



2022-2023



GRADUATE CATALOG

ABOUT THE CATALOG

With regard to academic programs, this Graduate Catalog is valid for students who first enroll in Richmond fall 2022 through summer 2023 and for students who choose to change to programs within this catalog from an earlier catalog. Policies herein apply to all Richmond students.

The Richmond Graduate Catalog is produced by the Records Office in conjunction with the Provost, Dean of the School of Ministry, Dean of the School of Counseling, Office of Student Affairs, Office of Clinical Affairs, Vice President of Administration, Institutional Effectiveness, and the Academic Affairs Committee. It contains general academic and administrative information and specific descriptions of degree programs offered.

Because this publication is prepared in advance of the years it covers, some changes will inevitably occur. Every effort is made to provide accurate information regarding course offerings and the Academic Calendar. A schedule of classes is available before registration each semester. All courses are offered subject to instructor availability and sufficient enrollment. 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.

This Graduate Catalog supersedes all previous catalogs. The policies expressed in this catalog and each subsequent one will be controlling, regardless of any policies stated in a previous catalog received by the student upon admission.

This catalog and subsequent ones are supplemented by the rules and regulations stated in institutional publications and on the website. When conflicts exist between any of these sources, the most recent rule, regulation or policy will be applied.

The student is responsible for meeting all graduation requirements for degrees and certifications in accordance with the Graduate Catalog. Students must meet requirements of the catalog in effect when they first attend Richmond except in the following circumstances: 1) students who elect to participate in a program or certification in a catalog published after they matriculate must meet all degree requirements listed in the updated catalog; and 2) students who leave Richmond for more than two semesters must meet the requirements of the most updated catalog upon returning to the University.

RICHMONT AUTHORIZATIONS AND PRACTICES

Authorization Statement

Richmont Graduate University is authorized by the Georgia Nonpublic Postsecondary Education Commission (NPEC) and the Tennessee Higher Education Commission (THEC). This authorization must be renewed each year and is based on an evaluation of minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

Georgia Nonpublic Postsecondary Education Commission
2082 East Exchange Place, Suite 220
Tucker, GA 30084-5305
770.414.3300

Tennessee Higher Education Commission
312 Rosa L. Parks Ave., 9th Floor
Nashville, TN 37243-1102
615.741.3605

SACSCOC Accreditation

Richmont Graduate University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Master's degree. For inquiries regarding Richmont's accreditation, please contact:

Southern Association of Colleges and Schools Commission on Colleges
1866 Southern Lane
Decatur, GA 30033-4097
404.679.4500

The Commission is to be contacted only should evidence appear to support significant non-compliance with a Commission requirement or standard. Normal inquiries about Richmont Graduate University, such as admissions requirements, financial aid, and academic programs, should be addressed directly to Richmont Graduate University, and not the Commission's office.

CACREP Accreditation

Richmont Graduate University's Master of Arts in Clinical Mental Health Counseling (MACMHC) degree is accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). CACREP is the highest form of accreditation for counseling programs, denoting excellence in academic and clinical performance. For more information regarding Richmont's CACREP accreditation, visit www.cacrep.org.

Endorsement Policy

Department faculty members are pleased to assist trained and qualified students in obtaining employment in the fields of human services and ministry. This assistance typically occurs through writing reference letters and providing recommendations. Students are encouraged to solicit the support of appropriate faculty. However, departmental faculty reserve the right to decline the request. A recommendation may be withheld if it is determined that the specific student is not qualified or adequately prepared for the position being sought. Students desiring to obtain a reference or a recommendation from a faculty member are encouraged to discuss this request in person.

Agent's Code of Ethics

Any agent of Richmont who represents the University for the purpose of recruitment or promotion will abide by the highest standards of conduct for institutional representatives.

Financial Accountability

Richmont is a member of the Evangelical Council for Financial Accountability. ECFA is committed to helping Christ-centered organizations earn the public's trust through developing and maintaining standards of accountability that convey God-honoring ethical practices.

Business Practices

Advertising and promotional vehicles for the University include internet, billboards, and publications. Representatives from the Office of Admissions visit colleges, universities, and churches, and attend conferences to acquaint faculty/staff and prospective students with Richmont's mission and academic programs. Additionally, Richmont uses social media to promote the University's mission.

PRESIDENT'S WELCOME

Dear Student,

Greetings from Richmond Graduate University! Whether you are a new or returning student, we are so pleased that you chose to be part of our community. I share your excitement about what this year will bring as we grow together academically and as servants of God.

Richmont Graduate University offers students the highest caliber education in its rigorous Master's degree programs and research opportunities. This pursuit of knowledge is enriched by a culture of caring consistent with our Christ-centered mission. For years we have prepared professionals committed to helping people and improving the communities in which they live. Both our students and alumni embody our purpose of advancing God's work of healing, restoration, and transformation in the lives of individuals, churches, and communities.

Joyful in this knowledge, here are the key cornerstones of the student experience at Richmont:

Your faculty will be exceptional teachers and mentors. They bring a breadth of "real world" experience to the classroom from their work in clinics, counseling centers, churches, parachurch organizations, addiction rehabilitation centers, hospice centers, homeless shelters, and prison systems. Scholars proficient in the latest research and professional practice, our faculty are prepared, published, and dedicated.

Your classmates will represent a rich diversity of backgrounds and life experiences. These differences will provide priceless chances for you to learn, be challenged, supported, and affirmed by people both similar and dissimilar to you. There is a richness to seeing the world through the eyes of others, and it can be transformative.

Your walk with Christ and your personal and spiritual growth matter deeply to us. The faculty, staff and administration know your success depends on the space and encouragement to experience, then explore, a fuller awareness of God in yourself and the world around you.

You will leave Richmont with a highly-regarded degree everyone will respect. Not only do we hold to the most rigorous academic standards, we have earned the highest level of professional peer recognition by being fully accredited by the Southern Association of Colleges and Schools Commission on Colleges, as well as the Council for Accreditation of Counseling and Related Educational Programs (CACREP).

Overall, while we are proud of our academic excellence and passion for serving others, it is the powerful, pervasive sense of community that uniquely defines the Richmont student experience. Ours is a community of caring in which every single member is supported, guided, and cherished.

