



# **RHOMBUS UNIVERSITY**

## **Rhombus University**

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## **Admissions Policy & Criteria**

### **Application Process**

Prospective students applying for admission to Rhombus University's (RU) programs begin the admission process by submitting an application in Populi along with paying the application fee.

Prospective students are encouraged to review this catalog as well as the School Performance Fact Sheet, which must be provided 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. Students must complete the admissions process and be accepted and enrolled before beginning the first class.

### **Admissions Criteria & Procedures**

All applicants must fulfill the following criteria to be qualified for admissions:

- Complete application and application fee
- Official transcripts of a qualified Bachelor's Degree with a minimum GPA of 2.5 is received by Rhombus staff.
- Prospective students submit a 1-2 page essay on the purpose of seeking the degree and stance on a biblical perspective of psychology.
- Rhombus University staff must receive three letters of recommendation supporting the student as being a good fit for the degree program.
- Prospective student reviews and signs an acknowledgement of the RU's statement of faith.
- Prospective student reviews and signs an acknowledgement of the RU's technology requirement.
- Prospective students must agree to and pass a background check.
- An interview is scheduled with a Rhombus University qualified official and 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.

- The student must submit valid photo identification through email and this must be verified through a webcam during the interview process.
- Direct transfer credit may be established through evaluation of official academic transcripts.
- Following a successful interview, 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.

### **Notification of Admission's 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.

### **Policies for Admissions**

#### **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 forms of documentation, which will be reviewed by admissions. RU reserves the right to make the final determination in such cases. RU does not have English language services but may refer students to outside agencies for help if needed.

#### **Foreign Transcripts:**

RU recommends that 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.

**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.

**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 trimesters will be automatically dropped from the degree program and will need to re-enroll if later wishing to continue the degree program.

**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.

**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 be on file, but a full admissions process is to be followed to be reinstated as an active student.

**Caution for Felons:**

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.

**Online 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