



**RHOMBUS
UNIVERSITY**

**School Catalog
2024-2025**

September 1, 2024 to August 31, 2025

Rhombus University

8030 La Mesa Boulevard #525

La Mesa, CA 91942

858-848-1766 fax: 619-463-2522

www.rhombusuniversity.com

gorhombus@gmail.com

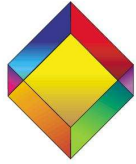


RHOMBUS UNIVERSITY

School Catalog 2024-2025

TABLE OF CONTENTS

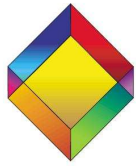
1. General Information.....	1
1.1 Disclaimer Information.....	1
1.2 Approvals.....	2
1.3 Accreditation.....	2
1.4 Ownership and Governance.....	3
1.5 History.....	3
1.6 Vision / Mission Statements and Objectives.....	4
Mission.....	4
Vision.....	4
Institutional Objectives.....	4
1.7 Administration & Faculty.....	4
1.8 Disclosure of Language Used in Program Study.....	5
1.9 Facilities.....	5
1.9.1 Equipment Used for Institution.....	5
1.10 Degree Programs.....	6
1.11 Licensure.....	6
1.12 Policy on Record Storing and Retention:.....	6
2. Academic Calendar.....	7
2.1 Definition of Academic Year and Fiscal Year.....	7
2.2 Academic Calendar/Schedule of Classes.....	7
Degree Programs.....	7
2.3 Holidays.....	7
3. Admission / Enrollment Information.....	8
3.1 Eligibility / Admission Criteria.....	8
3.1.1 Exceptions to Admission Criteria.....	8
3.1.2 Non-Degree Seeking Students.....	9



RHOMBUS UNIVERSITY

School Catalog 2024-2025

3.2 Procedures for Enrollment	9
3.2.1 Application for Admission	9
3.2.2 Admissions Policy for Applicants with Felony Convictions	10
3.2.3 Identity Verification Policy	10
3.2.4 Criminal Background-Check Policy	10
3.2.5 Entrance Exam.....	10
3.2.6 English Language Proficiency	10
3.2.7 Admissions Status.....	11
3.2.8 Official Diploma/Transcript	11
3.2.9 Foreign Transcripts	11
3.2.10 Technology Requirements	11
3.2.11 Assessment for Admission	12
3.2.12 Appeal Process for Denial of Admission	12
3.2.13 Delay of Enrollment After Admission.....	12
3.3 International Students and Visas	12
3.4 Orientation	13
3.5 Withdrawal/Drop Policy.....	13
3.6 Re-enrollment	13
3.7 Reinstatement Policy	13
4. Financial Information	14
4.1 Tuition and Other Fees - Program: Master of Arts in Counseling Psychology	14
Institutional Charges and Fees:.....	14
4.2 Student Tuition Recovery Fund (STRF).....	15
4.3 Tuition Payment Policy	16
4.4 Processing Fees & Late Fees.....	16
4.5 Tuition Collection Policy.....	17
4.6 Refund Policy.....	18
4.7 Refund Proration.....	18
4.8 Financial Aid	19



RHOMBUS UNIVERSITY

School Catalog 2024-2025

4.8.1 Federal and State Aid	19
4.8.2 Institutional Aid	19
4.8.3 Third-Party Funding	20
5. Academic Policies	21
5.1 Grading Policy	21
5.2 Grading Standards – Degree Program	21
5.2.1 Academic Integrity.....	21
5.2.2 Populi Proctoring Policy and Procedures	22
5.3 Satisfactory Academic Progress (SAP) and Good Academic Standing	24
5.4 Non-Punitive (credit/no credit) grades	26
5.5 Auditing a Class, Non-Credit Courses and Repeating a Class	27
5.6 Failure to Complete the Program.....	27
Withdrawal	27
Leave of Absence	27
Incomplete	27
Fail	27
5.7 Withdrawal from Program	27
5.7.1 Withdrawal Date.....	28
5.7.2 Official Notification Provided by the Student	28
5.7.3 Official Notification Provided by the School.....	28
5.8 Transfer of Credits Policy to Other Schools.....	28
Articulation Agreements	29
Challenge Exams and Achievement Tests.....	29
5.9 Transfer of Credits Policy from Other Schools.....	29
Articulation Agreements	29
5.10 Experiential Learning	29
5.11 Attendance Policy.....	29
5.12 Expulsion Policy.....	30
5.13 Leave of Absence (LOA) Policy	31



RHOMBUS UNIVERSITY

School Catalog 2024-2025

Requesting LOA Procedure:	31
Returning from a LOA Procedure:.....	31
Effect on Financial Aid Eligibility.....	31
5.14 Graduation Requirement	32
5.15 Licensure Process	32
5.16 Transcript Requests.....	32
6. Student Rights.....	33
6.1 Notice of Student’s Right to Cancel	33
6.2 Student’s Right to Privacy (FERPA)	33
6.3 Non-Discrimination Policy	34
6.4 Americans with Disability Act (ADA)	34
6.5 Equal Opportunity	34
6.6 Student Grievance Policy	35
6.7 Right to Appeal	35
7. Student Responsibilities	37
7.1 Student Conduct.....	37
7.2 Drug and Alcohol Policy.....	37
7.3 Standards of Student Conduct.....	37
7.4 Discipline Procedures	38
8. Online Administrative Support.....	39
8.1 Geography: Location	39
9. Student Services	40
9.1 New Student Orientation.....	40
9.2 Career Counseling and Placement Assistance Services	40
9.3 Library Resources.....	40
9.4 Advising/Counseling	40
9.5 Housing	41
10. Degree Program Information.....	42
10.1 Master of Arts in Counseling Psychology	42



RHOMBUS UNIVERSITY

School Catalog 2024-2025

10.1.1 Prerequisites	42
10.1.2 Credential.....	42
10.1.3 Accreditation	42
10.2 Program Description	42
10.3 MACP Program Goals	43
10.4 Program Outcomes.....	43
10.5 Program Delivery.....	43
10.6 Feedback.....	43
10.7 Completion Requirements	43
10.7.1 Individual Counseling (20 hours).....	43
10.8 Courses	44
10.8.1 List of Required Courses.....	44
10.8.2 Course Descriptions	44
10.9 Instructions for Finding a Practicum.....	49
11. Faculty & Staff Directory.....	50
11.1 Faculty	50
11.2 Staff.....	51
11.3 Advisory Council	51