As you look through these pages, picture yourself in the Richmont family. Dream a little, meditate on the possibilities, and when you feel the calling, take that first step. It will make all the difference in your life as well as all those that you are sure to impact.

Best wishes and blessings,



Timothy William Quinnan, Ph.D.
President

TABLE OF CONTENTS

ABOUT THE CATALOG	1
RICHMONT AUTHORIZATIONS AND PRACTICES	1
Authorization Statement	1
SACSCOC Accreditation	2
CACREP Accreditation	2
Endorsement Policy	2
Agent's Code of Ethics	2
Financial Accountability	2
Business Practices	2
PRESIDENT'S WELCOME	3
TABLE OF CONTENTS	4
THE APOSTLES' CREED	9
STATEMENT OF FAITH	9
STATEMENT OF PURPOSE	10
HERITAGE	11
OUR NAME	12
FACILITIES	12
Libraries	12
Counseling Centers	13
STUDENT LIFE	13
Student Community	14
Alumni Association	14
Career Services	14
Electronic Communications	14
Change in Name or Address	14
ENRICHMENT PROGRAMS	15
Programmatic Research	15
Continuing Education	15
ADMISSION PROCEDURES FOR DEGREE-SEEKING STUDENTS	15
Application Deadlines	16
TOEFL Policy	17
Full Admission	17
Readmission Policy	18
Deferred Admission	18
Conditional Admission	18
Provisional Admission	18
Contingent Admission	18
Advanced Standing	19
Introduction to Graduate Writing Skills	19
Internal School Transfer Policy	19
Orientation	20
NON-DEGREE ADMISSION	20
Admission Procedures and Requirements for Non-Degree Students	20
Admission for Institute of Sexual Wholeness (ISW) Students	20
ACADEMIC POLICIES	21
Student Rights and Responsibilities	21
Academic Performance	21

Academic Integrity	21
Writing and Research Standards	23
Copyrighted Material	23
Course Delivery Systems: School of Counseling	23
Course Delivery Systems: School of Ministry	23
Class Attendance and Grading	23
Auditing Courses	24
Academic Advisement	24
Flexible Course Schedule	25
Degree Time Limits	25
Academic Calendar	26
Credit Hour Policy	26
Technology Requirements: School of Counseling	27
Technology Requirements: School of Ministry.....	27
REGISTRATION POLICIES AND PROCEDURES.....	28
Registration for New Students.....	28
Registration for Continuing Students	28
Waitlist Procedures.....	28
Becoming Officially Registered	29
Add/Drop/Withdrawal Procedures.....	29
Leave of Absence	30
Course Changes or Cancellations.....	30
Transfer of Credit Policies	30
Transfer of Credit Policies: School of Counseling	31
Transfer of Credit Procedure: School of Counseling.....	31
Transfer of Credit Policies: School of Ministry.....	31
Transfer of Credit Procedure: School of Ministry	32
Academic Exception	32
Independent Studies.....	32
GRADES AND ACADEMIC RECORDS	34
Computation of Grade Point Average	34
Grade Requirements	34
Grade Changes	35
Grade Reporting Policies	35
In-Progress Grades	35
Incomplete Grades	35
Family Educational Rights and Privacy Act	36
Annual Notification	36
Procedure to Inspect Educational Records.....	36
Limitations of Rights of Access	36
Refusal to Provide Copies of Records and Transcripts	36
Disclosure of Education Records.....	36
Directory Information	37
Correction of Education Records	37
Transcript Requests	37
EXIT REQUIREMENTS: SCHOOL OF COUNSELING	38
Counselor Preparation Comprehensive Examination (CPCE).....	38
National Counselor Examination (NCE)	38
Student Performance and Dispositions Review (SPDR).....	38

STUDENT EVALUATION: SCHOOL OF COUNSELING	38
Standards of Performance	39
Student Evaluation	39
Policy on Retention and Dismissal of Students Related to Academics and Clinical Training	40
Problems of Professional Competence	40
Student Performance and Dispositions Review (SPDR).....	41
Student Remediation Plans.....	43
STUDENT EVALUATION: SCHOOL OF MINISTRY	44
Standards of Performance	44
Retention and Dismissal of Students	44
Student Performance and Dispositions Review.....	45
PROBATION POLICY	45
Notice of Probation and Dismissal Decisions.....	45
Conditions during Probation	45
Duration of Probation	46
Appeal of Probation	46
Appeal Procedures for Probation Status	46
ACADEMIC APPEALS POLICY: SCHOOLS OF COUNSELING AND MINISTRY	46
STUDENT GRIEVANCE PROCEDURES	48
SELF-CARE AND SHARED PROFESSIONAL RESPONSIBILITY	48
POLICY ON ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS	49
POLICY ON SEXUAL OFFENSES	49
Advising the Campus Community about Sex Offenders	50
COMMUNITY STANDARDS	50
Statement of Diversity and Inclusion	50
Statement on Nondiscrimination	50
Statement on Nondiscriminatory Language	51
Statement on Academic Freedom	51
Intellectual Property Policy	51
Statement on Respect for People and Property	52
ADA ACCOMMODATIONS FOR STUDENTS	53
POLICY REGARDING GUESTS AND CHILDREN	53
GRADUATION REQUIREMENTS.....	53
Commencement Participation.....	54
Commencement Attire Policy.....	54
SATISFACTORY ACADEMIC PROGRESS (SAP)	55
Evaluation Criteria for SAP.....	55
Requirements for Satisfactory Academic Progress.....	55
SAP Warning Semester and Appeals.....	56
Re-Establishing Eligibility for Title IV Financial Aid	57
FINANCIAL INFORMATION	57
Tuition and Fees.....	57
Additional Fees: Registration Changes	58
Refund Policy and Assessed Fees.....	59
Financial Exceptions.....	59
Graduation Fees.....	59
FINANCIAL AID AND EMPLOYMENT.....	60
Loans	60

