



**RHOMBUS  
UNIVERSITY**

# **School Catalog 2026**

**January 1, 2026 to December 31, 2026**

**Rhombus University**

8030 La Mesa Boulevard #525  
La Mesa, CA 91942

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

[www.rhombusuniversity.edu](http://www.rhombusuniversity.edu)  
[gorhombus@gmail.com](mailto:gorhombus@gmail.com)





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## **School Catalog 2026**

### **January 1, 2026 – December 31, 2026**

## **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. Rhombus University 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 December 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.<sup>1</sup>

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](mailto:gorhombus@gmail.com)

Physical Administrative Offices:  
8058 and 8050 La Mesa Blvd., La Mesa, CA 91942  
Website: <https://rhombusuniversity.edu/>  
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:<sup>2</sup>

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

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<sup>1</sup> CEC 94909(a)(3)(B)

<sup>2</sup> 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.<sup>3</sup>

## 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](http://www.bppe.ca.gov) E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting <https://www.osar.bppe.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 3,000 hours of approved supervised hours and passing required licensing exams. Please refer to [www.bbs.ca.gov](http://www.bbs.ca.gov) for further clarification on requirements before pursuing your degree.

## 1.3 Accreditation

Accredited by: The Distance Education Accrediting Commission  
1101 17<sup>th</sup> Street NW, Suite 808, Washington, D.C. 20036  
<https://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

Renewed: July 18, 2025      Term (5 years): June 30, 2030

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<sup>3</sup> CEC 94090(a)(12)

The DEAC is recognized<sup>4</sup> 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 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

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

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 Rhombus University 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. 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 is 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 3,000 hours of approved supervised hours and passing required licensing exams. Please refer to [www.bbs.ca.gov](http://www.bbs.ca.gov) for further clarification on requirements before pursuing your degree.

### **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 firewalls 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

The academic year is January 1, 2026 to December 31, 2026, and the fiscal year is January 1, 2026 to December 31, 2026. Both academic and fiscal years follow the calendar.

### 2.2 Academic Calendar/Schedule of Classes

Rhombus University is a non-traditional term institution and does not operate according to a conventional academic calendar. The academic year is divided into three trimesters and runs all-year (Spring: January 1 to April 30, Summer: May 1 to August 31, Fall: September 1 to December 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. Rhombus University's low student/faculty ratio and class size, which averages fewer than 15 students per instructor, facilitates active learning and collaboration. The schedule below is a suggested time frame that the students may go. However, the students can progress slower or faster with approval from the CAO.

#### 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)

Rhombus University 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 the weekly live-streaming class, Rhombus University 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 pursuing this degree, including why he/she values learning counseling and psychology from a biblical perspective.
- Three letters of recommendation.
- Signed acknowledgement of Rhombus University'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](mailto: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 programs begin the admission process by submitting an application along with the application fee 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.

Rhombus University'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 first meets with an admissions representative to discuss the enrollment process. Once all required admission documentation has been received, the applicant will meet with the admissions committee to discuss their interest in the Rhombus University program. Following the interview, the committee will evaluate the applicant's eligibility and fit for the program, recommending either admission or denial. The committee's decision will be communicated to the applicant via email. If accepted into the program, the applicant will receive additional documentation to complete the enrollment process.

### 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, the Learning Management System, is used for submission of all assignments and monitors IP verification and tracking as an integrated feature. Rhombus University 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. 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 Rhombus University. 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 Rhombus University.

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. Rhombus University reserves the right to make the final determination in such cases. Rhombus University 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 admission status by Rhombus University 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

Rhombus University recommends that all academic records from countries other than the United States be evaluated by a nationally-acknowledged evaluation service approved by Rhombus University. Approved evaluated companies can be found at: <https://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 a headset or appropriate microphone and speaker system that allows them to interactively participate in the weekly live-streaming class. If exceptions are made, a reason for inability to comply and an appropriate alternative must be agreed upon by the student and Rhombus University administration. Applicants must sign an acknowledgement of agreement and compliance before being enrolled.

