



**RHOMBUS  
UNIVERSITY**

**Rhombus University**

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## **GRADING POLICIES AND OTHER RELATED ACADEMIC POLICIES**

### **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. Rhombus University does not use proctoring for tests.

### **Grading Standards – Degree Program**

The grading standard is according to the following system:

#### Theory

<u>Grade</u>	<u>Score (%)</u>	<u>Grade Explanation</u>	<u>Grade Point</u>
A	100-96	Excellent	4.00
A-	95-92	Very Good	3.85
B+	91-89	Good	3.50
B	88-86	Above Average	3.15
B-	85-83	Average	3.00
C+	82-80	Below Average	2.70
C	79-77	Poor	2.30
C-	76-74	Unsatisfactory	2.00
F	Below C-	Failing	0.00

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.

Faculty Mentors return grades and grading feedback within 7 days of submission. Resubmission of assignments but be approved by Faculty Mentors.

#### Clinical

<u>Grade</u>	<u>Score %</u>	<u>Grade Explanation</u>
Pass	100 to 83	Complete Clinical Objectives & Satisfactory Clinical Evaluation
Fail	Below 83	Incomplete Clinical Objectives & Unsatisfactory Clinical Evaluation

#### Additional codes include:

<u>Code</u>	<u>Explanation of Code</u>
RP	Repeat a Course
AU	Audit
R	Remediation

**Academic Integrity**

Rhombus University expects its students to conduct themselves honestly in their personal and academic lives. If evidence arises of academic dishonesty, the dean of the program will investigate the matter and take appropriate action.

**Offenses Against Academic Integrity**

**Cheating:** Cheating is never tolerated at RU.

**Plagiarism:** Plagiarism can occur intentionally or inadvertently. Intentional acts of plagiarism involve knowingly and willingly treating another person's work as one's own original work. It includes copying or imitating the words, sentences, outlines, or ideas of another person. Inadvertent plagiarism can occur when a student fails to properly cite original sources. Plagiarism will not be tolerated at RU. Therefore, all offenses of plagiarism will be reported to the dean of the program in which the offense occurred and an investigation will be made to determine what disciplinary action should be taken.

**Aiding or Conspiring in the Commission of Plagiarism.** Helping someone commit plagiarism is viewed as equally dishonest as plagiarism, for all participating parties.

**Multiple Submissions:** This offense occurs when a student submits a paper that was written for another course as if it were an original paper satisfying the requirements of the present course. Attempting to submit such work is deceptive and a form of academic dishonesty. On the occasion that a student's previous work has some potential for expansion, improvement, or to serve as a starting point for another line of thought (as with Doctrinal Summary/Synopsis) the student will be advised by the professor to what extent a particular previous work may be permitted. The professor may require that a copy of the previous work be submitted with the later work.

**Consequences for Offenses Against Academic Integrity:**

As a broad policy, the first attempt of an offense against academic integrity will result in a warning and clarification on plagiarism, or the offense, as well as the student needing to redo the assignment. Any subsequent identified offenses against academic integrity will result in dismissal as a student, unless administrative leadership has a reason for allowing alternative corrective actions. Offenses against academic integrity are evaluated on a case-by-case basis to determine the course of action.

**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 one trimester. If the student's GPA is then brought above 3.0, the Academic Warning is removed. If a student remains on Academic Warning for one trimester, the student is placed on Academic Probation for one trimester, and either brings the CGPA above 3.0 or is dismissed from school.

**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.

**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.

**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.

**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. For the official record to identify as class as W for withdrawal, the student must withdraw by the end of the second week of classes.

**Leave of Absence**

A LOA status can be granted once during a student's academic career. The leave cannot exceed a maximum of 180 calendar days. Please refer to the Leave of Absence (LOA) policy (5.13) for further information.

**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 4.6 Refund Policy).

**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.

### **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 4.6 Refund Policy).

### **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.

### **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.<sup>1</sup>

### Articulation Agreements

Rhombus University has not entered into an articulation or transfer agreement with any other college or university but will notify students if any are put into place in the future.

### Challenge Exams and Achievement Tests

Rhombus University does not award credit based upon challenge examinations or achievement tests.

### **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.

### Articulation Agreements

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.

### **Experiential Learning**

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

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<sup>1</sup> CEC 94909(a)(15)

**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. 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.

**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

**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 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 academic advisor 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.

**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 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.

**Licensure Process**

The MACP degree at Rhombus University meets educational requirements of the California 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 California 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 3,000 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).

**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.

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