100% refund, not including the enrollment fee and other one-time fees. If a student withdraws from a course after completing 60% (4 out of 7 sessions) or less, the student is able to receive a pro-rated refund. The amount refunded equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal. The calculation will come from the amount of coursework completed in each week rather than being based on time.

Books are purchased by the students and refunds are to be arranged between the student and the company they use to purchase the books. This is meant to allow students to purchase books at a discounted price whenever possible and yet, this also means books may not be refundable. Students should verify the refund policy of the company from which they purchase books. Equipment to improve the learning experience, such as, a computer, laptop, or headset, are bought separately by the student and the school is not responsible for refunds

of equipment if they drop a class or drop out of school completely. Students should verify refund policies of companies from which they purchase equipment prior to the purchase.

#### **4.8 Financial Aid**

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. RU does not provide state or federal financial aid. Students must use personal resources such as cash or credit to pay for education. It is the pursuit of RU that students conclude their educational accomplishments debt free by paying a monthly fee to account for all tuition and fees. If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund.

\*Rhombus University is unaccredited and a student enrolled in an unaccredited institution is not eligible for federal financial aid programs.



## 5. ACADEMIC POLICIES

### 5.1 Grading Policy

The progress and quality of a student's work in the degree program is measured by a system of letter grades and grade percentages as shown below. Evaluation may be measured by means of written tests, projects, reports, term papers and clinical performance. The final grade is a composite of all evaluation measures taken.

### 5.2 Grading Standards - Degree Program

The grading standard is according to the following system:

#### Theory

Grade	Score (%)	Grade Explanation	Grade Point
A	100 - 96	Excellent	4.0
A-	92-95	Very Good	3.0
B+	91-89	Good	2.0
B	88-86	Average	0
B-	85-83	Minimal	Credit
C+	82-80	Below average	N/A
C	79-77	Poor	N/A
C-		Failing	

All numerical grades are rounded to the nearest whole number (e.g. 69.51 rounded to 70%)  
"I" may be made up upon arrangement with the instructor.

#### Clinical

Grade	Score (%)	Grade Explanation
Pass	100 to 83	Complete Clinical Objectives & Satisfactory Clinical Evaluation
Fail	Below 83	Incomplete Clinical Objectives & Unsatisfactory Clinical Evaluation

Additional codes include:

Code	Explanation of Code
RP	Repeat a Course
AU	Audit
R	Remediation

### 5.3 Satisfactory Academic Progress (SAP)

A student must maintain Satisfactory Academic Progress (SAP) in order to remain in training. SAP is a cumulative GPA of 3.0 or higher. If a student falls below a 3.0 GPA, he/she will be placed on Academic Warning for up to 2 modules. If the student's GPA is then

brought above 3.0, the Academic Warning is removed. If a student remains on Academic Warning for 2 modules, the student is placed on Academic Probation for one module, and either brings the CGPA above 3.0 or is dismissed from school.

#### 5.4 Non-Punitive (credit/no credit) grades

Specified clinical courses have a credit/no credit grade and are competency based, measured by a set of criteria communicated to students at the beginning of the course. If a student fails the course, it does not count against the cumulative GPA, but the student may not be able to continue courses until successful completion. More information about these courses are located under the specific degree information.

#### 5.5 Auditing a Class, Non-Credit Courses and Repeating a Class

RU does not charge for auditing a course or for any course in which a grade assigned is not used in computing requirements for graduation. This does not apply to repeats of required courses which the student has failed. The right to audit and the extent of auditing differs from class to class and between instructors. Not all classes may be audited.

#### 5.6 Failure to Complete the Program

There are four possible results if students fail to complete the program as originally enrolled. Failure to take the appropriate steps can lead to an F in the student's permanent records.

1. **Withdrawal:** It is the student's responsibility to process an official withdrawal from class either in person or in writing to be sent to the Registrar. Students must withdraw by the end of the second week of classes or an Incomplete will result.
2. **Leave of Absence:** A LOA status can be granted once during a student's academic career. The leave cannot exceed a maximum of 120 calendar days. Please refer to the LOA policy (6.15) for further information.
3. **Incomplete:** After the second week of class, a withdrawal from class receives an incomplete grade. Incomplete grades may be made up upon arrangement with the instructor. Students are entitled to a prorated refund (see refund policy).
4. **Fail:** A student whose grade is below C fails the course, receiving an F. A student may retake a course for a higher grade and is responsible for all normal tuition and fees for the duplicate course.

## 5.7 Withdrawal from Program

Any student who finds it necessary to interrupt his/her attendance by withdrawing from RU can complete the official withdrawal process by contacting the registrar representative. The official withdrawal form will assist RU in a timely withdrawal processing so that no additional services are rendered or charges incurred.

### Withdrawal Date

A student's withdrawal date varies depending on the type of withdrawal.

At Rhombus University, a student's withdrawal date is:

- 1) the date the student officially notified the Admissions and Registrar's Offices of his/her intent to withdraw, or
- 2) the date the Admissions and Registrar's Office verifies the student's intent if informed from another source.

### Official Notification Provided by the Student

A student is considered officially withdrawn only when the Admissions and Registrar's Offices have been notified of the intention to withdraw by the student in writing. If a student sends written notification of intent to withdraw, the withdrawal date is the date the letter is received via fax, electronic mail, or postal mail.