Veterans' Benefits and Vocational Rehabilitation	60
Scholarships	60
THE SCHOOLS OF RICHMONT GRADUATE UNIVERSITY	62
SCHOOL OF COUNSELING	62
Mission Statement for Richmond Graduate University School of Counseling	62
MASTER OF ARTS IN CLINICAL MENTAL HEALTH COUNSELING	63
MACMHC Program Objectives	63
LPC Content Area Courses	64
Program Sequencing	64
MASTER OF ARTS IN CLINICAL MENTAL HEALTH COUNSELING	65
Degree Requirements	65
MACMHC Basic Two-Year Program Sequence.....	66
MACMHC Basic Three-Year Sequence.....	67
MACMHC Atlanta Evening Program Three-Year Sequence.....	68
MACMHC Online Three-Year Sequence.....	69
MASTER OF SCIENCE IN PASTORAL CARE AND INTEGRATION	71
MS Program Objectives.....	71
Degree Requirements	72
MS Basic Degree Program Sequence	73
SCHOOL OF COUNSELING CERTIFICATE PROGRAMS.....	73
Addictions Counseling.....	74
Child and Adolescent Counseling.....	74
Christian Sex Therapy.....	74
Marriage and Family Therapy	74
Spiritual Formation in Counseling.....	75
Trauma Counseling	75
Integration Certificate.....	75
Pastoral Care Certificate	76
Racial Trauma, Intervention, and Justice.....	76
Certificate Programs with the Master of Science (MS) Degree	77
Thesis Option	77
SCHOOL OF MINISTRY	77
Mission Statement for Richmond Graduate University School of Ministry	77
The Vision of the School of Ministry	77
The Program Goals for the School of Ministry	77
MASTER OF ARTS IN MINISTRY	78
Degree Requirements	78
Master of Arts in Ministry Program Goals	78
MA in Ministry: On Ground Two-Year Program Sequence.....	79
MA in Ministry: Online Two-Year Program Sequence	79
MASTER OF ARTS IN MINISTRY: ANGLICAN STUDIES CONCENTRATION.....	80
Degree Requirements	80
Master of Arts in Ministry: Anglican Studies Concentration Program Goals	80
MASTER OF ARTS IN SPIRITUAL FORMATION AND DIRECTION.....	81
Degree Requirements	81
Master of Arts in Spiritual Formation and Direction Program Goals	81
MA in Spiritual Formation and Direction Two-Year Program Sequence	82
Certificate in Spiritual Direction.....	82

Graduate Certificate in Spiritual Direction Program Goal	83
Graduate Certificate in Anglican Studies	83
Graduate Certificate in Anglican Studies Program Goals	83
DOCTOR OF MINISTRY: SPIRITUAL FORMATION AND LEADERSHIP	83
Degree Requirements	83
Doctor of Ministry: Spiritual Formation & Leadership Program Goals:	83
Program sequence:	84
COURSE NUMBERING SYSTEM	84
SCHOOL OF COUNSELING COURSE DESCRIPTIONS	85
Core Counseling Curriculum	85
Counseling and Theology Integration Curriculum	88
Clinical Intervention Curriculum	89
Applied Clinical Training Curriculum	90
Advanced Clinical Counseling Intervention Curriculum	91
Research and Writing Curriculum	93
Family Studies and Marriage & Family Counseling/Therapy Curriculum	94
Child and Adolescent Counseling Curriculum	95
Psychopathology and Treatments Curriculum	96
Christian Sex Therapy Curriculum	96
Spiritual Formation in Counseling Curriculum	97
SCHOOL OF COUNSELING PREREQUISITE GUIDE	98
SCHOOL OF MINISTRY COURSE DESCRIPTIONS	100
Bible History and Theology Curriculum	100
Ministry Skills and Leadership Curriculum	101
Spiritual Formation Curriculum	101
Personal Growth Curriculum	102
Spiritual Direction Curriculum	103
Anglican Studies Curriculum	103
Doctor of Ministry Counseling Care Curriculum	104
Doctor of Ministry Spiritual Formation Curriculum	105
Doctor of Ministry Research and Capstone Project Curriculum	105
SCHOOL OF MINISTRY PREREQUISITE GUIDE	106
BOARD OF TRUSTEES	109
ADMINISTRATIVE COUNCIL	109
SCHOOL OF COUNSELING FACULTY	111
EMERITUS FACULTY	111
DISTINGUISHED FACULTY	111
CORE INSTRUCTIONAL FACULTY	111
SCHOOL OF MINISTRY FACULTY	114
LIBRARY FACULTY	115
ACADEMIC CALENDAR, 2022-2023	116
INDEX	118

THE APOSTLES' CREED

*I believe in God, the Father Almighty,
the Maker of heaven and earth,
and in Jesus Christ, His only Son, our Lord:
Who was conceived by the Holy Ghost,
born of the virgin Mary,
suffered under Pontius Pilate,
was crucified, dead, and buried;
He descended into hell.
The third day He arose again from the dead;
He ascended into heaven,
and sitteth on the right hand of God the
Father Almighty; from thence He shall
come to judge the quick and the dead.
I believe in the Holy Ghost;
the holy catholic church;
the communion of saints;
the forgiveness of sins;
the resurrection of the body;
and the life everlasting.
Amen.*

STATEMENT OF FAITH

Richmont is founded on principles that adhere to the following National Association of Evangelicals Statement of Faith. It has been affirmed by more than 70 denominations and thus represents a broad evangelical consensus. All faculty members affirm this statement, and students who attend Richmont are taught from a Christian perspective.

We believe the Bible to be the inspired, the only infallible, authoritative Word of God.

We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.

We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential. We believe in the present ministry of the Holy Spirit, by whom the Christian is enabled to live a godly life.

We believe God's redemptive purpose will be consummated by the return of Christ to raise the dead, judge all people, and establish His glorious Kingdom.

We believe in the spiritual unity of believers in our Lord Jesus Christ.

STATEMENT OF PURPOSE

The Mission of Richmond Graduate University is to provide Christ-centered education that advances God's work of healing, restoration, and transformation in the lives of individuals, churches, and communities.