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 background check information. 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, 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 Rhombus University, the student is to complete the enrollment process (entrance exam, orientation, enrollment agreement, etc.) prior to beginning coursework. This process should take approximately two to three weeks.

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 status 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**

Rhombus University 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 course. 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 Rhombus University 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 Rhombus University, noting the reason for withdrawal. Any student who does not enroll for two consecutive trimesters will be administratively dropped from the program and will need to re-apply.

### **3.6 Re-enrollment**

Any student who wishes to return to the MACP program should first submit in writing a letter to Rhombus University, noting the reason for initial withdrawal and reasons for desire to return. 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

Every request for reenrollment will be reviewed by the admissions committee, and a 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 Rhombus University 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 Rhombus University.
Equipment & Books	\$ 300.	\$ 900.	\$ 2,700.	*As needed, estimate (not paid to Rhombus University)
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
<b>Total Cost</b>	<b>\$ 4,540.00</b>	<b>\$ 11,740.00</b>	<b>\$ 30,690.00</b>	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 Rhombus University. Student should refer to vendor where books/equipment are purchased for vendors' policies re: refunds, rentals, etc.*



## 4.2 Student Tuition Recovery Fund (STRF)<sup>5</sup>

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 students in educational programs who are California residents, or are enrolled in a residency program, attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the money paid to the school.

Questions regarding the STRF may be directed to: Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (888) 370-7589 or (916) 574-8900.

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

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.

Effective April 1, 2022, the STRF assessment rate is zero (\$0) per one thousand dollars (\$1,000) of institutional charges.

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<sup>5</sup> 5 CCR §76215

### **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.

Tuition and fees should be paid “pay-as-you-go” and are due on the Thursday prior to the start of a new course (courses begin on Mondays), resulting in a \$0 balance. In the event the student’s account reflects any unpaid invoices, the new course start date will be postponed until such time as invoice payments are 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 in full in order to access the next course.

### **4.5 Tuition Collection Policy**

Rhombus University does not have a payment plan, as students “pay as you go”. As a result, there are no partial payment arrangements. Students are invoiced for each course or fee as they occur. A zero balance (payment of all invoices) is required prior to beginning each new course.

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 course.

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.

#### **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: Number of lessons x 193 hrs/lesson ÷ 135 hrs/course = % 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

Rhombus University does not provide state or federal financial aid. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. Students must use personal resources such as cash or credit to pay for education. It is the pursuit of Rhombus University 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 from Rhombus University. Qualifications and conditions apply.

#### 4.8.3 Third-Party Funding

Any funds that a student acquires from a third-party (unrelated to Rhombus University) 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.

Instructors return grades and grading feedback within 7 days of submission.

Resubmission of assignments must be approved by instructors.

#### 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 Rhombus University.

**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 Rhombus University. 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, 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 and time that students join the proctor (a staff member associated with the university) in a designated Zoom room. 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 (a staff member associated with the university) 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 instructor 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 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 instructor 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 their instructor or a university staff member to assist the student. The proctoring procedure will be instituted as closely as possible to the proctoring guidelines.

### 5.2.3 Use of AI Policy

Generative AI tools may be used to support learning when employed responsibly and in alignment with academic standards. Students are fully responsible for all submitted work and may use AI only as a supplement to, not a replacement for, their own critical thinking and analysis.

Acceptable uses include brainstorming, clarifying concepts, improving grammar and organization, and supporting research with independently verified sources. Prohibited uses include generating entire assignments or exams, creating clinical materials, fabricating citations, or entering confidential information into AI tools.

All AI use must be disclosed unless otherwise directed by the instructor. Undisclosed or unauthorized AI use constitutes academic misconduct and will be addressed according to university policy.