Rhombus University

8030 La Mesa Boulevard #525

La Mesa, CA 91942

858-848-1766 fax: 619-782-0857

www.rhombusuniversity.com

gorhombus@gmail.com

School Catalog 2024-2025

September 1, 2024 – August 31, 2025

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.¹

Please direct any questions you may have regarding this catalog to:
Rhombus University, Dr. Julie Hayden, Psy.D., Chief Academic Officer
8030 La Mesa Boulevard #525, La Mesa, CA 91942
(858) 848-1766, gorhombus@gmail.com

Physical Administrative Offices:
8058 and 8050 La Mesa Blvd., La Mesa, CA 91942
Website: www.rhombusuniversity.com
Hours of Operation: Available by appointment 24/7 via phone, zoom, email.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:²

The Bureau for Private Postsecondary Education
1747 N. Market Boulevard, Ste 225, Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
Toll Free: (888) 370-7589, Fax: (916) 263-1897

¹ CEC 94909(a)(3)(B)

² CEC 94909(a)(3)(A)

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.³

1.2 Approvals

Rhombus University is a private institution approved by the California Bureau of Private Postsecondary Education (BPPE) to operate in California. Approval to operate means compliance with state standards as set forth in the California Private Postsecondary Act of 2009 and Division 7.5 of Title 5 of the California Code of Regulations.

Institutional Accreditation and Approvals

Approval by the Bureau for Private Postsecondary Education (BPPE)

1474 N. Market Blvd, Ste 225, Sacramento, CA 95834

Phone: (888) 370-7589, Fax: (916) 263-1897

Web site: www.bppe.ca.gov E-mail: 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 Board of Behavioral Sciences (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 for further clarification on requirements before pursuing your degree.

1.3 Accreditation

Accredited by: The Distance Education Accrediting Commission
1101 17th Street NW, Suite 808, Washington, D.C. 20036
www.deac.org (202) 234-5100

Accredited Program: Master of Arts in Counseling Psychology

Initial Accreditation: July 22, 2022 Term (3 years): June 30, 2025

The DEAC is recognized⁴ by the U.S. Department of Education. The scope of this recognition is: *The accreditation of postsecondary institutions in the United States that offer degree and/or non-degree programs primarily by the distance or correspondence education method up to and including the professional doctoral degree, including those institutions that are specifically certified by the agency as accredited for Title IV purposes.*

It is also recognized by the Council of Higher Education Accreditation. The scope of this recognition is: *The accreditation of higher learning institutions in the United States and international locations that offer programs of study that are delivered primarily by*

³ CEC 94090(a)(12)

⁴ <https://www.deac.org/Discover-DEAC/Recognition.aspx>

distance (51 percent or more) and award credentials at the associate, baccalaureate, master's, first professional and professional doctoral degree level.

1.4 Ownership and Governance

Rhombus is a privately owned and operated higher education institution 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 4th, 2017. Rhombus, an S Corporation, has legal control of Rhombus University and the owners are Drs. Ray and Julie Hayden. The Advisory Council is described in this catalog in section 11.3 and the members and their credentials are available upon request.

Rhombus, DBA Rhombus University 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.

1.5 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 struggles, divorce, human trafficking, and much more are deteriorating family units. Although help is available, the help does not always appear accessible to many populations. Rhombus was started to increase access to 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. 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. Then, Rhombus became a continuing education provider, with a mission to both advance the skills 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 then inform and equip others in their families, churches, and communities.

1.6 Vision / Mission Statements and Objectives

Mission

Rhombus University seeks to develop biblically-minded professionals to strengthen and equip individuals, families, and communities through an affordable, high-quality, online education.

Vision

The vision of Rhombus University is to increase the number of effective counselors, psychologists, and leaders ready to help the needs of their communities through increased accessibility to a quality, skill-based, comprehensive, online curriculum in counseling and psychology taught from a biblical philosophy by experienced clinicians utilizing innovative technology. Students and faculty will use the University as a platform and support system for collaborating with local individuals and agencies to develop strategies to meet the needs of their communities.

Institutional Objectives

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

1. Apply a biblical philosophy 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.

1.7 Administration & Faculty

Executive Administration Includes:

Dr. Ray Hayden, Chief Executive Officer and Chief Operations Officer

Dr. Julie Hayden, Chief Financial Officer and Chief Academic Officer

Dr. Tracy MacCreadie, Academic Dean

Dianna Ely, Executive Administrator

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

- 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.
- Two years of occupational experience in the subject field in which they teach.
- Minimum of two years of experience teaching through distance education.

Faculty Equivalency Requirement: A faculty that does not possess a terminal degree but has a graduate degree and a minimum of five (5) years of experience post-licensure in the field as a therapist in their state may be hired and used for no more than 10% of the faculty positions.

1.7.1 Faculty and Staff

Please see 11. Faculty & Staff Directory

1.8 Disclosure of Language Used in Program Study

All courses in every RU program are delivered in English. If English is a second language, please see 3. Admission and Enrollment Information.

1.9 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 demonstrations, 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 and 8050 La Mesa Blvd., La Mesa, CA 91942. 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 with capacity of about 20 people is available for use. 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.

1.9.1 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 feedback. 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. Rhombus University will work with each student's needs to facilitate a quality educational experience.

1.10 Degree Programs

Rhombus University offers the following program:

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

Rhombus University offers a 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.

1.11 Licensure

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 Board of Behavioral Sciences (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 for further clarification on requirements before pursuing your degree.

1.12 Policy on Record Storing and Retention:

It is the policy of Rhombus University to maintain the majority of 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 at the physical location of the administrative offices, a representative scans 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 antivirus 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 Rhombus University runs from September 1st to August 31st. The Fiscal Year is July 1st to June 30th.

2.2 Academic Calendar/Schedule of Classes

Rhombus University (RU) is a non-traditional term institution and does not operate according to a conventional academic calendar. The academic year is divided into three trimesters and runs all-year (Fall: September 1 to December 31, Spring: January 1 to April 30, Summer: May 1 to August 31). Students may enroll anytime in a trimester. This diverse and often intensive calendar allows students to achieve their educational goals in a more time-efficient manner or allows for longer timeframes for those who need flexibility. RU's low student/faculty ratio and class size, which averages fewer than 15 students per Faculty Mentor, facilitates active learning and collaboration. The below schedule is a suggested time frame and students may go slower and faster with approval from the CAO. All program schedules include national holidays.

