

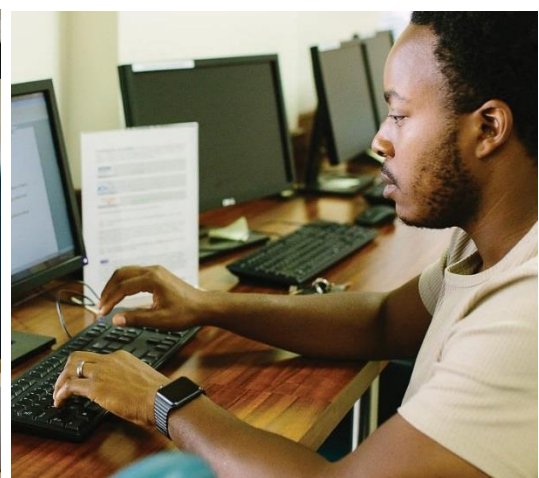


RICHMONT  
GRADUATE UNIVERSITY™



2017 / 2019

# Graduate Catalog Addendum



# About the Addendum

The current Richmond Graduate University catalog pertains to the 2017-2019 academic years. This addendum is intended to supplement rather than replace the 2017-2019 catalog. It should be used in conjunction with the current 2017-2019 catalog as an aid to reference the approved changes to curriculum and policies during the fall 2018 and spring 2019 terms.

All information in this addendum is effective July 1, 2018, unless otherwise noted. All addendum items, and any additional curriculum updates will be integrated into the 2019-2021 catalog.

While every effort has been made to ensure the accuracy of the information in the catalog, Richmond reserves the right to change any of its policies without prior notice, including but not limited to tuition, fees, credit hour per course, course offerings, curricula, grading policies, graduation and program requirements, and admission standards and policies.

The Richmond Graduate Catalog Addendum is produced by the Records Office in conjunction with the Dean of the School of Ministry, Dean of the School of Counseling, Dean of Students, Dean of Clinical Affairs, Institutional Advancement, and the Academic Affairs Committee.

**Changes and additions to the text in the 2017-2019 catalog are indicated in bold text.**

# Changes made throughout the catalog to Master of Arts in Marriage and Family Therapy Degree Program

Effective January 1, 2018, Richmond Graduate University no longer offers a Master of Arts in Marriage and Family Therapy degree. All references to the Master of Arts in Marriage and Family Therapy (MAMFT) degree program have been removed. This includes the entirety of pages 52-58.

Students who matriculated under a prior catalog, before to January 1, 2018, may still earn a Master of Arts in Marriage and Family Therapy, if they are currently enrolled in the institution.

## Changes made to pg. 14

### TOEFL Policy

For non-native speakers of English, applicants are required to demonstrate a proficiency in the English language by submitting a TOEFL score (Minimum score: 550 Paper test or 80 web-based test). This test can be waived in the following circumstances:

- Non-native speakers who hold degrees or diplomas from postsecondary institutions in English-speaking countries (e.g., the United States, Canada, England, Ireland, Australia, New Zealand); OR
- Non-native speakers who have successfully completed an undergraduate degree in which English was the language of instruction with a cumulative 3.0 GPA or higher. Student may be required to complete an interview with a Richmond faculty member as a part of the Admissions process.

## Changes made to pg. 17

### Course Delivery Systems School of Counseling

Courses within the School of Counseling are offered through traditional classroom instruction in weekly and intensive formats. The School of Counseling currently also offers hybrid and **online** courses. While a majority of the class work in the hybrid courses is experienced through online learning, all online hybrid courses also require an in- person component of the course. Instruction for intensives, hybrid, **online**, and weekly courses begin at the first of each semester.

## Changes made to pg. 21

- **Institutional Withdrawal Policy**

Students who pre-register but do not return or inform the Records Office in writing of their intent not to continue will be charged a \$50 non-continuance fee on the last day to add/drop. Any currently enrolled student who does not register for **classes by the end of the third week of the semester and does not request a Leave of Absence (excluding summer term) will be considered to have withdrawn from Richmond for non-attendance.** Students who wish to withdraw from Richmond during an academic term must meet with their academic advisor and complete an institutional withdrawal form, which is then submitted to the Records Office. Students who wish to withdraw between terms are asked to contact the Records Office in writing. All students who wish to withdraw are asked to complete a withdrawal survey with the Student Services Office. Withdrawals prior to the first day of classes or during the first week will not appear on the transcript. During the second, third and fourth weeks of the semester, a *W* grade will be recorded on the transcript. Beyond this time, a grade of *WP* or *WF* will be recorded as determined by the instructor.