The student will receive a refund based upon the date of withdrawal (see refund table 8.4).

### Official Notification Provided by the School

If a student ceases attendance without providing official notification, the withdrawal date will be the last day of attendance at an academically-related activity, if documented by RU. In cases where an official notification was not provided by the student because of circumstances beyond the student's control (e.g., illness, accident, grievous personal loss or other circumstances), the date related to the onset of that circumstance will be used as the withdrawal date. The date will be determined by the Director of Academic Affairs.

If a refund is warranted, RU shall notify the student in writing of the refund date, the amount of the refund, the method of calculating the refund and the name and address of the entity to which the refund was sent within 10 days of the date on which the refund is made,. Refunds will be made within 30 days of the determined date of withdrawal.

## 5.8 Transfer of Credits Policy to Other Schools

### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS

### EARNED AT OUR INSTITUTION

The transferability of credits you earn at Rhombus University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in the Master of Arts in Counseling Psychology program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Rhombus University to determine if your credits or degree will transfer.

Rhombus University has not entered into an articulation or transfer agreement with any other college or university but will notify students if any are in put into place in the future. Rhombus University does not award credit based upon challenge examinations or achievement tests.

#### **5.9 Transfer of Credits Policy from Other Schools**

Rhombus University (RU) considers credit from other institutions accredited by an agency recognized by the United States Department of Education (DOE) or the Council for Higher Education Accreditation (CHEA), or schools approved by the California Bureau of Private Post-Secondary Education (BPPE).

Credit toward curriculum requirements may be given to students if the following requirements are met:

1. The previous education must have been completed within the last five years and completed with a passing grade of B or better.
2. Official transcripts from a previous institution must be submitted before credit is granted.
3. Courses accepted for transfer must have evidence of matching a minimum of 75% course content with the RU course it will replace.
4. A maximum of 20% of the degree credits can be transferred from other institutions and any credit granted is always at the discretion of school administration.

Rhombus University does not have any current Articulation Agreements with other institutions.

#### **5.10 Experiential Learning**

Rhombus University does not credit prior experiential learning for the graduate courses in the Master of Arts in Counseling Psychology.

**5.11 Attendance Policy.** Rhombus University is an online educational institution, allowing flexibility and diverse learning platforms. Education consists of a combination of learning platforms, including, but not limited to, live/synchronous video collaboration, recorded video lectures, reading materials, supplemental online learning methods, discussion board activity, interactive applications of learning, and more. Attendance is considered participation in at least one of these methods as evidenced by either turning in an assignment or participating in the weekly discussion post. An absence is calculated when no record of activity is identified for a student from Monday to Sunday of a particular week. One absence per class is allowed, although assignments may be marked down for being late. Two absences will result in being administratively dropped from a class. A student may petition to be placed back into the course, and the situation will be considered by the Academic Affairs Committee before granted. A Re-enrollment Fee of \$50 will apply.

### **5.12 Expulsion Policy**

Students may be expelled from the university when their conduct is deemed unacceptable or for the following reasons:

- Failure to maintain satisfactory grades
- Failure to achieve satisfactory clinical performance
- Failure to represent Rhombus University in a professional and ethical way
- Failure to maintain financial responsibility

### **5.13 Leave of Absence (LOA) Policy**

A leave of absence (LOA) is a temporary interruption in a student's program of study. A LOA refers to the specific time period during a program when a student is not in attendance. A LOA is not required if a student is not in attendance only for a scheduled program break. However, a scheduled break may occur during an LOA. A Scheduled Program Break includes holidays and breaks between modules.

A LOA status can be granted once during a student's academic career. The leave cannot exceed a maximum of 180 calendar days within a continuous 12-month period. Students who do not return to full-time status at the end of their leave are considered to have withdrawn from Rhombus University.

- I. One (1) LOA will be allowed for emergency, illness or pregnancy. Students will be required to continue their instruction in the next available class at the point where their studies were interrupted, at the discretion of the academic advisor.
- II. The LOA must not exceed a total of 180 calendar days within a payment period or period of enrollment.
- III. The time taken for a LOA will not be counted against the maximum allowable time for program completion. Hours of the program will resume when the LOA is officially completed.

### **Requesting LOA Procedure:**

1. Students must outline the reason for their leave in writing and submit it to the registrar representative who will present the request for approval to the academic advisor.
2. The Registrar will notify students approved for leave with a letter.

### **Returning from a LOA Procedure:**

1. Students on personal leave must meet with their admissions counselor prior to resuming studies.
2. Any conditions set for a return from leave, such as a letter of clearance from the student's physician for medical leave of absence, that are specified in the letter of approval from the academic advisor must be met before the student may resume his/her studies.
3. Copies of said forms must be forwarded to the registrar representative.

### **Effect on Financial Aid Eligibility**

Rhombus University does not offer federal financial aid, but is important for students with previous and/or current student's loans to clarify the impact a LOA may have on a current loan deference.