Degree Programs

CODE	MACP
Program	Master of Arts in Counseling Psychology
Prerequisite	Bachelor's Degree
Hours / Days	Live Streaming Thursday nights from 6-8pm PST
Length	3 years (9 Trimesters)

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

2.3 Holidays

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

New Year's Day
Thanksgiving Day
Christmas Day

3. ADMISSION / ENROLLMENT INFORMATION

3.1 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.
- Authorization by state to take online classes through Rhombus University.

3.1.1 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.

3.1.2 Non-Degree Seeking Students

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 and some of the admissions requirements may be waived.

3.2 Procedures for Enrollment

3.2.1 Application for Admission

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.

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 livestream 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.

3.2.2 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.

3.2.3 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 University uses the proctoring service built into Populi, the LMS. This entails an approved proctor to verify students' ID before taking tests. This is utilized throughout the sequence of courses.

3.2.4 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.

3.2.5 Entrance Exam

Following the interview with the result to proceed toward acceptance into the program, 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 fully accepted into the program, and yet is not used as a factor of acceptance or denial.

3.2.6 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 in the English language 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.

3.2.7 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.

3.2.8 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.

3.2.9 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. Approved evaluated companies can be found at: <https://www.naces.org/members>

3.2.10 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 available upon request to meet via Zoom to share screens and teach students to use the products well before beginning classes. Students' weekly meeting with their mentor is another opportunity to ask questions concerning accessing and using technology and completing assignments.

3.2.11 Assessment for Admission

The school retains the right to accept or deny 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 denial. 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.

3.2.12 Appeal Process for Denial of Admission

If the applicant is in disagreement with the denial of admission, the applicant may submit a written appeal to the Dean within 10 days of the decision. The written appeal will be reviewed by the Academic Affairs Committee and the decision communicated to the applicant within 10-14 days. The decision of the Academic Affairs Committee is final.

3.2.13 Delay of Enrollment After Admission

After having been accepted to RU, the student is to complete the enrollment process (entrance exam, orientation, enrollment agreement, etc.) prior to beginning coursework. This should be completed timely.

If the student has not commenced coursework within three months (90 days) of the acceptance date, and 1) has not communicated with the Dean and/or Registrar their intentions for start date, or 2) has communicated but not met the agreed upon start date, the student's admission will be placed on deferred status for up to three months.

During the deferred status, the student will meet with the Dean to discuss any issues that may be hindering the student and to establish a start date. If at the end of the deferred the student has still not commenced enrollment, the student may be dropped and will need to re-apply to the program.

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.

3.4 Orientation

Each new student must complete the online student orientation before enrolling in the first courses. Two weeks is allowed to complete orientation. 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

3.5 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.

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

Upon review and approval, 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 be 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, and policies and procedures.

4.1 Tuition and Other Fees - Program: Master of Arts in Counseling Psychology

Institutional Charges and Fees:

	<u>Trimester</u>	<u>1-Year</u>	<u>3-Years</u>	
Application Fee	\$ 90.	\$ 90.	\$ 90.	One-time fee, with continuous enrollment; (includes background check); non-refundable
Tuition	\$ 3,750.	\$ 8,750.	\$ 25,000.	Total of 20, 3-unit courses @ \$1,250/course; each trimester 2-3 courses.
Enrollment Fee	\$ 100.	\$ 100.	\$ 100.	One time fee contingent upon continuous enrollment.
Re-Enrollment Fee	\$.	\$.	\$.	\$150 assessed if student drops out and re-enrolls during period of enrollment
Memberships	\$ 300.	\$ 300.	\$ 900.	CAMFT, Taylor Study Method; assessed once per year
20hrs Individual Counseling	\$.	\$ 1,600.	\$ 1,600.	At student's expense; varies depending on the counselor, estimate @ \$80/hr, not paid to RU.
Equipment & Books	\$ 300.	\$ 900.	\$ 2,700.	*As needed, estimate (not paid to RU)
STRF (approx.)	\$ 0.00	\$ 0.00	\$ 0.00	Based on 0.00x\$1,000 of institutional charges rounded to the nearest \$1,000 (subject to change by state of Calif.); non-refundable; charged each enrollment agreement signed (see 4.2)
Petitions	\$.	\$.	\$.	Assessed for petitions of course extension, withdrawal from course/program, etc. Fees vary from \$50-\$150 (non-refundable).
Graduation Fee	\$ 0.	\$ 0.	\$ 300.	One-time fee
Transcript Fee	\$.	\$.	\$.	First official transcript is free; subsequent @ \$5. Cost dependent upon the number of transcripts student orders
Total Cost	\$ 4,540.00	\$ 11,740.00	\$ 30,690.00	Assumes continuous enrollment and consistent completion of courses per program schedule

**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)⁵

Student Tuition Recovery Fund Disclosures (CEC 76215):

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, 1747 N. Market Boulevard, Suite 225, Sacramento, CA 95834, (916) 574-8900 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 5, CCR 76215 (a),(b)

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.
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

Rhombus University has a “pay-as-you-go” method to allow ultimate flexibility and more opportunities for people to receive a degree. Tuition is charged to the student’s account after the enrollment agreement is signed and before a student enters the identified course. The student must have that particular class paid in full before enrolling in the next class.

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 (including transcripts) 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 method according to the contract. Should payment not be made per the agreement, the student may be suspended until such time as tuition is current.

4.4 Processing Fees & Late Fees

Due to the “pay-as -you-go” method of payment, there are no processing or late fees. A student must pay fees if full in order to access the next class.

4.5 Tuition Collection Policy

The University's Business Office can provide assistance to you by arranging a partial payment agreement that will allow you to make affordable monthly payments until your balance is paid in full.

If a student thinks there is an error on their bill or if they have an extenuating circumstance, they must file an appeal in writing within one week of the start of any new trimester. Students with an outstanding debt who wish to make payment arrangements that would allow a return to school should not request an appeal.

