# ADMISSION / ENROLLMENT INFORMATION

**Eligibility / Admission Criteria**

All applicants must meet the following qualifications:
- Complete application and application fee
- Qualified Bachelor's Degree with a minimum GPA of 2.5.
- 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.
- Submit valid photo identification.
- 1-2 page essay on the purpose of seeking the degree and stance on a biblical perspective of psychology.
- Three letters of recommendation.
- Signed acknowledgement of RU's statement of faith.
- Direct transfer credit may be established through evaluation of official academic transcripts.
- Submit to and pass a background check.
- Meet technology requirements and sign acknowledgement.
- Be a resident of the state of California.

Exceptions to Admission Criteria

Rhombus University has a mission to develop biblically-minded professionals to strengthen and equip individuals, families, and communities through an affordable, high-quality, online education. The goal is to increase the availability of a high quality degree to people of diverse cultures, languages, and socioeconomic status. To uphold our mission and vision, we hold the right to make an exception on admission criteria to allow for a student who is likely to uphold the vision and mission of the university, but would not qualify without an exception.

Reasons for consideration of the exception to set policies include:

- A prospective student who has evidence of exceptional skill or ability to meet the mental health or relational needs of society.

- A prospective student who has evidence of effectively addressing difficult needs in underserved or underrepresented populations.

- A prospective student who has evidence of academic quality that may not be represented through a prerequisite traditional degree.

Exceptions Allowed:

- Exceptions may be made to the requirement of a Bachelor's degree from an accredited college or university.

- Exceptions may be made to the minimum GPA requirement.

- Exceptions may be made to the language proficiency requirement.

Characteristics Considered for Approval or Denial:
- The type and extent of the evidence provided.
- The personal or professional skills and abilities of the prospective student.
- External testimony of the skills or ability of the prospective student.
- The likelihood of the student succeeding in and benefiting from the degree.
- The likelihood of the student utilizing the degree to accomplish the mission and vision of the University.

If an exception is not initially granted, an appeal is allowed for reconsideration by emailing an explanation to the CAO at gorhombus@gmail.com at which time the student may present further evidence.

<u>Non-Degree Seeking Students</u>

Rhombus University allows for students to enroll and take licensure specific courses without seeking the full degree. This is typically for supporting graduates from other states in seeking licensure in California. The application process and admission criteria are very similar, although students taking classes without pursuing a degree, may submit a conferred Master's degree rather than a Bachelor's degree if applicable. In addition, the following admission criteria may be waived: Essay on the purpose of seeking the degree, 3 letters of recommendation, membership of CAMFT for Ebsco access may be waived depending on the courses needed - Background check may be waived if prospective students has documentation of completing a background check with CA BBS.

**Procedures for Enrollment**

<u>Application for Admission</u>

Prospective students applying for admission to Rhombus University's (RU) programs begin the admission process by submitting an application along with the application and background check 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. Students must complete the admissions process and be accepted and enrolled before beginning the first class.

The applicant initially meets with an admissions representative to discuss career opportunities and the process of enrollment. The notification of admission acceptance or denial will be emailed to the prospective student's email on file.

## 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.

## Identity Verification Policy

Applicants submit photo ID to Rhombus University through scanning and emailing it. This will be available for admission staff to use for verification purposes during the live 'Zoom' interview. Populi is used for submission of all assignments and monitors IP verification and tracking as an integrated feature of the LMS.  RU administration can review all activity of students and verify IP addresses as well as the location of log-in. Rhombus uses the ProctorFree Secure Web Browser to detect and prevent cheating during all exams, ensure the identity of the student completing the assessments, and to protect student privacy. The proctoring software captures the content on the student's ID along with their photo to verify their identity by matching the IP address to photo and identity verification.

## 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. Background-check fee will be assessed as part of the Admissions interview process.

## Entrance Exam

Following acceptance into the program and before courses begin, 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 admission before being enrolled into courses 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, the student is required to take and receive a minimum total score of 60 on the paper-

delivered Test of English as a Foreign Language (TOEFL PBT), or 71 on the Internet Based Test (iBT); 6.5 on the International English Language Test (IELTS); 50 on the Pearson Test of English Academic Score Report; 100 on the Duolingo English Test; or 55 on the 4-skill Michigan English Test (MET), or 650/LP on the Michigan Examination for the Certificate of Competency in English (ECCE), or 650/LP on the Michigan Examination for the Certificate of Proficiency in English (ECPE).  One of these exams must have been taken not more than two years prior to the date of the application 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.

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 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.

Technology Requirements

- Electronic Device with audio and camera capabilities, and internet accessibility
- High Speed Internet
- Software: PowerPoint, Word (or similar product)

Rhombus University is an online university and therefore a minimum level of available technology is required to be successful. Before admission, students are required to have an electronic device that allows them to access Populi and use mainstream software such as, Zoom, PowerPoint, Word, or similar products for turning in written assignments. Students also need to have access to high speed internet, a webcam, and headset or appropriate microphone and speaker system that allows them to interactively

participate in weekly live classes. If exceptions are made, a reason for inability to comply and an appropriate alternative must be agreed upon by student and RU administration. Applicants must sign an acknowledgment of agreement and compliance before being admitted.

Each student must go through an online orientation before beginning classes that teaches them to use all necessary technology. An administrative person is always available upon request to meet via Zoom to share screens and teach students to use the products well before beginning classes. The last half of the weekly live class is also a time in which students can ask questions concerning accessing and using technology and completing assignments.

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.

**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
- Student's 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


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