1. Graduate Education

- i. Richmond Graduate University School of Counseling provides graduate programs that integrate counselor education and Christian faith. We are committed to academic and clinical excellence through educating counselors to be spiritually sensitive practitioners.
 - i. This training occurs within the context of a structured curriculum and supervisory relationships, and is designed to equip graduates to facilitate spiritual growth, mental health, and relational healing.
 - ii. This training culminates in either a Master of Arts in Clinical Mental Health Counseling or a Master of Science in Pastoral Care and Integration.
- iii. Certificate programs within the School of Counseling include: Addictions Counseling; Child and Adolescent Counseling; Christian Sex Therapy; Marriage and Family Therapy; Spiritual Formation in Counseling; Trauma Counseling; Integration; Pastoral Care; and Racial Trauma, Intervention, and Justice.
- ii. Richmond Graduate University School of Ministry provides training in how to advance the Gospel of Christ by increasing the capacities of those called into ministry, to understand God's word, to become whole and holy people, and to lead and serve in culturally sensitive ways.
 - i. This training culminates in either a Master of Arts in Ministry, a Master of Arts in Ministry: Anglican Studies, or a Master of Arts in Spiritual Formation and Direction.
 - ii. Certificate programs within the School of Ministry include: Anglican Studies and Spiritual Direction.

2. Christian Counseling Centers

- i. As a part of the clinical training provided to our students in the School of Counseling, Richmond maintains counseling centers throughout the Atlanta and Chattanooga areas.
- ii. These centers allow our students to work with clients in church-based and community settings under the supervision of Christian mental health professionals.
- iii. These centers assist the church and enable people who are struggling with psychological concerns to receive low-cost Christian counseling.

3. Programmatic Research

- i. Institutional program evaluation and comprehensive assessment enables Richmond to better evaluate its progress and improve institutional effectiveness.
- ii. In addition, Richmond provides instruction on how to consume and conduct empirical research in order to facilitate clinical applications of counseling, theology, and spiritual formation activities.
- iii. Finally, Richmond encourages systematic investigation of the interface between mental health and spiritual issues.

4. Service to the Church

- i. Richmond offers a "Curriculum of Christlikeness" for the Christian church that is designed to provide a comprehensive series of learning modules on spiritual transformation.
- ii. Other activities designed to enhance pastoral care and spiritual transformation include the provision of Christian resources to the community, including libraries, seminars, and lay training programs for the local church.
- iii. Richmond faculty make significant contributions to academic and professional journals designed to benefit the Church.

Richmond Graduate University approaches graduate education through the integration of psychological, spiritual, and theological concepts. Integration describes a spiritually sensitive approach to professional counseling that operates within the bounds of ethical standards and a commitment to academic and clinical excellence.

The Board of Trustees approves the Richmond Statement of Purpose with administrative staff, faculty, and students providing input into the process. It is reviewed annually and modified only with Board authorization.

HERITAGE

Richmont Graduate University was founded by hardworking visionaries who desired to impact the world for Christ. The legacy began in 1933 when the Chattanooga Bible Institute (CBI) was founded by Dr. James L. Fowle, Reverend H.E. Wright, Mrs. Ellen Poindexter, Mrs. George Elder, Mrs. Mark Senter, Mrs. Hilda Spence, and Mrs. Howard McCall. These founders envisioned a “Moody Bible Institute of the South” that would support local churches and their various ministries. From this incredible vision, CBI faithfully served the Chattanooga, TN community by providing training, counseling, library resources, and support for clergy and laity of all denominations.

In 1973, a group of Christian mental health professionals who had begun exploring the integration of Christian faith and professional counseling founded the Atlanta Clinical College. After opening a counseling center, they partnered with a major state university to offer advanced professional training and research within a Christian context. The organization was named the Religious Consultation and Research Society before being incorporated as the Psychological Studies Institute (PSI). The individuals who were initially committed to the founding of PSI included: Dr. William J. Donaldson, Jr. – faculty member at Georgia State University; Dr. Donald G. Miles – CEO of Georgia Mental Health Institute; Dr. John R. Richardson – pastor of Westminster Presbyterian Church and chaplain of the University System of Georgia Board of Regents; and Dr. Paul Walker – pastor of Mount Paran Church of God.

Initially, PSI operated out of the Georgia Mental Health Institute and then at North Avenue Presbyterian Church, the Metanoia Building, Capitol View Baptist Church, and Mt. Paran Church of God’s Family Life Center before the McCarty Foundation generously moved PSI into their own facility on the campus of Mount Paran Church of God in 1995. For more than 25 years, PSI offered a diploma in Christian counseling through its partnership with Georgia State University. In the fall of 1998, PSI began offering its own Master of Arts in Professional Counseling degree after receiving authorization from the Georgia Nonpublic Postsecondary Education Commission and the Tennessee Higher Education Commission.

In August of 2000, the Chattanooga Bible Institute merged with the Psychological Studies Institute formalizing a working relationship that had begun in 1997. Only three years after the merger, PSI received accreditation from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The Psychological Studies Institute changed its name to Richmont Graduate University in November of 2008.

Today, Richmont continues to provide high-quality graduate education that produces compassionate ministers and professional mental health counselors who work throughout the metro Atlanta and Southeast region of the United States. Our counselors work in behavioral health centers, homeless shelters, addiction rehabilitation facilities, churches, and other community-based programs that serve uninsured/underinsured populations. Our graduates work with clients of all ages who are experiencing trauma, grief, child abuse, neglect, depression/anxiety, marital strife, and other adverse life experiences.

The University is committed to preparing students and to serving local residents by providing access to reduced-fee counseling services. Specifically, by providing counseling interns to nonprofit organizations throughout Atlanta and Chattanooga, students can receive credit toward their degree requirements and recipient organizations can better serve their constituents without the enormous costs of building in-house mental health clinics.

The history of Richmont is truly a rich one. Today, led by President Timothy Quinnan, the University is committed to staying true to Christian principles and practices.

OUR NAME

At the foot of the Mount of Olives is the Garden of Gethsemane, where Jesus went with his closest friends to set right what had gone so wrong in an early garden, Eden. It was here Jesus prayed just after His Commencement address to His disciples and before His arrest. Jesus' trust in His Father and His acceptance of God's will is the model for Christian living—radical obedience. The richness of “Christ-in-you” is possible because of Jesus' prayer on the Mount of Olives, His death and resurrection.