Appeals will be reviewed for extenuating circumstances which resulted in the student not being able to complete an official withdrawal or not being able to comply with the required time frame. Non-attendance in class is not a basis for appeal. A student's lack of awareness of registration, withdrawal, add/drop and other related matters are not subject to appeal.

Extenuating circumstances may include but are not limited to University error, recent unanticipated medical conditions or emergencies, or a recent family emergency.

Unanticipated Medical Conditions may include:

- Illness or injury of the student of such severity or duration that competent medical authority has certified that completion of the course is/was precluded;
- An unanticipated medical condition that occurred during or immediately before the eligible semester.
- An illness to which the student had no prior knowledge, or a sudden increase in severity of a known condition.

Recent family emergencies may include:

- Unforeseen medical incapacitation of immediate family;
- Family circumstances of such severity that the student's presence is/was required away from school and precluded completion of the course, such as death of immediate family member (parent, sibling, spouse) or illness;

Required documentation:

- Death certificate or obituary notice or; A letter from your relative's physician.

Holds may be placed on student course registration for unpaid balances of tuition and fees. In order to have the holds removed, you are required to bring your delinquent tuition account balance to zero.

Failure to make satisfactory arrangements with the University within ninety (90) days of the start of a new semester may result in your tuition account being placed with a licensed collection agency.

Arrangements with a Collection Agency

If your delinquent tuition balance has been placed with a licensed collection agency, payment arrangements must be made with the respective agency. You should have received a letter with the contact information of the collection agency that was selected to service your account. If you do not have the letter, please contact us.

The availability and terms of a partial payment agreement will be at the discretion of the collection agency. In order to have the registration holds removed from your account, you are required to bring your delinquent tuition account balance to zero.

4.6 Refund Policy

Students have a right to cancel an enrollment agreement and obtain a refund of charges paid through the first week of attendance or the 7th day after enrollment, whichever is later. Per California Education Code 94920, students who cancel their enrollment on or before the first-class session (or on the 7th day after enrollment) will receive a full tuition refund, excluding fees not to exceed \$250.

For students withdrawing after the first week of attendance and before completing 60% of the course, the prorated refund amount will be refunded to the student within no more than 30 days from when a school representative receives a signed request by the 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. The prorated amount will be refunded according to the number of weeks completed by the student as described in the Refund Proration section below.

Rhombus University is not responsible for books, materials or equipment purchased by the student. Students need to be aware of refund policies from companies from which they purchase such items.

4.7 Refund Proration

Students are charged the full amount of tuition per course under the identified enrollment agreement. The tuition charge per course is for 7 lessons of curriculum (or 14 lessons for practicum courses) which the student is required to complete in a minimum of 7 weeks to a maximum of 14 weeks for a 7-lesson course, and 14 weeks for a 14-lesson course. (please refer to the Attendance Policy). Withdrawing from a course will allow for possible reimbursement of tuition charges based on the submission of any coursework within each of the lessons. For example, if a student withdraws from a course prior to submitting any coursework AND within seven (7) days of enrollment into the course, the student is entitled to a 100% refund of tuition paid, not including the enrollment fee and other non-refundable and/or one-time fees. If a student withdraws from a course after submitting 60% coursework (submitting any assignment in 5 or more of 7 lessons (10 of 14 for practicum)), the student will not receive a refund. If a student submits less than 60% coursework (submitting any assignment in 4 or less of 7 lessons (9 or less of 14 for practicum)), the student is eligible to receive a prorated refund. (See Table 1: Eligible Refund for Lessons Completed).

To calculate refunds, Rhombus University uses DEAC's definition of academic units of measurement to determine hours in the program. Semester hours are equivalent to the commonly accepted or traditionally defined units of academic measurement in accredited institutions. Academic degree distance learning courses are measured by the learning outcomes normally achieved through 45 hours of student work for one semester credit. A 3-unit course equals 135 hours of student work. Therefore, the calculation used to determine refunds defines "hours in the program" as 135 hours for a 3-unit class, whereby the 135 hours are divided into 7 lessons, equaling 19.28 hours per lesson (or rounded to 19.3).

If a student withdraws from a course with 4 or less lessons submitted, a refund is granted based on the following calculation: $\text{Number of lessons} \times 19.3 \text{ hrs/lesson} \div 135 \text{ hrs/course} = \% \text{ of course completed}$. This percentage subtracted from 100 percent, multiplied by the total amount of tuition paid is equal to the eligible refund (percentages are rounded to the nearest whole percentage) as follows:

Table 1
Eligible Refund for Lessons Completed

Lessons	X 19.3 hours	÷	135 hr/course	=	% completed	Thus	% eligible refund
0	0	÷	135	=	0%	Thus	100%
1	19.3	÷	135	=	14%	Thus	86%
2	38.6	÷	135	=	29%	Thus	71%
3	57.9	÷	135	=	43%	Thus	57%
4	77.2	÷	135	=	57%	Thus	43%
5	>60%	÷	135	=	>60%	=	No refund
6	>60%	÷	135	=	>60%	=	No refund
7	>60%	÷	135	=	>60%	=	No refund

4.8 Financial Aid

4.8.1 Federal and State Aid

If the student has received federal student financial aid funds, the student is entitled to a refund of money 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. 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.

4.8.2 Institutional Aid

Periodically discounts may become available. Qualifications and conditions apply.

4.8.3 Third-Party Funding

Any funds that a student acquires from a third-party (unrelated to Rhombus) would be applied to the student's account in the same manner as any payment made by the student. The relationship with and requirements of the student imposed by the third-party would remain solely with the student. In the event the student withdraws from a course(s) and a refund is due, payment would be made to the student, and it would be the student's responsibility to deal with the third-party.

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

<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 must 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

5.2.1 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.

5.2.2 Populi Proctoring Policy and Proceduresa. Proctoring Guidelines

The weekly proctoring schedule is a set day(s) and time(s) that students join the proctor (a university staff member or a faculty mentor) in a designated Zoom room through the university. Here the student must show his/her valid ID and communicate with the proctor for the required access (see Proctoring Procedure, below). The proctor session is a two-hour session and if more time is needed to take a test, arrangements must be made before the proctoring session (see Time exemptions). If a student is not able to attend the scheduled proctoring session, he/she needs to communicate with his/her faculty mentor and reschedule another session. Students are encouraged to attend the regular proctoring schedule as exceptions to the schedule cannot be provided on a regular basis.