### **5.14 Graduation Requirement**

Students enrolled the Master of Arts in Counseling Psychology degree will be considered "graduates" after meeting the following requirements:

- Must maintain satisfactory grade point average, above 3.0
- Must have completed the program within 150% of the planned program length
- Must be in good financial standing with the college
- Complete all courses required for degree
- Pass Practicum courses with completion of 225 hours of supervised clinical experience  
(see Practicum description for further details)

A Degree will be awarded for graduates of the Degree programs offered.

### **5.15 Licensure Process**

The MACP degree at Rhombus University meets educational requirements of the CA Board of Behavioral Science toward pursuing the licenses Marriage and Family Therapy and Professional Clinical Counseling. Upon graduation, a student would submit a complete application with the CA Board of Behavioral Sciences, including a Program Certification completed by RU and the official transcript to receive an intern number. Before receiving a license, the graduate must demonstrate completion of a total of 3000 hours of supervised clinical experience, as well as pass two licensing exams, one for

Law & Ethics, and a clinical exam. Please note that the licensure requirements may change, and the students and graduates are responsible for reviewing changes and understanding the requirements of licensure. Students are encouraged to verify licensure requirements periodically at [www.bbs.ca.gov](http://www.bbs.ca.gov).

### 5.16 Transcript Requests

Transcript requests from graduates of Rhombus University should allow up to five business days to process. The first transcript is free, followed by a \$5.00 fee for each additional transcript.

## 6. STUDENT RIGHTS

### 6.1 Notice of Student's Right to Cancel

The Student has the right to withdraw from the program of instruction at any time. To withdraw or cancel enrollment, the Student must send a signed Notice of Cancellation or Letter of Withdrawal postmarked NO LATER THAN the fifth business day following the first day of class (or delivered to the school before midnight of the same day). Compliance with this policy will result in a full refund.

Notice of Cancellation or Letter of Withdrawal must be sent to:

Rhombus University  
8030 La Mesa Boulevard #525  
La Mesa, CA 91942

If you have any complaints, questions, or problems that you cannot work out with the school, write or call the Bureau for Private Postsecondary Education (The California Department of Consumer Affairs) 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Website at <http://www.bppe.ca.gov>

### 6.2 Student's Right to Privacy (FERPA)

Rhombus University (RU) maintains compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. FERPA defines requirements which are designed to protect the privacy of student records maintained by RU. The law requires that:

1. Students should be provided access to official records directly related to them. Students who wish to see their records must make an appointment or submit a written request through RU's registrar representative.
2. Students may not remove any materials, but are entitled, at their expense, to one copy of any materials contained in their file, unless a disclaimer appears on the document indicating that the student is not to be given a copy, or if the student waived the rights to the document.
3. Students should be given the opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate. The right to a hearing under the law does not include any right to challenge the appropriateness of a grade as determined by the faculty member.
4. Students' written consent must be received prior to releasing personally identifiable student data from their records to other than a specified list of exceptions. RU is authorized to release public directory information concerning students. Directory information includes the student's name, address, phone number, date and place of birth, major field of study, dates of attendance, certificates and awards received and the most recent previous educational agency or institution attended by the student. Directory information is subject to release by RU at any time unless the registrar representative has received a prior written request from the student specifying that the information not be released.

RU is authorized to provide access of student records to RU officials and employees who have legitimate educational interests. These are persons who have responsibilities in RU academic, administrative, service or research functions.

A copy of RU's FERPA policy is available to students through the Registrar's Office. Education records will be released pursuant to a judicial order or a lawfully issued subpoena, but only after the student is given reasonable and necessary notification of RU's intent to comply with the subpoena before release of the records.

Students have the right to restrict disclosure of directory information. Written requests for privacy holds should include name, address, specific records to be withheld and/or to whom the privacy hold applies, and the student's signature and date. Requests are valid throughout student's enrollment unless otherwise notified.

Congress has provided the Family Education Rights and Privacy Act in that a student have certain rights of access to his/her education records (available on the website).

### 6.3 Non-Discrimination Policy



Rhombus University (RU) does not deny admission or discriminate against students currently enrolled on the basis of race, color, religion, sex, age, disabilities and area of origin or residence from participating in any of the school's activities. The purpose of RU is to increase quality Christian therapists and therefore RU does hold the right to require students agree to and sign the statement of faith. RU will reasonably accommodate applicants and students with disabilities to the extent required by applicable law.

#### **6.4 Americans with Disability Act (ADA)**

Rhombus University recognizes and accepts its obligations under the Americans with Disabilities Act (ADA) of 1990 and the Rehabilitation Act of 1973, prohibiting discrimination on the basis of a disability and requiring RU to provide reasonable accommodations to qualified disabled students in all programs and activities. Students have the responsibility to both self-disclose and request accommodation through the school's disability services coordinator. Communication with faculty or other staff members does not constitute in itself fulfilling the ADA accommodation requirements.

Verification through documentation from a health care provider is required prior to accommodations being determined and fulfilled. RU's disability services coordinator will review documentation for accommodation consideration. No student shall be retaliated against for seeking accommodation under this policy or for participating in any complaint procedures brought against RU for its non-compliance with the policy.