RICHMONT is a reminder of Jesus' prayer from the Mount of Olives and the richness that is now available because of the great mystery revealed, Christ in you, the hope of glory (Col. 1:26-27).

RICHMONT is a reminder of the PSI Chalice, our symbol of the integration of psychology and theology and the gift of Christ-within.

RICHMONT also connotes special geographic significance as a reference to the rolling mountains that connect the two cities of our institution, Atlanta and Chattanooga.

FACILITIES

Richmont blended two teaching campuses in 2001 under one corporate name: a campus in Atlanta, Georgia and a campus in Chattanooga, Tennessee. Students may reside in either city to complete most coursework and the practicum and internship requirements. However, students from both campuses may attend intensive-format courses offered at the sister campus in order to complete degree requirements. A third online campus was introduced and launched in 2015 for the Richmont School of Ministry, and the School of Counseling program joined the online environment shortly thereafter. The three campuses function as one with a balance of administrative staff and full-time faculty having offices in Atlanta and Chattanooga. Faculty members maintain a consistent presence at each location to serve student needs for consultation, advising, and mentoring. The unity of Richmont is thus preserved while offering the convenience of two locations.

Atlanta Campus
1900 The Exchange SE Building 100
Atlanta, GA 30339
Phone: 404-233-3949
Toll-free: 888-924-6774
Fax: 404-239-9460

Chattanooga Campus
1815 McCallie Avenue
Chattanooga, TN 37404
Phone: 423-266-4574
Toll-free: 888-267-4073
Fax: 423-265-7375

Libraries

Both the Richmont Library in Atlanta and the Poindexter Library in Chattanooga are essential partners with the faculty, staff, and students in the instructional and research endeavors of Richmont Graduate University. Both local libraries serve Online students and teaching faculty.

The libraries' purpose is to foster creative reasoning and critical thinking skills that lead to intellectual, spiritual, and social growth. The libraries work to meet the information needs of the Richmont community with collections that advance scholarship, develop critical competencies, promote lifelong learning, and otherwise serve the needs of the curricular, research, and service mission of Richmont.

The Richmont Libraries contain over 54,000 cataloged items: books, journals, electronic resources, and media (audio recordings and DVD), providing a rich resource for all programs at Richmont. Leased materials include over 400,000 eBooks, streaming videos, and online journals through the GALILEO cooperative. Journal indexes and full-text articles are available from Psycinfo, PsycArticles, Psychology & Behavioral Sciences Collection, Religion & Philosophy Collection, ProQuest Religion, and other specialized sources.

Students access library resources in-person or through the Library pages on the SharePoint All-Student resource site. Online students can access physical items in the libraries through scans and mail. Contact options include phone, email, “Ask a Librarian,” “Request a Consultation,” interlibrary loan forms, and chat. The libraries create “Course Guides” for each class to highlight class textbooks and reserve readings. Course Guides are available on the All-Students resource page with the syllabi and schedules. Richmond’s online bookstore further clarifies class texts and offers new, used, rental, and eBook selections.

Richmont is a member of the Georgia Private Academic Libraries Association (GPals). Over twenty academic libraries throughout Georgia offer mutual borrowing and searching privileges with proof of current enrollment at a member school.

Counseling Centers

Richmont has developed a network of counseling centers housed in churches of a variety of denominations throughout the Atlanta and Chattanooga metropolitan areas. Richmont faculty, doctoral- and master’s-level clinicians, and students under the supervision of licensed mental health professionals provide assessment and counseling to individuals, families, and groups through these centers.

These counseling centers provide mental health services to the church community and the general public. Additionally, they serve as a laboratory for the development and implementation of spiritual intervention strategies designed to promote psychological health and spiritual transformation within the standards of professional practice. They also provide students a context in which to develop and practice the skills taught in the academic curriculum.

STUDENT LIFE

Richmont students come from a wide range of geographical regions and backgrounds. This diverse student body provides excellent opportunities for learning and social life. Students who attend the Atlanta and Chattanooga campuses become a part of communities that host a wide variety of social, cultural, and recreational activities.

Atlanta

Atlanta, known as the “Gateway to the South,” is a respected center of learning as well as a Southeastern center of business and commerce, finance, transportation, medicine and health care, sports and recreation, and the arts. Information can be obtained by contacting:

Metro Atlanta Chamber

191 Peachtree Street NE, Suite 3400, Atlanta, GA 30303
(404) 880-9000
Metroatlantachamber.com

Chattanooga

Richmont also offers its programs in Chattanooga, the “Scenic City of the South.” Long noted for its history and tourist appeal, Chattanooga more recently has garnered international attention for its downtown revitalization and environmental leadership. Information about services and opportunities in Chattanooga can be obtained by contacting:

Chattanooga Area Chamber of Commerce

811 Broad Street #100, Chattanooga, TN 37402
(423) 756-2121
Chattanoogachamber.com

Student Community

Richmont desires for our students to have connection and community with the University staff and faculty and within the student body. Opportunities are provided to connect, learn, and grow on campus and online. Students can find out more about community events through their student email and the Student Events Calendar.

Alumni Association

Once students complete their degrees at Richmont, they are welcomed to the Richmont Alumni Association to remain connected to fellow Richmont graduates and foster a network for professional and spiritual development.

Alumni reunions are held annually in the fall in conjunction with continuing education (CE) workshops throughout the year. Other alumni events are sponsored throughout the year, including both social and CE-related functions. Alumni are informed about Richmont events through the website at www.richmont.edu/continuing-education and the monthly "What's Happening at Richmont" Alumni e-newsletter.

Career Services

Richmont Graduate University proudly offers students a variety of career services during their time enrolled in our graduate program. Richmont bi-annually reminds students of the available resources, as we know students' needs change throughout their journey in a graduate program. Career Services resources for students include:

Resume Writing & Interview Preparation

Helpful information on building your resume and cover letter is located on the Student Resource Page. Career Services offers resume and cover letter review and feedback, as well as interview preparation via mock interviews.