All Rhombus University students are required to take proctored tests with a university staff member or mentor. No outside proctors are allowed. This is necessary to preserve the integrity of the examination process because all exams are open book.

b. Proctoring Procedure

1. On the scheduled proctoring date, the student will meet the proctor (university staff member or mentor) in a designated Zoom room through the university. The proctor must be present in the Zoom room, with webcam and speaker on. The proctor must ensure that no one is in the room with the student. The student is allowed to use textbooks, notes or study guides to look up answers to test questions.
2. At the time of the exam, the proctor must ask the student to show a government-issued ID to verify that the person taking the test is the student whom they are proctoring.
3. The student enters Populi on their computer, requests to take the test on Populi, and is directed to obtain the proctor's contact information (proctor's name, school address, mobile phone number, and email address). The proctor gives the information to the student who enters it in Populi.
4. Once the proctor's information is in Populi, a check-in code is sent via SMS (text) to the proctor who will give it to the student to access the test on Populi. The proctor should remain present throughout the test to ensure the student is alone and the only one taking the test.
5. At the end of the test, Populi will send a check-out code via SMS (text) to the proctor who will give it to the student to exit the test. A test score will be generated in Populi and shown to the student.
6. The proctored session details which include the date, time, and contact information of the proctor and student are emailed to the proctor to verify the session. The proctor sends this information to the registrar who files it in the proctoring file. If the student has questions about the proctoring process, they can ask the registrar via email.

c. Populi Proctoring Set Up

All tests require proctoring for students. Proctoring is set for all students in Populi by checking the box when setting up the test assignment or by setting "Proctored" on the test's page to "Yes." This procedure has been instituted by the administration for all classes within Populi which relieves the faculty from setting up the procedure in Populi.

d. Availability Exceptions

If a student needs to take a test outside of the scheduled proctoring time, they will set up a proctoring session with their mentor or other university staff member who will act as the designated proctor. This person will meet the student in one of the assigned Zoom rooms through Rhombus University. They will meet in the virtual lobby of Zoom and will be moved by the host to a private room for proctoring. The proctoring procedure will follow the same method as mentioned in 5.2.2b (Proctoring Procedure).

e. Time limit exceptions

There is no time limit set for a test session in Populi. However, there is a two-hour limit for the scheduled proctoring session. If a student needs an extended time for test taking, they will arrange the extended session with their mentor or university staff member who will proctor the session per the proctoring guidelines in the above section.

f. Proctoring Modifications

All students are required to take proctored tests. If a student has difficulty following the proctoring procedure because of a physical or cognitive disability, accommodations will be made by a university staff member or mentor to assist the student. The proctoring procedure will be instituted as closely as possible to the proctoring guidelines.

5.3 Satisfactory Academic Progress (SAP) and Good Academic Standing

Rhombus University is responsible for measuring and enforcing satisfactory academic progress to ensure student progress towards graduation. To be eligible for ongoing enrollment, a student must be in good academic standing and must be making satisfactory progress towards the completion of a degree within a maximum timeframe. All enrolled students are evaluated after each semester to ensure that the minimum requirements are being met. Students who do not meet the minimum requirement will face expulsion from the program.

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. Also, 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. If the student cannot successfully complete the course, the student may not be appropriate for the degree and may be dismissed from the school.

Maximum Time to Complete a Degree

Rhombus students are required to complete all degree requirements within a percentage of the minimum credits required for degree completion. The maximum timeframe allowance is 150% of the published program length of the student's currently enrolled program of study. If a graduate degree requires completion of 60 credit hours, the reasonable length of time will be $60 \text{ hours} \times 150\% = 90$. The student would be within their reasonable length of time during their first 90 hours of attempted coursework but not beyond that. Students who exceed their maximum allowable time to completion face expulsion from the program.

Quantitative Standard: Academic Completion Rate

Students are required to maintain a minimum quantitative Completion Rate, based on their degree program, to remain eligible for ongoing enrollment. The Completion Rate is

calculated by dividing a student's total earned credit hours by the student's total attempted credit hours. An attempted credit hour is defined as any credit hour the student remains enrolled in after the Census Date, including units that the student withdraws from. All students must successfully complete at least 67% of all credits attempted. Course grades of I, F, UF, PR, and W represent credits attempted, but do not count towards the measure of credits satisfactorily completed.

Example A: If a student attempted 60 credits and successfully completed 50 of those credits (dropped 5 credits and failed 5 credits), the completion rate will be 50 credits earned divided by 60 attempted credits = 83.3% completion rate, therefore meeting the measurable progress component of this requirement.

Example B: If a student attempted 60 credits and successfully completed 40 of those credits, and dropped, failed, had an incomplete in, or withdrew from the other 20 credits, the completion rate would be 40 divided by 60 = 66.7% completion rate, and therefore does not meet the completion rate requirement and would not be eligible for ongoing enrollment or financial aid assistance.

Qualitative Standard: Academic Standing

Students are required to maintain a fixed qualitative Grade Point Average (GPA) of 3.00 to remain eligible for both ongoing enrollment and Financial Aid. University policy requires that students maintain a cumulative 3.00 GPA throughout all course work.

Repeated Courses

Repeated courses will be counted as credit hours attempted but not earned when calculating the percentage of courses completed.

Repeated courses will affect the qualitative, quantitative, and time-frame measurements used to determine ongoing enrollment status.

Appeals

Students who are dismissed from the program for failure to meet any of the requirements above may present an Extenuating Circumstances appeal to the Office of the Dean within one (1) week of notification. Appeals must be based on Extenuating Circumstances that seriously affected the student's academic performance.