**Students withdrawing from Richmond, both for the semester or indefinitely, are responsible for their outstanding financial obligations. Student refunds are based on the same refund schedule as individual course withdrawals.**

Withdrawal from Richmond normally carries the automatic forfeiture of any scholarships that Richmond may have granted. Requests for exceptions may be addressed with the Academic Affairs Committee of the corresponding school.

## Changes made to pg. 26

### Transcript Requests

Official transcripts will be released by Richmond only upon receipt of a request from the student via the website <http://www.parchment.com/u/registration/24093406/account>. **Parchment requires that the student create an account and provide consent for the release of the student's academic information.** Requesting an official transcript via the **Parchment** website is the only method of request.

## Changes made to pg. 39

### Tuition and Fees

Tuition for School of Counseling	\$690.00 per credit hour
Tuition for School of Ministry	\$505.00 per credit hour
Tuition for Certificate in Spiritual Direction	\$335.00 per credit hour
Audit Tuition for the School of Counseling	\$345.00 per credit hour
Audit Tuition for the School of Ministry	\$252.50 per credit hour
Schedule Change Fee (add/drop)	\$10.00 per transaction
Independent Study Fee	\$100.00 per credit hour
Late Registration Fee	\$50.00
Late Payment Fee	\$50.00
Application Fee	\$50.00
Orientation Fee	\$35.00
Student Fee	\$55.00 per semester
Library Fee	\$30.00 per semester
Technology Fee	\$215.00 per semester
Graduation Fee	\$155.00
Late Graduation Fee	\$75.00
Replacement Diploma Fee	\$30.00
Certificate Fee	\$50.00 per certificate
Transcript Evaluation Fee	\$10.00 per transcript
Transcript Fee	\$12.00 per transcript
Expedited Transcript Fee	\$10.00 per transcript
Overnight Transcript Delivery	\$40.00 minimum per delivery
Non-Continuance Fee	\$50.00
CPCE Examination Fee	set by NBCC
NCC Application Fee	set by NBCC

Tuition and fees are subject to change without notice. Individual courses may require additional fees at the prerogative of the instructor.

## Changes made to pg. 41

### Leave of Absence

Students wanting to take a leave of absence from Richmond for a Fall or Spring semester must complete the Leave of Absence Form available from the Records Office. A Leave of Absence form must be submitted to the Records Office each semester the student is absent from the institution. **Failure to submit a Leave of Absence form to the Records Office will result in the student being withdrawn from the institution for non-attendance.**

Students may take a leave of absence for two consecutive semesters, up to one year, without needing to reapply to the institution. **A Leave of Absence can only be taken if the student is not enrolled prior to the start date of the semester or drops his/her courses by the last day of the Add/Drop deadline. Students wishing to withdraw from their courses after the Add/Drop period must complete an Institutional Withdrawal.** A leave of absence form is not required for students choosing to not attend during a summer semester.

**Students wanting to take a leave of absence are responsible for their outstanding financial obligations. Student refunds are based on the same refund schedule as individual course withdrawals.**

## Institutional Withdrawal

Students withdrawing from Richmond, either for the semester or indefinitely, **must meet with their academic advisor prior to withdrawal and complete the Institutional Withdrawal Form available from the Records Office in order to remain in good standing with the institution. Failure to submit an Institutional Withdrawal Form to the Records Office will result in the student being withdrawn from the institution for non-attendance. Students wishing to withdraw are responsible for all financial obligations to the institution** and will receive refunds based on the same schedule for individual course withdrawals.

## Institutional Withdrawal for Non-Attendance

Students will be administratively withdrawn for non-attendance from the institution if the student fails to attend class during the first three weeks of the semester and does not contact his or her professors and/or administration regarding the absence. Students will also be administratively withdrawn for non-attendance if the student fails to register for courses by the end of the add/drop period and/or fails to submit a Leave of Absence or Institutional Withdrawal form to the Records Office. Students who are administratively withdrawn for non-attendance are responsible for all financial obligations to the institution and will receive refunds based on the same schedule for individual course withdrawals.

## Changes made to pg. 42-43 CERTIFICATE PROGRAMS

The following certificate programs are available through the School of Counseling and students may choose to engage in additional coursework in the following areas:

- Addictions Counseling
- Child and Adolescent Counseling
- ChristianSexTherapy
- Spirituality in Counseling Practice
- Trauma Counseling
- **Marriage and Family Therapy**

Students pursuing certificates must take a minimum of three courses depending on the certificate program, and prerequisite courses may be required. Certain restrictions are noted for certificate programs with the M.S. degree. Once a student has added a certificate, the student's program of study will be updated with the required coursework to complete the certificate.