Alumni Mentorship

Students have access to a wide selection of alumni mentors during their time at Richmont and after they graduate. Alumni mentors have a strong desire to pour back into the Richmont community through their time and prayer. All mentors commit to reach out and answer questions, and to pray for their Richmont student. Each mentor relationship is unique, and many mentors develop a lasting relationship with their Richmont student.

Students are also exposed to guest speakers, including Richmont alumni, who share their varied work experiences as well as information about further graduate study.

Job Postings

Richmont advertises jobs for current and graduating students on the Student Community website. Richmont also maintains a Facebook group for students and alumni that is focused on current job opportunities, referrals and licensure issues. *Richmont Graduate University does not guarantee employment for students after graduation.*

Electronic Communications

Because Richmont is a multi-campus community, email is a vital tool in disseminating information to students. All Richmont students are issued a Richmont email address upon acceptance. Students are responsible to activate this email address and are expected to check the account on a daily basis.

Change in Name or Address

Changes of name should be submitted in writing to the Records Office along with a copy of the marriage certificate, social security card, or other appropriate documentation of legal name change. Address changes may be submitted online through the Student Portal at www.richmont.edu.

ENRICHMENT PROGRAMS

Programmatic Research

The goal of programmatic research at Richmond is to further the understanding of the counseling process and its relation to religion and spirituality. Richmond encourages faculty, supervisor, and student research in areas relevant to this goal. Richmond provides opportunities for research that facilitate student and faculty research productivity. Members of the Richmond faculty are encouraged to contribute to programmatic research, present research findings at professional conferences, and publish. Faculty promotion is based in part on scholarly productivity.

Continuing Education

Richmont conducts and sponsors in-person and virtual professional development workshops throughout the year, designed to bring together mental health professionals and others in the helping fields to participate in clinical training and spiritual renewal. These workshops offer a period of instruction, support, building professional relationships, and renewal for people in the helping ministry. The workshops will seek to offer continuing education (CE) credits applicable to the various professions represented.

ADMISSION PROCEDURES FOR DEGREE-SEEKING STUDENTS

Applicants must submit the following materials to be considered for admission to a degree program at Richmond:

1. Admission application with a \$50 application fee. Application fees are only refundable within 3 days of the original transaction.
2. An acknowledgement that the applicant has reviewed the Statement of Faith as part of the application.
3. One official transcript from all post-secondary institutions attended. Transcripts must be sent directly from the institution. A completed admissions application requires an official transcript for every institution attended, even if any credits were transferred to another school. One official transcript must reflect a conferred, qualifying bachelor's degree. Any applicant with international transcripts must have their transcript evaluated through WES (World Education Services) for course credit equivalency.
4. The School of Counseling and the Doctor of Ministry requires three reference forms and/or letters of reference. These should include one academic/professional reference, one character reference, and one pastoral reference. The School of Ministry Master's programs require one ministry reference form and does not require a character or academic reference. Please note that references cannot be completed by family members for either school.
5. A resume highlighting professional and/or volunteer experience.
6. A professional essay incorporating all of the following topics:

School of Counseling:

- Why do you want to be a counselor and what do you look forward to about working with diverse populations?
- Why is Richmond the graduate program for you?
- What does your spiritual life look like?

School of Ministry – Master of Arts in Ministry:

- What are your personal and professional goals and how would a degree from Richmond help you obtain these goals?
- What significant event(s) and/or influence(s) have helped shape your present values and approach to life?
- Describe your conversion experience and/or other important events in your Christian walk.

School of Ministry – Master of Arts in Spiritual Formation and Direction | Graduate Certificate in Spiritual Direction

- Describe your current sense of leading and/or call to spiritual direction.
- As you assess where you are in your journey, describe both your strengths as well as the areas where you feel growth is most needed and desired.
- Who has affirmed and supported you in your pursuit of further training and in what setting do you expect to serve?
- In what ways have you provided spiritual guidance to others?

School of Ministry – Doctor of Ministry

- What is your intent behind applying for the Doctor of Ministry at Richmond?
- Professional essays should be a minimum of 500 words and approximately 2-5 pages. This essay will be examined to determine the applicant's writing ability and will be rated according to the following criteria: clarity of thought, grammar, and readability. The professional essay will be used to learn more about the applicant personally.
- Additional requirements for the Doctor of Ministry
 - Academic writing sample
 - Personal interview with the Dean of the School of Ministry and the Program Director

At the discretion of the Admissions Committee, Richmond may require an applicant to appear for a personal interview in order to make an admissions decision.

For non-native speakers of English, applicants are required to demonstrate proficiency in the English language by submitting a TOEFL score.

All materials for admission should be sent to:

Richmont Graduate University
Office of Admissions
1900 The Exchange S.E.
Building 100
Atlanta, GA 30339
Admissions@richmont.edu

Upon acceptance to Richmond, students should notify Admissions of their decision to enroll by submitting the "Enrollment Acknowledgement" form, accompanied by a \$300 non-refundable deposit. This form will be shared with the student, along with their acceptance letter, and the deposit will be credited toward the first semester of tuition.

Application Deadlines

Start Term	Priority Deadline	Scholarship Deadline	Final Deadline
Fall	March 1	May 1	July 1
Spring	October 1	October 15 (new students only)	November 15
Summer	N/A	N/A	April 1

Richmont admits students for study in one of five statuses: full admission, conditional admission, provisional admission, contingent admission, and non-degree admission.

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). Scores are valid for 2 years from the date of the test. Older scores will not be considered. This test can be waived under 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 their most recent degree where 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.

Full Admission

All applications to Richmond are reviewed by the Admissions Committee on a rolling basis. The Committee reviews all applications from a holistic approach taking all aspects of the application into consideration.

Full admission requires that the following conditions be met and that the individual's application package be submitted in its entirety by the deadline, and approved without reservation by the Admissions Committee.