#### **6.5 Equal Opportunity**

To ensure proper handling of all equal opportunity matters, including the Civil Rights Act and Americans with Disabilities Act, discrimination, accommodation and compliance issues, inquiries should be directed to the following individual:

Chief Operating Officer or Disability Services Coordinator at (858) 848-1766, for the following matters:

- Sexual Harassment
- Discrimination – Education/Race
- Discrimination – Workplace – Hiring/Promotion
- Training
- ADA
- EEO – Hiring/Promotion
- Gender Equality

## 6.6 Student Grievance Policy

The grievance procedure may be initiated by a student or group of students who reasonably believe he/she/they have been subjected to unjust action or denied rights that adversely affect his/her/their status, rights or privileges as a student. It is the responsibility of the student(s) to submit proof of alleged unfair or improper action.

The programs offered at Rhombus University are difficult and demanding programs. Students enrolled in these programs may sometimes experience problems. The school will make every effort to help resolve these problems when made aware of them. The following procedure is designed to assist students to resolve any problems they identify.

1. First, discuss the problem with your instructor rather than with other students.
2. Next, make an appointment to approach the Chief Academic Officer if you and the instructor were unable to resolve the problem. Email [gorhombus@gmail.com](mailto:gorhombus@gmail.com) with the subject heading "Student Grievance" and a description of the occurrence and student request.
3. If the problem is still not resolved, the student may petition for the situation to be reviewed by the Academic Affairs Committee. Email [gorhombus@gmail.com](mailto:gorhombus@gmail.com) with the subject heading "Academic Affairs Petition" formally request a meeting.
4. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

## 6.7 Right to Appeal

Students may submit a written appeal for any decisions that negatively affect their ability to complete a course or program, such as failure, suspension, or termination. All such appeals must be submitted within 30 days of notice to the Chief Executive Officer. It is the responsibility of the student to submit all relevant documents or statements of support with their appeal letter. Appeals should be brought or mailed to:

Rhombus University  
Attn: Chief Executive Officer  
8030 La Mesa Boulevard #525  
La Mesa, CA 91942

In all cases of student grievances, if the complaint cannot be resolved after exhausting the school's procedures, the student may file an external complaint.

## 7. STUDENT RESPONSIBILITIES

### 7.1 Student Conduct

Students are expected to conduct themselves ethically, honestly and with integrity as responsible members of RU's academic community. This requires the demonstration of mutual respect and civility in academic and professional discourse. Rhombus University reserves the right to suspend or terminate any students whose conduct is deemed unacceptable. Such conduct includes failure to maintain satisfactory academic standing, failure to achieve satisfactory clinical performance, inappropriate behavior toward fellow students, faculty, staff or affiliates, failure to abide by school rules and other conduct deemed inappropriate.

### 7.2 Standards of Student Conduct

Students are responsible for learning all required material. Although it is a student's academic performance that is evaluated in determining grades, student conduct is important in the academic setting. Students shall respect and obey civil and criminal law and shall be subject to legal penalties for violation of laws of the City, County, State and Nation.

Student conduct must conform to RU rules and regulations. Violations of such rules and regulations will subject students to disciplinary action. Such violations include, but are not limited to, the following:

- Harassment of any kind
- Disruptive behavior that hinders or interferes with the educational process
- Any act or statement which threatens or violates the personal safety of any member of the faculty, staff or student body
- Violation of the student Code of Conduct
- Falsification or invention of any information citation or document, lying during a school investigation, or plagiarizing any piece of writing
- Helping another student cheat, fabricate, plagiarize or unlawfully acquire or use copyrighted works
- Violation of any state, federal, or school laws, regulations or rules

### 7.3 Discipline Procedures

If a student is in violation of a rule or regulation, the issue will be investigated immediately. The student will be notified of the issue and investigation through email. Academic Affairs Committee will review the investigation, discuss the findings and make recommendations to the Chief Academic Officer. The student will be afforded the opportunity to address the committee to plead his/her case. If a violation is found, the student will receive sanctions relative to the seriousness of the violation. The sanctioning decision will be made by the Chief Academic Officer, who will report this decision to the student. If the student feels the decision was in error, the student may request an appeal within 10 days of the decision. The student must submit an appeal in writing to the Academic Affairs Committee who will review the appeal and make a decision. The decision of the Academic Affairs Committee is final.

## 8. Online Administrative Support

Rhombus University is an online university with administrative support available online and at a physical office location in La Mesa, CA. Administration is available during normal business hours, Pacific Time, through email, phone, and live video streaming. A representative is also often available at late evening and early morning hours. Our goal is to help you immediately and if we are not available, we will offer several options for meeting soon. RU will communicate clear instructions for using electronic software to use live streaming options in meeting with staff.

### 8.1 Geography: Location

The Rhombus University administrative offices are located at 8058 La Mesa Blvd, La Mesa, CA 91942. Meetings in person are available upon request, although online methods will be suggested first.

### 8.2 Drug and Alcohol Policy

It is the policy of Rhombus University to provide a safe and productive environment for all its students and employees. The goal of this policy would be severely compromised by drug or alcohol abuse. Rhombus University requires that every student be free of alcohol, illegal drugs and controlled substances while physically on location of the administrative offices.

## 9. STUDENT SERVICES

### 9.1 New Student Orientation

All new students are required to attend an online orientation provided by the RU Admissions Office. Orientation will walk students through the registration/admissions process as well as how to navigate the online format of classes.