Examples of Extenuating Circumstances include, but are not limited to:

- Death in the family.
- Disabling illness or injury to the student or immediate family member (that required the student's care).
- Emotional or mental health issue of the student that required professional care.
- Other extenuating circumstances that were beyond the student's control

Examples of supporting documentation includes, but is not limited to:

- Obituary/Death Certificate
- Documentation from the student's (or family member's) medical provider

- Statement from a third-party that is familiar with the circumstances (preferably in a professional capacity)

Appeals will not be accepted for any of the following reasons:

- Lack of knowledge/understanding of the SAP Policy at Rhombus
- Medical appeals for illness/injury/hospitalization that do not coincide with the semester(s) of sub-standard progress
- Work/Scheduling conflicts (including voluntary overtime)
- Acclimation issues with regard to being in a university setting
- Student has submitted a previous Extenuating Circumstances appeal, regardless of reason, and the student is still not meeting academic progress or good standing requirements
- Student is repeating courses to increase the student's GPA or the student is taking courses for degree requirements outside the student's current program
- Student is taking pre-requisite(s) for a degree program in which the student is not currently enrolled

The Dean will convene an Appeals Committee of two (2) faculty members who will thoroughly review each appeal. If the Appeals Committee needs clarification or additional information, the Dean will contact the student directly. Any requested documentation is to be submitted as soon as possible. Appeal decisions are final and will be emailed to the student within two (2) weeks of submission. Students are encouraged to submit their appeals and documentation as early as possible to avoid any further interruption of their studies.

A student who is readmitted on appeal will be placed upon Probation under an Academic Plan which will require monthly monitoring of their ongoing progress by their Academic Advisor. The Academic Plan will consider the student's GPA, faculty or clinical supervisor evaluations, rubrics demonstrating mastery of course competencies, etc., and quantitative measures such as maximum time frame, rate of progress, and/or time remaining to complete the program (see above).

If a student fails to abide by the terms of their Probation and Academic Plan, that student will be permanently dismissed from the program by the Academic Dean.

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 is located under the specific degree information.

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

An audit fee will be charged 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.

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 a 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

At the end of the student's Course Completion Plan (CCP), the student will receive the grade earned for the entire course based on assignments submitted. A student who has not completed all assignments within the allotted time frame risks receiving a failing grade for the course. If the student wishes to petition for an extension, this must be processed with the registrar's office prior to the end of the student's CCP. The Academic Petition fee of \$50 must be paid immediately, and if the extension is approved will expire four weeks from the CCP's end date. Only one course extension may be granted. If the student does not complete the course within the extension time, the earned grade at that time will stand.

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.

5.7.1 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.

5.7.2 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 may receive a refund based upon the date of withdrawal (see 4.6 Refund Policy).

5.7.3 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.⁶

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.

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)

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 put into place in the future.

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. Submissions are done in a consecutive manner in

⁶ CEC 94909(a)(15)

which all assignments of the first lesson are submitted before the second lesson is attempted and so forth for each lesson. This means that students must complete lessons in consecutive order within a course. Attendance is evidenced by submission of an assignment in Populi. An absence is recorded when no assignment has been submitted via Populi for a student from Monday to Sunday of a particular week.

Each course is to be completed within a minimum of 7 weeks to a maximum of 14 weeks for 7-lesson courses, and 14 weeks for 14-lesson courses (practicum courses).

The maximum number of absences (a week with no written assignments) is two per course. After the first absence, the student will be reminded of the policy. After the second absence, the student will be reminded that they are in jeopardy of being dropped from the course if there is a third absence.

The student may petition to be placed back into the course (re-enrolled), and the situation will be considered by the Academic Affairs Committee before re-enrollment is granted. The \$150 re-enrollment fee will apply and must be paid along with any other outstanding tuition and fees prior to the reinstatement in the course which must take place no more than 30 days from the administrative drop. The number of weeks in the Course Completion Plan will resume to the week where the drop occurred. For example, if the student was dropped on week 4, upon re-enrollment they would resume on week 4. The student must complete the course within the allotted time frame of their course completion plan. No further absences are allowed after re-enrollment. If the student does not complete within the allotted time frame, a grade of "W" will be applied to the student's transcript and the student will retake the course and pay all applicable fees.

In the event reinstatement does not take place within the 30 days from the administrative drop, a grade of "W" will be applied to the student's transcript and the student will be responsible for tuition and fees according to the withdrawal policy. The student will retake the course and pay all applicable fees.

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 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 deferment.

5.14 Graduation Requirement

Students enrolled in 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 the degree.
- Complete 20 hours of Individual Counseling (at student’s expense).
- Pass Practicum courses with completion of 280 hours of supervised clinical experience (see Practicum description for further details).
- A Degree will be awarded for graduates of the Degree programs offered.
- Pass a comprehensive exam with a minimum of 70%.

5.15 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.

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. Additional fees will be applied for mailing of transcripts which incur costs for rush, overnight, etc. processing.

6. STUDENT RIGHTS

6.1 Notice of Student's Right to Cancel

The student has a right under California Education Code, section 94909(a) to cancel this agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The student must complete a withdrawal form expressing the student's desire for withdrawal or leave of absence. The forms may be obtained from the University Registrar. The form should be completed by the student and returned to the Registrar:

Rhombus University, 8030 La Mesa Boulevard #525, La Mesa, CA 91942
or delivered to: 8058 La Mesa Boulevard, La Mesa, CA 91942
or emailed to: gohombus@gmail.com

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 has 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, orientation, disabilities and area of origin or residence from participating in any of the school's activities. The purpose of RU is to increase quality therapists with a biblical philosophy and therefore RU does hold the right to require students sign the statement of faith understanding the education is taught from this perspective. 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 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 with the subject heading “Academic Affairs Petition” formally requesting 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.⁷
5. A student or any member of the public may file a complaint with the Distance Education Accrediting Commission using the online form or mailing a written complaint. This information is found on the DEAC website <https://www.deac.org/student-center/complaint-process/>

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

⁷ CEC 94909(a)(3)(C)

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 student 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 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, as well as when live streaming for weekly classes or other academic activities.

7.3 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

Students should conduct themselves in a way and manner that is consistent with their future goals and ambitions to become skilled and respected professionals and leaders influencing their communities. Activities that could interfere with completion of the degree program or future licensure and success as a professional, may be grounds for

dismissal from the institution. Also, infractions against the legal and ethical regulations of the government and licensing boards may be grounds for dismissal.

7.4 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, California. 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 and 8050 La Mesa Blvd, La Mesa, CA 91942. Meetings in person are available upon request, although online methods will be suggested first.

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>

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. The RU librarian is available to help the students learn the process of identifying and beginning an account with a local library. Once the student has an account at their local library, the librarian 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. The RU librarian is available to help students learn to navigate the online resources made available to each student. The librarian will also support the students in utilizing any library resources available through CAMFT, Populi, and supplemental sites.

Rhombus will provide an Information Specialist to students and faculty to help navigate Populi and 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 and be available to problem-solve technology difficulties.