### **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 time-frame 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 assistance. 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 issues 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 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 faculty mentor. The academic plan will consider the student's GPA, faculty or clinical supervisor evaluations, mastery of course competencies, and quantitative measures

such as rate of progress, and/or time remaining to complete the program. If a student fails to abide by the terms of their probation and academic plan, that student will be dismissed from the program by the Appeals Committee.

#### **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 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 their course.

##### 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 Course Completion Plan (CCP), the student will receive a final grade based on assignments submitted. Any unsubmitted assignments will result in failing grades. Students wishing to request an extension must submit a petition to the registrar's office before the CCP end date and pay a \$50 Academic Petition fee. If approved, the extension allows an additional 30 days to complete the course. Only one extension is permitted per course. If the course is not completed within the extension period, the final grade will reflect both completed and incomplete assignments.

##### 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 Rhombus University can complete the official withdrawal process by contacting the registrar representative. The official withdrawal form will assist Rhombus University 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 Rhombus University. 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, Rhombus University 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.<sup>6</sup>

### Articulation Agreements

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

### Challenge Exams and Achievement Tests

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

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

Rhombus University 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 Rhombus University 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.

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<sup>6</sup> CEC 94909(a)(15)

### 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 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 active 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 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 have a grade point average of 3.0 or above.
- Must be in good financial standing with the college.
- Must have completed all courses required for the degree.
- Must have completed 20 hours of Individual Counseling (at student’s expense).
- Must have passed Practicum courses with completion of 280 hours of supervised clinical experience (see Practicum description for further details).
- Must have passed 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 of Marriage and Family Therapy and/or 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 Rhombus University and the official transcript. Students and graduates are responsible for understanding the requirements of licensure through the Board of Behavioral Sciences. Students are encouraged to verify licensure requirements periodically at [www.bbs.ca.gov](http://www.bbs.ca.gov).

### 5.16 Transcript Requests

Transcript requests from graduates of Rhombus University should allow up to five business days to process. The first transcript is free, followed by a \$5.00 fee for each additional transcript. 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 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 Rhombus University. 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 Rhombus University'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. Rhombus University 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 Rhombus University at any time unless the registrar representative has received a prior written request from the student specifying that the information not be released.

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

A copy of Rhombus University's FERPA policy is available to students through the Registrar's Office. Academic 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 Rhombus University'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 the 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 academic records (available on the website).

### **6.3 Non-Discrimination Policy**

Rhombus University 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. Rhombus University will reasonably accommodate applicants and students with disabilities to the extent required by applicable law. The purpose of Rhombus University is to increase quality therapists with a biblical philosophy. Therefore, Rhombus University holds the right to require students sign the statement of faith so that students understand that the education is taught from a biblical perspective.

### **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 Rhombus University 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. Rhombus University'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 Rhombus University for its non-compliance with the policy.

### **6.5 Equal Opportunity**

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

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

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

### **6.6 Student Grievance Policy**

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

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

1. First, discuss the problem with your instructor rather than with other students.
2. Next, make an appointment to approach the Chief Academic Officer if you and the instructor were unable to resolve the problem. Email [gorhombus@gmail.com](mailto:gorhombus@gmail.com) with the subject heading “Student Grievance” and a description of the occurrence and student request.
3. If the problem is still not resolved, the student may petition for the situation to be reviewed by the Academic Affairs Committee. Email [gorhombus@gmail.com](mailto:gorhombus@gmail.com) with the subject heading “Academic Affairs Petition” formally 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](http://www.bppe.ca.gov).<sup>7</sup>
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/>

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<sup>7</sup> CEC 94909(a)(3)(C)

**6.7 Right to Appeal**

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

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

## **7. STUDENT RESPONSIBILITIES**

### **7.1 Student Conduct**

Students are expected to conduct themselves ethically, honestly and with integrity as responsible members of Rhombus University'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 engaging in the weekly live-streaming class 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 Rhombus University 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. The 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. The goal of the university staff is to help the student immediately and if not available, will offer options for meeting soon. Clear instructions for using the learning management system are available upon request.