### 9.2 Career Counseling and Placement Assistance Services

RU does not offer job placement but is supportive of students searching for internship and employment opportunities. Students may contact the student services representative for help. The Master of Arts in Counseling Psychology prepares students for a job as a Licensed Marriage and Family Therapist or Licensed Professional Clinical Counselor. Employment statistics and information may be located on the government Bureau of Labor Statistics website (classification code 21-1013 and 21-1014):  
<https://www.bls.gov/ooh/community-and-social-service/marriage-and-family-therapists.htm>  
<https://www.bls.gov/oes/2016/may/oes211014.htm>

**\*Please note that Rhombus University is unaccredited and therefore the Master of Arts of Counseling Psychology may not be recognized for some employment positions, including, but not limited to some positions with the state of California.**

### 9.3 Library Resources

Students of Rhombus University are required to become members of CAMFT (California Association of Marriage and Family Therapists). With this membership, students have access to EBSCO *Psychology & Behavioral Sciences Collection*, including 540 journals and magazines indexed and abstracted and 507 journals & magazines in full text. RU also encourages students to become members of their local libraries and will connect with the student's county to find library resources and communicate these resources with the student. Once the student has an account at their local library, student services will be able to conduct an inter-library loan for articles or books from the libraries local to Rhombus (San Diego and Los Angeles) to the students' local library. A student services representative is available to help students learn to navigate the online resources made available to each student.

Rhombus will provide an Informational Specialist to students and faculty to help navigate the library resources through CAMFT, connect with local library resources, and manage other technology needs in accessing courses and resources. This Information Specialist will teach new students how to access library resources in the new student orientation. This person will also help each student identify and connect with local library resources as an added benefit.

#### **9.4 Advising/Counseling**

RU staff makes every effort to maintain close communication with its students. Students have access to the faculty and administrative staff for vocational and academic advising.

#### **9.5 Housing**

Rhombus University is an online institution with all instruction online, except one 2-week intensive. The institution does not have dormitory facilities. The institution has administrative offices in La Mesa, CA, where the average rent ranges from \$1,200 to \$2,000 per month, but students are not required nor expected to live near this area. Rhombus University has no responsibility to find housing for students.

## 10. DEGREE PROGRAM INFORMATION

The program listed below is evaluated as Degree-granting programs (as defined by Articles 6, 7, and 9 of the California Private Postsecondary Education Act of 2009).

### 10.1 Master of Arts in Counseling Psychology

Preferred Time Length: 12 total modules (7-week modules) with typically 2 courses per module. Total program typically takes two years to complete the 60 units required. Students may go at their own pace and take longer and possibly shorter to complete this degree.

Prerequisites: Bachelor's Degree

Credential: The MACP meets educational requirements in California for License of Marriage and Family Therapy and License of Professional Clinical Counselor in California and is approved by the California Board of Behavioral Sciences. To be qualified for the License of Professional Clinical Counselor, students are required to take one additional 3-unit course titled "Vocational Counseling." Further requirements are needed for licensure, including 3,000 hours of supervised clinical experience as defined by the California Board of Behavioral Sciences and passing two licensing exams. Students are encouraged to review [www.bbs.ca.gov](http://www.bbs.ca.gov) to verify requirements before choosing to pursue the degree.

#### Notice to Prospective Degree Program Students<sup>2</sup>

This institution is provisionally approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer this degree program, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by 12/15/2020<sup>3</sup>, and full accreditation by 12/15/2023<sup>4</sup>.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

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<sup>2</sup> 5, CCR 71775

<sup>3</sup> Two years from date of provisional approval – once granted

<sup>4</sup> Five years from date of provisional approval – once granted

## 10.2 Program Description

The Master of Arts in Counseling Psychology degree is a comprehensive and multifaceted preparation for professional Christian counselors to effectively meet the mental health and relationship needs of diverse people groups and families in California and underserved populations throughout the world. This preparation includes knowledge of the historical, foundational, and evidence-based theories of psychology, counseling, and systemic marriage and family therapy from a biblical worldview, the clinical competence training in skills and qualities necessary for effective therapy, a global and multidimensional perspective of health and pathology, and a personal and professional preparation for leadership and community intervention.

## 10.3 Program Objectives

1. Increase opportunities for Christians from many different cultures, languages, socioeconomic status to receive training and mentoring in advanced knowledge and skill of the counseling and psychology profession.
2. Support students through the learning of many theories and methods of treatment for mental health difficulties considering various perspectives of health and the needs of underserved populations in the world.
3. Guide students through a comprehensive educational program, emphasizing both demonstration of knowledge gained and skill development, including demonstration of competency in building a therapeutic alliance, assessment, treatment planning, diagnosing, crisis intervention, documentation, evaluation and progress monitoring, connecting people with local resources, all from a systems perspective considering culture, religion, socioeconomic status, family of origin and other systems impacting people.
4. Develop academically and professionally skilled individuals with excellent writing ability, research skills, presentation ability, quality interpersonal communication skills, ability to network in the community, management and leadership quality and mentoring of others.