**In order to pursue and earn a certificate, students must be currently enrolled in a licensure eligible Master's degree program or have already earned a licensure eligible Master's degree from an accredited institution. Students may take certificate coursework, but the certificate will not be awarded without having a licensure eligible Master's degree conferred.**

## Addictions Counseling

*Dr. Vanessa Snyder, Coordinator*

The addictions counseling certificate is designed to provide specialized training for students who wish to work with individuals in the broad area of addictions. These students will be trained to work with a wide range of issues but will receive specific training related to human addictions that is grounded in Christian theology.

It is also recommended for students in this certificate program to complete at least one rotation (i.e. 3 months) of Practicum, Internship I, or Internship II at a site that primarily focuses on addictive disease treatment. For this certificate, four of the following courses are needed, three of which are required. One of the five courses may be original, independent studies.

CED6833	Addictions Counseling: An Integrative Approach to Assessment and Treatment (required)
CED7832	Advanced Addictions Counseling (required)
<b>CED7162</b>	<b>Psychopharmacology for Counselors (required)</b>
CED7852	Eating Disorders: Etiology, Assessment, and Counseling Interventions
CED17802	Original Independent Study (may be repeated once)

# Marriage and Family Therapy

*Dr. Cara Cochran, Coordinator*

The Graduate Certificate in Marriage and Family Therapy is designed to provide specialized training for students who desire to work specifically with couples and families, as well as individuals within the family context. Using both a systems theory perspective and a Christian theology integrationist perspective, students develop the knowledge and skills to practice marriage and family therapy in a variety of settings. Through a family systems perspective, students are trained to address the whole person and to move the hurting family system toward healthy functioning. This certificate fulfills the academic requirements in most states for licensure in marriage and family therapy (LMFT) and for clinical membership in the American Association for Marriage and Family Therapy (AAMFT). This certificate includes 5 courses (12 hours). This certificate will not be awarded without the conferral of the Master of Arts in Clinical Mental Health Counseling or equivalent degree.

CED5612	Person of the Marriage and Family Therapist
CED6512	Human Sexuality
CED6632	Healthy Family Functioning
CED7623	Structural and Behavioral Marriage and Family Therapy
CED7633	Contextual, Narrative, and Interpersonal Models of Counseling OR
CED 7613	Brief, Solution-Focused, and Communication Approaches to Marriage and Family Counseling

## Changes made to pg. 46

### MACMHC PROGRAM OBJECTIVES

#### OBJECTIVE 1

##### **Theoretical and Clinical Knowledge**

Students will gain knowledge of theoretical and empirical foundations of the field of clinical mental health counseling and its practice in a multicultural and pluralistic society covering the eight main CACREP content areas.

#### OBJECTIVE 2

##### **Counseling Clinical Skills**

Students will acquire skills of interpersonal therapeutic processes, clinical assessment and treatment interventions through direct counseling practice in the clinical training sequence courses, including supervised counseling practicum and internships.

#### OBJECTIVE 3

##### **Professional Identity and Ethical Character**

Students will develop a practical understanding of counseling ethics, law, and professional standards; will act in accordance with the ethical codes; develop a strong professional counselor identity; develop an ongoing commitment to personal and professional wellness; and demonstrate good personal deportment for the counseling profession and an ethical and moral character.

#### OBJECTIVE 4

##### **Theological Understanding and Spiritual Formation**

Students will participate in curricular activities promoting personal spiritual formation and demonstrate competency to effectively engage clients of diverse faiths, values, and spiritualities in counseling from a Christian foundation.

### LPC Content Area Courses

#### **Human Growth and Development**

- CED7113 Human Growth and Development

#### **Social and Cultural Foundations**

- CED7153 Social and Cultural Issues in Counseling

#### **The Helping Relationship**

- CED6113 Helping Relationships

**Group Dynamics, Processing and Counseling**

- CED7123 Group Counseling Theory and Practice

**Lifestyle and Career Development**

- CED7143 Lifestyle and Career Development

**Psychopathology**

- CED6143 Psychopathology: Diagnosis and Treatment of Mental Disorders
- CED6913 Applied Practicum and Treatment Planning Lab in Counseling

**Appraisal of Individuals**

- CED6163 Clinical Appraisal and Assessment

**Research and Evaluation**

- CED7713 Methods of Research

**Professional Identity**

- CED6123 Ethical, Legal and Professional Standards in Professional Counseling and Marriage & Family Counseling
- CED5112 Personal and Professional Identity of the Counselor
- CED6212 Personal and Spiritual Life of the Counselor