Each Master's degree applicant shall have:

1. A baccalaureate degree from a regionally accredited college or university recognized by the Council for Higher Education Accreditation (CHEA).
 - a. Regional accrediting bodies recognized by CHEA are the following:
 - Middle States Commission on Higher Education (MSCHE)
 - New England Association of Schools and Colleges Commission on Institutions of Higher Education (NEASC-CIHE)
 - North Central Association of Colleges and Schools The Higher Learning Commission (NCA-HLC)
 - Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
 - Western Association of Schools and Colleges Accrediting Commission for Senior Colleges and Universities (WASC- ACSCU)
 - b. Students graduating from unaccredited institutions or those accredited by an organization not listed above may be accepted upon demonstration of knowledge and experience comparable to students graduating from an accredited institution. Students may be required to provide such evidence as may be needed to support the quality of their undergraduate program during the admissions process. Richmond will limit the number of such students to no more than 10% of the overall student population. Students admitted under this circumstance will be placed on conditional status and subject to the normal procedures for such.
 - c. Twenty percent of the student body enrolled in the School of Ministry may be able to be admitted without a bachelor's degree. These students will provide documentation of work experience that would be equivalent to Richmond's admission standards as evaluated by the Admissions Committee.
2. An undergraduate cumulative GPA of 3.0 or higher on a 4.0 scale. Applicants with a GPA below 3.0 can be considered for conditional admission to Richmond.

Each Doctor of Ministry applicant shall have:

1. A 40-hour Master's degree with 11 hours of Bible & Theology in Ministry, a previous Master's degree from Richmond Graduate University, or a related field of study.

Readmission Policy

Students who withdraw from Richmond may submit a letter requesting reinstatement within one calendar year of the last date attended, provided they left in good academic standing, resolved all financial commitments to the school, and complied with the University's withdrawal procedures. The Admissions Committee will review the letters and will make a determination of readmission. Readmission will be assumed unless there are significant concerns regarding the student and/or conditions of the withdrawal or readmission.

Students who withdraw and wish to be reinstated after more than one year of absence must submit an update to the application, any other documentation deemed necessary by the Office of Admissions, an application fee along with an updated professional essay relating the circumstances of withdrawal and reasons for seeking readmission. The Admissions Committee will review these materials and decide upon readmission based on the former performance in the program and the nature of the reasons for withdrawal and readmission.

Deferred Admission

Applicants who have been granted admission to Richmond may elect to defer their matriculation date for up to one year from the date of original acceptance. After one year, students must submit an update to the application, an updated professional essay, and any other documentation deemed necessary by the Office of Admissions or the Records Office.

Conditional Admission

In making its selection, the Admissions Committee will consider the applicant's professional essay, references, grade point average, and test scores (if applicable). Students with lower grades or test scores may be granted conditional admission when compensating strengths in other areas are clearly demonstrated. Conditionally-admitted students may be limited in the number of semester hours they may take during the first semester of attendance.

The conditional status is an academic status that will remain until the student has attempted eight semester hours of graduate work that are graded with a traditional letter grade. Courses graded Pass/Fail will not be counted toward the required eight hours. These eight hours must be completed within the student's first two semesters at Richmond.

Once the student satisfactorily completes the initial eight hours with a cumulative average of at least a B (3.0), the student's status will change to be fully admitted. Students whose cumulative GPA falls below 3.0 within the first eight hours of study will be subject to dismissal from the program. A student dismissed for failure to meet the conditions of this admission status may reapply after one year and must meet full admission criteria for the master's program, in addition to any requirements stipulated at the time of dismissal, to be considered for readmission.

In order to meet full admission status, the Director of Admissions must clear a student who is admitted conditionally.

Provisional Admission

A student may be admitted on a provisional basis if a student appears during the application process to need extra support to enhance their interpersonal, psychological, or behavioral resources/skills/capacity due to life circumstances and experiences while fulfilling the rigorous requirements of Richmond's academic programs.

Contingent Admission

A student may be admitted on a contingent basis if all official transcripts and test scores required have not been received. Files must be completed by the date determined by the Admissions Committee or at the time of registration for the next semester, whichever occurs first. Once files are completed, the student's status changes to either conditional admission or full admission. If files are not completed by the time of registration for the semester immediately following the first semester of attendance, the student will not be allowed to enroll in subsequent semesters until the application file is complete.

Advanced Standing

The Richmond School of Ministry will consider awarding advanced standing to students who complete the Renovaré Institute for Christian Spiritual Formation, the National Institute of Christian Leadership, the Mission School of Ministry, the Free Chapel School of Discipleship, the Bethel Bible Series, the Sustainable Faith School of Spiritual Direction, and the Transforming Center. Policies for awarding advanced standing are governed by standard Transfer of Credit Policies: School of Ministry. Completion of each program is necessary to be eligible for advanced standing. If a student does not complete the program, individual courses that were completed are not eligible for transfer credit. Complete information and requirements are available from the office of the Dean of the School of Ministry.

Introduction to Graduate Writing Skills

As the Admissions Committee considers the applications of prospective students, multiple criteria are evaluated. Although GPA is important, the Committee considers the application in its entirety. GPA and a professional essay are used to determine whether it is in the best interest of the applicant to enroll in the CED5065: Introduction to Graduate Writing Skills course. For students required to enroll in the course, their performance is used as an evaluation to determine their readiness for additional graduate coursework. Students are required to complete the course with a B- or better to move on in a degree-seeking program.

Internal School Transfer Policy

Transfer between Schools at Richmond Graduate University is not automatic as the admissions requirements differ between the two Schools. If students decide to earn their degrees in another School other than the one in which they are matriculated, they must apply to be accepted into that prospective School. To be eligible to transfer to another Richmond School, a student should be in good academic standing.

A student applying to transfer from the School of Counseling to the School of Ministry will need to submit the following:

1. School of Ministry Application
2. Academic reference filled out by the Dean of the School of Counseling documenting the student is in good standing with the University
3. Ministry Professional Essay
4. Resume

A student applying to transfer from the School of Ministry to the School of Counseling will need to submit the following:

1. School of Counseling Application
2. Academic reference filled out by the Dean of the School of Ministry documenting the student is in good standing with the University
3. Character reference
4. Counseling Professional Essay
5. Resume

A student applying to transfer between an on-ground campus to the online campus within the School of Counseling will need to submit the following:

1. School of Counseling Application, selecting the Online campus option
2. Academic reference filled out by their advisor or professor documenting the student's capacity for online coursework

Once a student is accepted into their desired School, it should be noted that not all graduate work completed in the previous School is transferable. Students who are changing Schools should be in touch with the Richmond Records office to start the process of assessing the transferability of credit completed in another Richmond School.