## 10.4 Program Outcomes

Upon successful completion of the courses the students will be able to demonstrate mastery in:

### Knowledge: Comprehensive Exam

1. Human Development
2. Family Development
3. Theories of Counseling and Psychology
4. Systems Theory and Perspective
5. Biblical Worldview



6. Awareness of global status of mental health treatment barriers and opportunities
7. Patterns in various cultures
8. Evidence-Based Treatments
9. Recover-oriented, Strengths-based approaches to treatment
10. Laws and Ethics Codes of the Helping Professions
11. Cultural Patterns
12. Basic Biology and Neurology
13. Psychopharmacology
14. Local Community Resources
15. Impact of Trauma
16. Patterns in Addictions and the Treatment of Addictions

Skills: Intensives, Video Demonstrations, Case Study Assessments, Practicum

1. Active Listening and Effective Communication
2. Building Therapeutic Alliance
3. Assessment
4. Diagnosing
5. Case Conceptualization
6. Treatment Planning
7. Documentation and Progress Reports
8. Choosing and Applying Appropriate Therapy Techniques for Effective Counseling
9. Following and Maintaining Appropriate Laws and Ethical Codes
10. Case Management
11. Crisis Intervention
12. Applying Systems Perspective to the Understanding and Therapeutic Intervention of Individuals, Couples, Families, and Groups
13. Evaluate and Adjust Treatment Periodically for Better Outcomes
14. Group Facilitation
15. Executing Therapeutic Process from Beginning to End
16. Integrate a Systems and Recovery-Oriented Perspective in Counseling
17. Integrate a Biblical Worldview in Counseling
18. Research
19. Apply biological psychology to the case conceptualization and intervention choices for individuals, couples, and families.
20. Apply biblical worldview to psychological and community intervention for healthy individuals, couples and families
21. Consider issues in therapy from many different perspectives

### Abilities: Self, Peer, and Faculty Evaluations

1. Character
2. Personal Qualities
3. Professional Qualities
4. Interpersonal Skills
5. Flexible, Adaptable, and Receptive to Feedback
6. Balance and Self-Care Hygiene

## 10.5 Program Delivery

Online Learning Platform

Weekly Live Streaming Classroom

Intensive Classes at physical location in San Diego, CA. Intensive is currently set to be at 8058 La Mesa Blvd., La Mesa, CA 91942. Location is subject to change, but will be in San Diego County.

Practicum - an externship that students locate individually by contacting counseling agencies in their local area. Please see the Practicum course description for further details.

## 10.6 Feedback

Assignments are submitted electronically in Populi and students will receive grading feedback no later than 7 days after submission through the Populi section for electronic grading and feedback.

## 10.7 Completion Requirements

A student must pass all examinations and course requirements with a final grade of a passing score.

## 10.8 Course Description

### Units

### *CO-601 History & Foundations of Psychology*

3

This course lays a foundation for viewing life and life issues from a Biblical Worldview. Students will be introduced to core foundational truths, such as, the creation of humans, the fall of mankind, sin nature and its consequences, the impact of the Holy Spirit in a believer's life, and how these foundations impact all of human life. Students will also learn the history of psychology and broad perspective of psychology as a profession and how to integrate biblical truths into viewing people, difficulties in the human experience, and ways to counsel and help others. Prerequisite: None

**CO-602 *Law and Ethics in Helping Professions*** 3

This course will lay a foundation to Christian ethics applied to the various helping professions, as well as the foundational laws impacting the counseling and therapy professions. Students will understand their role in context of confidentiality, boundaries, privilege, tarasoff, treatment of minors, mandated reporting, scope of practice and scope of competence. Students will understand what they are allowed to do in counseling vs. what they need to refer to other professionals and they will understand a path of decision-making to protect from liability and the mishandling of vulnerable people. This course will include content specific to California law & ethics, including the process for licensure, and will give opportunity for students of other states to review and understand their state requirements. Prerequisite: None

**CO-603 *Intercultural Communication and Intervention*** 3

This course teaches the main components to effective communication to be applied in many settings and diverse cultural groups. Students will practice basic skills of effective communication, such as, listening, paraphrasing, encouraging, confronting, and considering non-verbal communication. Students will also learn advanced skills for conceptualizing culture and walking through the therapeutic process with people from diverse people groups. Students will also gain understanding of personal biases and common barriers and bridges to effectively counseling diverse people groups. Prerequisite: None

**CO-604 *Human Development*** 3

This course introduces core developmental tasks for people from conception, through the lifespan, to death. These stages of development are considered in context of a biblical worldview with an understanding of the impact of sin, culture, environment, biology, resilience, societal influences, and other facets that impact health vs. unhealthy development. Students are challenged to consider many systemic influences and perspectives of health in the definition of healthy development. Prerequisite: None

**CO-605 *Case Management & Client Advocacy*** 3

Students will understand and learn to utilize the basic concepts of case management applied to a variety of settings, including county agencies, churches, drug/alcohol treatment facilities, and more. Students will practice the process of effective case management and will build connections within the community to effectively collaborate with others in helping clients. Students will also apply assessment and triage methods to an integrated care and recovery-oriented approach of helping people. During this class, students may earn up to 75 hours toward the Practicum requirement by connecting people with resources in their local community. Prerequisite: None