## Changes made to pgs. 52-58

All information regarding Master of Arts in Marriage and Family Therapy removed

## Changes made to pg. 81

<b>Spiritual Direction Curriculum</b>	
<b>Course Number and Title</b>	<b>Prerequisite(s)</b>
<b>SPD7273: Developing a Listening Ear</b>	<b>SPD7253: Perceiving a Holy Invitation</b>
<b>SPD7263: Preparing an Available Self</b>	<b>SPD7273: Developing a Listening Ear</b>
<b>SPD7283: Discerning and Knowing God</b>	<b>SPD7263: Preparing an Available Self</b>
<b>SPD7293: Arranging a Sacred Space</b>	<b>SPD7283: Discerning and Knowing God</b>

# Changes made to pg. 91-92

## Fall 2018 Academic Calendar

Faculty Retreat.....	July 27, 2018
LAST DAY TO MAKE FINANCIAL ARRANGEMENTS.....	<b>August 6, 2018 5:00 pm</b>
Fall Orientation School of Counseling - Atlanta Campus.....	<b>August 9, 2018</b>
Fall Orientation School of Counseling - Chattanooga Campus.....	<b>August 10, 2018</b>
Independent Studies: Final Approval Deadline for Fall Semester.....	<b>August 10, 2018</b>
Classes Begin.....	August 13, 2018
End of Add/Drop Period.....	<b>August 17, 2018</b>
Last day for 90% Refund on Withdrawal.....	<b>August 22, 2018</b>
Labor Day Holiday (Offices closed - no classes will meet).....	September 3, 2018
Last day for 75% Refund on Withdrawal.....	<b>September 5, 2018</b>
Last day to Withdraw from Weekly Classes with W on Transcript.....	<b>September 10, 2018</b>
Advisement Week.....	September 17 - 21, 2018
Spring Semester Pre - Registration for Returning Students.....	<b>Oct. 3, 2018 - Jan. 2, 2019</b>
Spring Semester Pre - Registration for New Students.....	<b>Oct. 10, 2018 - Jan. 2, 2019</b>
Last day for 50% Refund on Withdrawal.....	<b>October 5, 2018</b>
Alumni Reunion.....	<b>November 2, 2018</b>
Last Day to Withdraw from Classes with WP/WF on Transcripts.....	<b>November 2, 2018</b>
Thanksgiving Break (Offices closed Weds. - Fri.).....	November 19 - 23, 2018
Last Day of Classes.....	November 30, 2018
Exam Week.....	December 3 - 7, 2018
Student Qualifying Evaluations.....	December 5, 2018
SACSCOC Annual Meeting.....	Dec. 7 - 11, 2018
Christmas Break for Students.....	<b>Dec. 10, 2018 - Jan. 3, 2019</b>
Offices Closed (counseling centers may differ).....	<b>Dec. 18, 2018 - Jan. 1, 2019</b>



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# Spring 2019 Academic Calendar

Offices Open.....	<b>January 2, 2019</b>
LAST DAY TO MAKE FINANCIAL ARRANGEMENTS.....	<b>January 3, 2019 5:00 pm</b>
Spring Orientation School of Counseling – Atlanta Campus.....	<b>January 3, 2019</b>
Spring Orientation School of Counseling – Chattanooga Campus.....	<b>January 4, 2019</b>
Professional Seminar.....	<b>January 4, 2019</b>
Independent Studies: Final Approval Deadline for Spring Semester.....	<b>January 4, 2019</b>
Weekly Classes Begin.....	<b>January 7, 2019</b>
End of Add/Drop Period.....	<b>January 11, 2019</b>
Last day for 90% Refund on Withdrawal.....	<b>January 16, 2019</b>
MLK Day (No Classes).....	January 21, 2019
Last day to Withdraw from Weekly Classes with W on Transcript.....	<b>January 25, 2019</b>
Last day for 75% Refund on Withdrawal.....	<b>January 29, 2019</b>
Advisement Week.....	February 11 - 15, 2019
SOC Faculty Workshop.....	February 22, 2019
Last day for 50% Refund on Withdrawal.....	<b>February 28, 2019</b>
Spring Break.....	Mar. 4 - 8, 2019
Summer Semester Online Registration for Returning Students.....	Mar. 13 - May 14, 2019
Summer Semester Pre-Registration for New Students.....	March 20 - May 14, 2019
Last Day to Withdraw from Classes with WP/WF on Transcripts.....	March 29, 2019
Graduation Applications Due (Students Graduating in December 2018, May & August 2019).....	April 15, 2019
Good Friday (Offices Closed; Select Classes May Meet).....	April 19, 2019
Last Day of Classes.....	<b>April 26, 2019</b>
Exam Week.....	<b>April 29, 2019 – May 3, 2019</b>
Student Qualifying Evaluations.....	May 1, 2019
Graduation.....	<b>May 11, 2019</b>