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. The institution does not have dormitory facilities. The institution has administrative offices in La Mesa, California, where the average rent ranges from \$2,000 to \$2,700 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: 9 trimesters with typically 2 to 3 courses per trimester. Total program typically takes three years to complete the 60 units required. Students may go at their own pace and take longer and possibly shorter to complete this degree.

10.1.1 Prerequisites

Bachelor's Degree

10.1.2 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 to verify requirements before choosing to pursue the degree. (see also 1.11 Licensure)

10.1.3 Accreditation

Accredited by: The Distance Education Accrediting Commission
1101 17th Street NW, Suite 808, Washington, D.C. 20036
www.deac.org (202) 234-5100

Accredited Program: Master of Arts in Counseling Psychology

Initial Accreditation: July 22, 2022 Term (3 years): June 30, 2025

The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a recognized accrediting agency.⁸

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 philosophy, 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.

⁸ <https://www.deac.org/Discover-DEAC/Recognition.aspx>

10.3 MACP Program Goals

1. Graduates will achieve knowledge and mastery of the necessary skills and abilities to become licensed and credentialed therapists able to identify and effectively address the needs of communities across various cultures, languages, states, regions and countries.
2. Graduates will gain financial success in leadership and management positions.

10.4 Program Outcomes

Upon completion of the program, students will be able to:

1. Apply foundational knowledge and theories in context of a biblical philosophy to professional practice.
2. Assess, diagnose, plan, and implement an array of treatment modalities in the mental health profession.
3. Demonstrate effective intercultural communication and multicultural counseling skills to collaborate with clients in a variety of settings considering individual client characteristics and goals.
4. Integrate a biblical philosophy, state and local laws and professional standards for consistent ethical behavior in the mental health profession.
5. Use advanced counseling skills to implement appropriate interventions for individuals, couples, families, children, adolescents, and groups.

10.5 Program Delivery

- Online Learning Platform
- Weekly Live Streaming Classroom
- 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.

10.7.1 Individual Counseling (20 hours)

Each student is required to attend 20 hours of individual counseling at the student's expense. Documentation of therapy will be initiated by the student and coordinated with the Registrar's Office. Completion of Individual Counseling must be done within the first year of the program and is a prerequisite for practicum courses (CO-621, 622, 623). In the unlikely event that the student's therapist communicates concerns of the student's

fitness as a counselor, RU will investigate the student's suitability to continue in the MACP program.

10.8 Courses

10.8.1 List of Required Courses

CO-601	History & Foundations of Psychology
CO-602	Law and Ethics in Helping Professions
CO-603	Intercultural Communication and Intervention
CO-604	Human Development
CO-605	Case Management & Client Advocacy
CO-606	Crisis Intervention & Community Mental Health
CO-607	Foundational Theories and Interventions of Counseling
CO-608	Personal and Professional Care
CO-609	Assessment, Testing and Treatment Planning
CO-610	Introduction and Overview of Addictions Counseling
CO-611	Psychopathology and Holistic Health
CO-612	Sexual Health
CO-613	Research in the Social Sciences
CO-614	Group Dynamics & Counseling
CO-615	Biological Basis of Behavior
CO-616	Trauma and Transition
CO-617	Advanced Theories and Interventions of Counseling
CO-618	Vocational Counseling (elective required only for LPCC track)
CO-621-3	Practicum 1, Practicum 2, Practicum 3

10.8.2 Course Descriptions

	<u>Units</u>
CO-601 History & Foundations of Psychology	3
<p>This course lays a foundation for viewing life issues from a biblical philosophy. 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</p>	

		<u>Units</u>
CO-602	Law and Ethics in Helping Professions	3
<p>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 identify their role in context of confidentiality, boundaries, privilege, Tarasoff, treatment of minors, mandated reporting, scope of practice and scope of competence. Students will evaluate what they are competent to address in counseling vs. what they need to refer to other professionals using an ethical decision-making process 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.</p>		
		Prerequisite: None
CO-603	Intercultural Communication and Intervention	3
<p>This course teaches the main components to effective communication to be applied in many settings and with 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 cultural and sub-cultural groups. Students will also gain understanding of personal biases and common barriers and bridges to effectively counsel diverse people groups.</p>		
		Prerequisite: None
CO-604	Human Development	3
<p>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 philosophy with an understanding of the impact of sin, culture, environment, biology, resilience, societal influences, and other facets that impact healthy vs. unhealthy development. Students are challenged to consider many systemic influences and perspectives of health in the definition of healthy development and how a broader perspective will influence conceptualization of people in therapeutic settings.</p>		
		Prerequisite: None
CO-605	Case Management & Client Advocacy	3
<p>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, including those with severe mental illness. During this class, students may earn up to 75 hours toward the Practicum requirement by connecting people with resources in their local community.</p>		
		Prerequisite: None

	<u>Units</u>
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 philosophy and effective tools for each crisis. 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 philosophy. Students will then learn to focus on intervention rather than theory and adjust depending on family of origin, culture, socioeconomic status, and other unique factors of the client. Students will demonstrate basic counseling skills and 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 their personal relationship with God, strengthen their families, and build a support system for remaining whole while helping others. Students will learn the qualities for an effective counselor and evaluate their current progress toward these qualities, implementing action plans for change or improvement if needed. Students will also 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 clinical presentations in individual, child, and family therapy and create a treatment plan for the most effective way of helping the person, couple, or family. Students will learn to utilize empirically validated assessment tools and both formal and informal assessment strategies to better understand presenting problems and develop appropriate treatment plans. Students will be certified in Prepare & Enrich by the completion of the course.	
Prerequisite: None	

		<u>Units</u>
CO-610	Introduction and Overview of Addictions Counseling	3
<p>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. Students will also gain an understanding of the physical, environmental, social, and legal aspects of addiction with options for effective prevention, as well as intervention.</p>		Prerequisite: None
CO-611	Psychopathology and Holistic Health	3
<p>Students will learn several views of health and psychopathology, considering background, culture, religion, and other client factors. Students will learn the background and current status of the DSM as well as the current method for assessing and diagnosing using this system along with ICD codes. Students will evaluate pros and cons to diagnosing and ethical and cultural considerations. This course will include instruction on diagnosis and prognosis of the mental disorders found in the DSM and common, evidence-based, and alternative perspectives of health and options for treatment methods.</p>		Prerequisite: None
CO-612	Sexual Health	3
<p>Students will learn healthy sexual development and practices from a variety of perspectives, including a biblical philosophy 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.</p>		Prerequisite: None
CO-613	Research in the Social Sciences	3
<p>Students will review the historical research conducted through Social Psychology and the positive and negative impact on society considering a biblical philosophy and diverse perspectives. Students will also 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.</p>		Prerequisite: None
CO-614	Group Dynamics & Counseling	3
<p>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.</p>		Prerequisite: None