**CO-606 *Crisis Intervention & Community Mental Health*** 3

Students will gather and engage many different resources for a variety of common crisis situations, such as, domestic violence, abortion, natural disasters, rape, death, addictions, suicidality, abuse, and others. Students will understand their role vs. referring to other qualified professionals and will be able to guide others in crisis using a biblical worldview and effective tools for each crisis. Specific training on group dynamics and group counseling will also be included. Mental health status and interventions at a community level will be reviewed

and students will engage people working in community mental health to understand and prepare for this job setting. Prerequisite: None

***CO-607 Foundational Theories and Interventions of Counseling*** 3

Students will learn a variety of foundational theories of counseling to effectively apply interventions for a variety of clinical situations. These treatment modalities include, Psychodynamic, Gestalt Therapy, Behavior Therapy, Cognitive Behavior Therapy, Person-Centered, Solution-Focused Brief Therapy, Bowen Family Systems, Systemic Family Therapy, Structural Family Therapy and more, all reviewed from a biblical foundation. Students will then learn to focus on intervention rather than theory and adjust depending on culture, socioeconomic status, and other unique factors of the client. Students will demonstrate skills with basic counseling skills and chosen interventions. Prerequisite: None

***CO-608 Personal and Professional Care*** 3

Students will learn strategies for healthy living, spiritually, physically, mentally, and more. Students will understand the connection between personal health and the ability to effectively help others and ways to strengthen personal relationship with God, strengthen their families and build a support system for remaining whole while helping others. Students will learn the qualities of an effective counselor and evaluate their current progress toward these qualities, implementing action plans for change or improvement if needed. Students will understand basic management and leadership skills for influencing and rising to the top of organizations. Prerequisite: None

***CO-609 Assessment, Testing and Treatment Planning*** 3

Students will gain skills to assess various situations and create a treatment plan for the most effective way of helping the person. Students will learn to utilize empirically validated assessment tools and both formal and informal assessment strategies to better understand presenting problems and create appropriate treatment plans. Students will be certified in Prepare & Enrich by the completion of the course. Prerequisite: None

***CO-610 Introduction and Overview of Addictions Counseling*** 3

Students will learn a history and current foundations of drug and alcohol counseling, including distinct skills of assessment, treatment planning, and intervention options. This course will also include information on the unique aspects of drug and alcohol counseling considering legal and ethical issues, group dynamics, co-occurring disorders and more. Prerequisite: None

***CO-611 Psychopathology and Holistic Health*** 3

Students will learn several views of health and psychopathology, considering culture, religion, and other client factors. Student will learn the background and current status of the DSM as well as the current method for diagnosing using this system. Students will understand various perspectives of pros and cons to diagnosing and ethical and cultural considerations. Prerequisite: None

**CO-612 Sexual Health** 3

Students will learn healthy sexual development and practices from a variety of perspectives, including a biblical worldview as well as other perspectives. Students will learn the common sexual dysfunctions and be able to review the etiology, symptomology, and treatment options from various perspectives, considering the impact of religion, culture, family of origin, personal values and beliefs, and other systemic variables. Prerequisite: None

**CO-613 Research in the Social Sciences** 3

Students will learn basic research processes and engage in action research within their local community. Students will choose a topic to research further and will engage others in the process through the model of action research in an effort for the community to benefit from the student's research. Prerequisite: None

**CO-614 Group Dynamics & Counseling** 3

This course covers theories, practice, and psychodynamics of Group Counseling applied to broad therapy groups and specialized groups, including, but not limited to process groups, substance abuse groups, domestic violence groups, and psychoeducational groups. This course will also include skills for group therapy with various ages, cultures, and subcultures. Prerequisite: None

**CO-615 Biological Basis of Behavior** 3

Students will gain a basic understanding of biological health in relation to mental health difficulties and healthy living. This course will include information on physical development, brain development, the interplay between physical, mental and spiritual health, as well as the biological foundation to mental health issues, addictions, stress, learning and memory. An understanding of alternative methods for biological health will be reviewed along with psychopharmacology. Prerequisite: None

**CO-616 Trauma and Transition** 3

Students will learn the physiological, psychological, and societal implications of trauma on people through the lifespan, including child abuse, domestic violence, sexual trauma, PTSD and more. Assessment and reporting practices will also be considered, evaluating different states, laws vs. ethics codes, diverse cultures, socioeconomic status and other systemic factors. Prerequisite: None

**CO-617 Advanced Theories and Interventions of Counseling** 3

Students will learn a variety of modern, empirically supported theories of counseling to effectively apply interventions for a variety of counseling situations. This will include theories of counseling for individuals, families, and group, all reviewed from a biblical foundation. Students will then learn to apply advanced understanding of theory to choose and adjust techniques for couple, family, and group formats. Prerequisite: Foundational Theories & Interventions of Counseling

**CO-618 Vocational Counseling**

3

This course focuses on the application of career development theory to counseling and is designed to enhance the student's competency to deliver informed vocational counseling. Students will learn the common vocational counseling theories and assessment tools to assist clients with career choices, career adjustment, career development and problems within the client's work arena. The course also views the inherent problems associated with how people choose and manage careers, as well as how to adjust lifestyles, and apply interests and temperaments toward career choices. The student will be presented with assessment instruments such as vocational and interest tests. Job loss and sexual harassment issues will also be studied and discussed as well as cultural aspects involved in career counseling and vocational testing. Prerequisite: None