### **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 Rhombus University Admissions Office. Orientation will walk students through the registration / admissions process as well as how to navigate the learning management system.

### **9.2 Career Counseling and Placement Assistance Services**

Rhombus University 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**

Rhombus University utilizes the Library and Information Resources Network (LIRN) to organize library resources and better serve students. LIRN enhances the quality of education by offering a broad range of digital resources, including e-books, scholarly journals, and multimedia content, which support the research and learning needs of students and faculty. In addition, students, as members of CAMFT, are able to access EBSCO Psychology & Behavioral Sciences Collection. If students have difficulty accessing material, they may call or email for a consultation with the Rhombus University librarian at Rhombuslibrary@gmail.com.

Rhombus University 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 university librarian is available to support students in utilizing any library resources available through CAMFT, Populi, and supplemental sites.

The librarian of Rhombus University offers students and faculty support to navigate Populi and other technology needs in accessing courses and resources. The librarian is available to teach new students how to access library resources in orientation and problem-solve technology difficulties.

### **9.4 Advising/Counseling**

Rhombus University 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. The program typically takes three years to complete the 60 units required. Students go at their own pace and their completion time varies accordingly.

#### 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](http://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 17<sup>th</sup> Street NW, Suite 808, Washington, D.C. 20036  
<https://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
Renewed:	July 18, 2025	Term (5 years):	June 30, 2030

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

### 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

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

global and multidimensional perspective of health and pathology, and a personal and professional preparation for leadership and community intervention.

### **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 Class
- 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, Rhombus University 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>
<b>CO-601      History &amp; Foundations of Psychology</b>	<b>3</b>
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 the 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	

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

3

This course will lay a foundation to Christian ethics applied to the various helping professions, as well as the foundational laws impacting the counseling and therapy professions. Students will 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.

Prerequisite: None

**CO-603 Intercultural Communication and Intervention**

3

This course teaches the main components to effective communication to be applied in many settings and 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.

Prerequisite: None

**CO-604 Human Development**

3

This course introduces core developmental tasks for people from conception, through the lifespan, to death. These stages of development are considered in the 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.

Prerequisite: None

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

3

Students will understand and learn to utilize the basic concepts of case management applied to a variety of settings, including county agencies, churches, drug/alcohol treatment facilities, and more. Students will practice the process of effective case management and will build connections within the community to effectively collaborate with others in helping clients. Students will also apply assessment and triage methods to an integrated care and recovery-oriented approach of helping people, 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.

Prerequisite: None

Units**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 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

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

Students will learn a history and current foundations of drug and alcohol counseling, including distinct skills of assessment, treatment planning, and intervention options. This course will also include information on the unique aspects of drug and alcohol counseling considering legal and ethical issues, group dynamics, co-occurring disorders and more. 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.

Prerequisite: None

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

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.

Prerequisite: None

**CO-612 Sexual Health** 3

Students will learn healthy sexual development and practices from a variety of perspectives, including a biblical philosophy. Students will learn the common sexual dysfunctions and be able to review the etiology, symptomology, and treatment options from various perspectives, considering the impact of religion, culture, family of origin, personal values and beliefs, and other systemic variables.

Prerequisite: None

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

Students will 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.

Prerequisite: None

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

This course covers theories, practice, and psychodynamics of group counseling applied to broad therapy groups and specialized groups, including, but not limited to process groups, substance abuse groups, domestic violence groups, and psychoeducational groups. This course will also include skills for group therapy with various ages, cultures, and subcultures.