	<u>Units</u>
<p>CO-615 Biological Basis of Behavior</p> <p>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.</p>	<p>3</p> <p>Prerequisite: None</p>
<p>CO-616 Trauma and Transition</p> <p>Students will learn the physiological, psychological, and societal implications of trauma on people through the lifespan, including child abuse, elder / dependent abuse, domestic violence, sexual trauma, PTSD and more. Assessment and reporting practices will also be considered, evaluating different states, laws vs. ethics codes, diverse cultural practices, socioeconomic status and other systemic factors. This specifically includes 7 contact hours in child abuse assessment and reporting and treatment methods for children who have experienced trauma.</p>	<p>3</p> <p>Prerequisite: None</p>
<p>CO-617 Advanced Theories and Interventions of Counseling</p> <p>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 groups, all reviewed from a biblical foundation. Students will then learn to apply advanced understanding of theory to choose and adjust techniques for therapy based on the presenting problem, culture, socioeconomic status, and other unique factors of the client and their relevant systems. Students will demonstrate competence in advanced counseling skills and chosen interventions for individuals, couples, families, children, and adolescents.</p>	<p>3</p> <p>Prerequisite: Foundational Theories & Interventions of Counseling</p>
<p>CO-618 Vocational Counseling</p> <p>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.</p>	<p>3</p> <p>Prerequisite: None</p>

		<u>Units</u>
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 resources 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.

Prerequisites:

- Successful completion of 20 hrs of Individual Counseling
- Law & Ethics
- Psychopathology and Holistic Health
- Foundational Theories and Interventions
- Intercultural Communication and Intervention
- Successful completion of the "Practicum Qualifying Exam"

10.9 Instructions for Finding a Practicum

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. Rhombus is contracted with New Visions Counseling Center to provide a Practicum opportunity within the organization if students would like. They can also seek out outside practicum experience.

11. FACULTY & STAFF DIRECTORY

11.1 Faculty

Rosolyn Harper, Psy.D., Faculty

Psy.D.: Clinical Psychology, Southern California Seminary, 2019

MACP: Counseling Psychology, Southern California Seminary, 2012

BA: Human Services, minor: Psychology, San Diego Christian College, 2007

License: Marriage & Family Therapist

Subject Matter Expertise: Marriage & Family Therapy Theories and Interventions, Homelessness, Crisis Stabilization, Teen Runaways.

Julie Hayden, Psy.D., Chief Academic Officer, Chief Financial Officer, Chief Operations Officer & Faculty

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

License: Psychologist

Subject Matter Expertise: Chronic Mental Illness, Biblical Integration, Clinical Psychology, Trauma, Addictions, Education, Crisis, Law & Ethics, Sexuality

Kaye Lawrence, Psy.D., Faculty

Psy.D.: Clinical Psychology, So. California Seminary, 2005

MA: Health Psychology, University Xochicalco, Mexico

BA: Sociology, University San Luis Potosi, Mexico

BA: Special Education, Baptist Bible College

Subject Matter Expertise: Health, the Brain, Learning Disabilities, Biology, Biological Psychology

Raymond Hayden, Psy.D., Chief Executive & Faculty

Psy.D.: Industrial Organizational Psychology, So. California Seminary, 2018

MACP: Counseling Psychology, Southern California Seminary, 2010

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

Subject Matter Expertise: Industrial/Organizational Psychology, Systems, Professional Development, Biblical Psychology

Tracy MacCreadie, Psy.D., Faculty, Dean

Psy.D.: Southern California Seminary, 2020

MA: Clinical Psychology, Alliant University, 1995

BA: Psychology, Minor Chemistry, California State University, Long Beach, 1988

Subject Matter Expertise: Neuroscience, Neuropsychological Testing, Clinical Psychology, Psychopharmacology, Women's Issues, Crisis, Psychological Theories and Interventions

Tracey Porrier-Rodriguez, PsyD., Faculty

Psy.D.: Clinical & Industrial Organizational Psychology, So. Calif. Seminary, 2019
 MAMFT: Marriage and Family Therapy, Chapman University, 2007
 BA: Psychology, St. Martin's University, 2004
 License: Professional Clinical Counselor and Mental Health Therapist
Subject Matter Expertise: Clinical Assessment, Couples Therapy, Theories and Advanced Interventions, Group Therapy, Coordinated Care

Kari Halko-Weekes, Ph.D. Faculty

Ph.D.: Clinical Psychology, California School of Professional Psychology, 2000
 MA: Clinical Psychology, California School of Professional Psychology, 1998
 MA: Marriage & Family Therapy, Azusa Pacific University, 1992
 BS: Psychology, Westminster College, 1984
 BS: Sociology, Westminster College, 1984
Subject Matter Expertise: Anxiety, Depression, Trauma, Substance Abuse, Infidelity, Adolescence, Supervision

11.2 Staff**Dianna Ely, Executive Administrator**

MRS: Master of Religious Studies, Southern California Seminary, 2014
 BS: Early Childhood Development, Christian Heritage College, 1989

Sandy Keirse, Librarian

MS: Library & Information Science, Drexel University, 2009
 BA: Liberal Arts-History, Temple University, 2006
 AA: Social Sciences, Montgomery County Community College, 2003

Rachel Lozada, Information Specialist**Tracy MacCreadie, Dean**

Psy.D.: Southern California Seminary, 2020
 MA: Clinical Psychology, Alliant University, 1995
 BA: Psychology, Minor Chemistry, California State University, Long Beach, 1988

11.3 Advisory Council**Mr. Fred Blackburn****Dr. Barbara Burt****Dr. Marcial Felan****Dr. Gilbert Franco****Dr. Barry Lord****Dr. Luther Smith****Dr. Graham Taylor**