**CO-621 Practicum 1**

3

**CO-622 Practicum 2**

3

**CO-623 Practicum 3**

3

Students will engage in a comprehensive counseling experience to demonstrate competency in the assessment, diagnosis, and treatment of various mental health issues and family or relational struggles. This supervised experience will include face to face counseling of individuals, couples, families, or groups and will integrate theory, assessment, diagnosis, prognosis, documentation of services, treatment plans, progress notes, and proper evaluation and follow up. Counseling experiences will consider trauma and abuse experiences, dysfunctions, healthy functioning, health promotion, illness prevention, including family involvement and connecting people with recourses in their community. Students will be evaluated by a local site supervisor and the academic professor of practicum to meet set competency expectations in order to successfully complete practicum. Students have the option of completing practicum requirements at a drug/alcohol facility for the purpose of pursuing a certification in drug and alcohol counseling concurrent with the degree pursuing MFT or LPCC licensure. The clinical expectation from students in the practicum courses change depending on the number. For example, more is expected of students in Practicum 3 than in Practicum 1. Prerequisite: Law & Ethics, Psychopathology and Holistic Health, Foundational Theories and Interventions, Intercultural Communication and Intervention

Instructions for finding a Practicum site. Students will be directed by Rhombus administration on engaging their local community to identify a counseling agency qualified to be a Practicum site. This counseling agency must be a non-profit agency offering counseling with a licensed supervisor who has been licensed for a minimum of 2 years and who has completed the CA BBS required 6 CE supervision class. Upon identification and approval of the practicum site, Rhombus University staff will engage in a relationship through a contract and guide students through the successful completion of the 225 hours. Rhombus faculty will communicate with the site supervisor to verify student competence.

## 11. Faculty & Staff Directory

### **Connie Chung, Ed.D**

Faculty, Rhombus University

*Ed.D: Human Development & Psychology, Harvard Graduate School of Education, 2012*

*Ed.M: Human Development & Psychology, Harvard Graduate School of Education, 2012*

*Ed.M: Risk & Prevention: Adolescent Research & Practicum, Harvard Graduate School of Education, 2004*

*Bachelor of Arts: Anthropology, University of California at Berkeley, 1999*

### **Dianna Ely**

Executive Assistant, Rhombus University

*MRS: Master of Religious Studies, Southern California Seminary, 2014*

*BS: Early Childhood Development, Christian Heritage College, 1989*

### **Julie Hayden, Psy.D.**

Provost, Rhombus University

Chief Academic Officer, Rhombus University

Faculty, Rhombus University

*Psy.D.: Clinical Psychology, Southern California Seminary, 2008*

*MACP: Counseling Psychology, Southern California Seminary, 2005*

*MRS: Religious Studies, Southern California Seminary, 2005*

*B.A.: Interdisciplinary Studies; Bible & English, Christian Heritage College, 2001*

### **Raymond Hayden, Psy.D.**

Chief Executive Officer, Rhombus University

Faculty, Rhombus University

*Psy.D.: Industrial Organizational Psychology, 2018*

*MACP: Counseling Psychology, Southern California Seminary, 2010*

*B.A.: Biblical Studies, Southern California Seminary, 2005*

### **Bonnie Hedlund, Ph.D.**

Faculty, Rhombus University

*Ph.D., Clinical Psychology, University of Southern California, 1987*

*M.A., Experimental Psychology, California State University, 1981*

*M.A., Ministry, Hope International University, 1977*

*B.A., Psychology, California State University, 2000*

**J. Kay Lawrence, Psy.D.**

Faculty, Rhombus University

*Psy.D.: Clinical & Educational Psychology, California Southern University, 2005*

*M.A.: Clinical Psychology, University Xochicalco, Ensenada, Mexico, 1997*

*B.A.: Sociology, University of San Luis Potosi, S.L.P. Mexico, 1995*

*B.A.: Special Education, Faith Baptist College, Oliver Springs, TN, 1988*

*B.S.: Vocational Nursing, Benefel Schools, Miami, FL, 1977*

**Samuel Lee, Ph.D. (ABD)**

Chief Operations Officer, Rhombus University

Faculty, Rhombus University

*Psy.D. (ABD), Graduate School of Behavioral Sciences, Southern California Seminary*

*Ph.D. (ABD), School of Intercultural Studies, Biola University*

*D.Min. (ABD), Graduate School of Theology, Azusa Pacific University*

*M.Div., Graduate School of Theology, Azusa Pacific University*

*M.Ed.: TEOL, School of Education, Regent University*

*M.A.: Education, School of Education, Biola University*

*B.A.: English, Biola University*

**Kelsey Miller**

Information Specialist, Rhombus University

*B.A. Education*

**Ronald Rowe, Ph.D.**

Faculty, Rhombus University

*Ph.D., Professional School of Psychological Studies, 1986*

*M.S.: Counseling, San Diego State University, 1975*

*B.S.: Parks & Recreation Management, University of Oregon, 1966*

**Esther Yi, Psy.D.**

Faculty, Rhombus University

*Psy.D. Clinical Psychology, Southern California Seminary, 2017*

*MACP, Southern California Seminary, 2015*