Prerequisite: None



Units

- CO-615      Biological Basis of Behavior** 3  
Students will gain a basic understanding of biological health in relation to mental health difficulties and healthy living. This course will include information on physical development, brain development, the interplay between physical, mental, and spiritual health, as well as the biological foundation to mental health issues, addictions, stress, learning and memory. An understanding of alternative methods for biological health will be reviewed along with psychopharmacology. Prerequisite: None
- CO-616      Trauma and Transition** 3  
Students will learn the physiological, psychological, and societal implications of trauma on people through the lifespan, including child abuse, 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. Prerequisite: None
- CO-617      Advanced Theories and Interventions of Counseling** 3  
Students will learn a variety of modern, empirically supported theories of counseling to effectively apply interventions for a variety of counseling situations. This will include theories of counseling for individuals, families, and 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. Prerequisite: Foundational Theories & Interventions of Counseling
- CO-618      Vocational Counseling** 3  
This course focuses on the application of career development theory to counseling and is designed to enhance the student's competency to deliver informed vocational counseling. Students will learn the common vocational counseling theories and assessment tools to assist clients with career choices, career adjustment, career development and problems within the client's work arena. The course also views the inherent problems associated with how people choose and manage careers, as well as how to adjust lifestyles, and apply interests and temperaments toward career choices. The student will be presented with assessment instruments such as vocational and interest tests. Job loss and sexual harassment issues will also be studied and discussed as well as cultural aspects involved in career counseling and vocational testing. Prerequisite: None

		<u>Units</u>
<b>CO-621</b>	<b>Practicum 1</b>	3
<b>CO-622</b>	<b>Practicum 2</b>	3
<b>CO-623</b>	<b>Practicum 3</b>	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 hours 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 University 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 280 hours. The Rhombus University practicum coordinator 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

### 11.1a Faculty

**Laura V. Garza, PhD**, Faculty

PhD: Psychology, Walden University, 2020

MA: Applied Psychology, Walden University, 2017

MPA: Public Administration, University of Texas Pan American, 2014

B.S.: Biology & Business Admin, minor: Chemistry, Univ of TX Pan Am, 2004

*Subject Matter Expertise: Psychological Assessment, Children and Families, Multicultural Psychology, Neuroscience.*

**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 Executive 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*

**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*

**11.1b Teacher Assistants****Griffen Halko, MS**, Teachers' Assistant

MS: Psychology Alcoholism & Chemical Dependency, Cal. Southern U, 2017

BS: Psychology, California Southern University, 2015

License: LAADC, Psychological Associate

**11.2 Staff****Fred Blackburn**, Recruiter

MA: Philosophy, San Diego State University, San Diego, California, 2002

BA: History, Christian Heritage College, El Cajon, California, 1990

**Dianna Ely**, Executive Administrator

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

BS: Early Childhood Development, Christian Heritage College, 1989

**Gilbert Franco, Ph.D., LMFT**, Chief Academic Officer

PhD: Industrial Organization Psychology, Walden Univ., Minneapolis, MN, 2015

MS: Organizational Psychology, Walden University, Minneapolis, MN, 2013

MA: Marriage and Family Therapy, Alliant International Univ., San Diego, CA, 2006

BA: Psychology, University of California, San Diego, La Jolla, CA, 2003

**Raymond Hayden, Psy.D.**, Founding Partner & Strategic Architect

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*

**Stephen Hosmer, MBA**, Chief Financial Officer

MBA: Pepperdine University, Malibu CA, 2002

BS: Business Administration, Oral Roberts University, Tulsa OK, 1988

**Rachel Lozada**, Information Specialist

AS: Multimedia Design, Platt College, San Diego, 2000

**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

**Matt Owen**, Librarian

MS: Library and Information Science, San Jose State, 2008

BA: Liberal Studies, Christian Heritage College, 2003

**Irenda Rios, LMFT**, Chief Operations Officer

MS: Counseling, University of Phoenix, 2013

BA: Liberal Arts & Sciences Psychology, San Diego State University, 2007

11.3 Advisory Council

Dr. Barbara Burt

Dr. Marcial Felan

Dr. Luther Smith

Dr. Graham Taylor