Orientation

All new students are required to complete an orientation process to learn about Richmond Graduate University and acquire the necessary knowledge and skills that are essential for success as a graduate student. Admitted students begin receiving information about orientation with other new student materials.

NON-DEGREE ADMISSION

A non-degree student is one who is not enrolled in a degree program. The non-degree status is for those wishing to enhance their knowledge of the integration of counseling, ministry, and theology; enroll in courses for personal enrichment; or obtain continuing education (CE) credit.

Richmont does not guarantee any course as meeting requirements for Continuing Education (CE). Students seeking CE approval for Richmont courses must obtain it from the organization or governing body for which CE is required (i.e., state board or professional organization). Credit for courses completed by non-degree students is recorded on the student's transcript.

Non-degree students may enroll in courses for credit or audit. Because Richmont trains professional counselors, not all courses are suitable or available for the non-degree or audit student. Some courses have prerequisites (see course descriptions) or assume advanced skills that limit them to the full-time student. Courses that focus on Bible, theology, ministry, spiritual formation, and Christian faith, however, are open to qualified people who are not seeking a graduate degree.

Non-degree students are subject to the same fees as degree-seeking students and are required to pre-register for courses on the same schedule as regular degree-seeking students.

Any student approved as a non-degree or audit student who wishes to take courses at Richmont must meet the admissions requirements for a non-degree seeking student for either the School of Counseling or School of Ministry before receiving permission to register for those courses.

Admission Procedures and Requirements for Non-Degree Students

1. A completed admissions application accompanied by the application fee of \$50.
2. A completed four-year college degree. The student must request an official transcript from each college attended be forwarded to the Richmont Admissions Office. The transcript from the college or university from which the applicant graduated must reflect a conferred completed four-year degree. Any applicant with international transcripts must have their transcript evaluated through WES (World Education Services) for equivalency. Non-degree students may register until the end of the first week of the semester. Enrollment after this point will be deferred to a future semester.
3. Students accepted as non-degree students must understand that acceptance in this category does not constitute acceptance to a degree granting program, accept personal responsibility for the applicability of credits earned while registered in this category, and understand that students in this non-degree category cannot be considered for scholarships, federal, or state financial aid.

Admission for Institute of Sexual Wholeness (ISW) Students

1. ISW students are required to follow the same process for non-degree application as any other non-degree student.
2. Students requesting non-degree status as a part of ISW must have completed a graduate degree in counseling or be concurrently enrolled in a graduate degree program in counseling to enroll through ISW. Students enrolled with Richmont as a part of the ISW are encouraged to confer with ISW regarding prerequisites (<https://sexualwholeness.com/>).

3. A non-degree/ISW student who has not taken classes at Richmond for one year or more will be considered inactive and must submit a new application. No additional application fee is needed. The student must also request that an official transcript(s) be mailed to the Admissions Office if any undergraduate or graduate coursework was taken for credit between the student's last semester at Richmond and the time of readmission.
4. ISW students are expected to adhere to the same standards of scholarship as degree-seeking students and are required to pre-register for courses on the same schedule as regular Richmond students.

ACADEMIC POLICIES

Policies outlined in the academic section of the catalog apply to all students attending Richmond Graduate University, except where slight variations occur amongst the two schools. Where variances occur, it is noted to whom the differences apply.

Student Rights and Responsibilities

Richmont Graduate University is committed to honoring our mission and our students by setting standards of excellence in the areas of academics, clinical work, interpersonal skills, and personal growth. The University is also committed to students' engagement in the evaluation process, which includes providing students with full information about the process, their roles and the role of the faculty. A separate list of student rights and responsibilities is provided for students in the School of Counseling and School of Ministry. More information about Student Rights and Responsibilities can be found in the Student Handbook.

Academic Performance

Richmont students are expected to maintain the highest standards of scholarship with a term grade-point average of 3.0 (B). Any student whose term grade-point average falls below 3.0 during a given semester will receive a letter of academic warning from the Records Office and placed on SAP warning. Students who receive a term GPA of less than 3.0 in two consecutive semesters will be subject to dismissal. A student dismissed for failure to maintain a 3.0 GPA may reapply after one year and must meet full admission criteria for the master's program at the time of re-application, in addition to any requirements stipulated at the time of dismissal.

Academic Integrity

In keeping with Biblical principles and the desire to exemplify excellence in scholarship, Richmont students are held to the highest standards of academic integrity. Truthfulness is of the very nature of God, who is Truth itself. Truth is a prominent theme in Scripture, and God's faithfulness and dependability rest in truthfulness. The Biblical admonitions against false witness, lying, and dishonesty are also prominent.

Richmont is committed to intellectual, spiritual, and moral growth. Upholding the standard of academic integrity with its reliance on honesty is the responsibility of both faculty and students. In addition to maintaining integrity in their own academic pursuits, the faculty has the right and obligation to set and clarify academic requirements for the work of students. Academic integrity is the personal and collective responsibility of all students and faculty.

Academic dishonesty includes, but is not limited to, the following:

Providing or Receiving Unauthorized Assistance

Collaboration is valued and encouraged in the Richmont student community. Students are expected to be mindful of when this is appropriate, and to check with professors when unsure about collaborating with others in academic endeavors. No student at Richmont is to provide or receive any form of unauthorized assistance on any assignment, paper, examination, project, etc. This includes, but is not limited to, copying from the assignment or examination of another, allowing one's own assignment or examination to be copied, viewing an examination prior to the date it is to be administered, giving or receiving unpermitted aid on any take-home or online examination, or the use of any unpermitted sources (texts, notes, online sources), etc. Also, students who wish to create examples of assignments to aid other students must receive permission from the professor prior to doing so.

Plagiarism

Plagiarism is the presentation of the words or ideas of others as one's own. Plagiarism involves failure to acknowledge material which is copied from others, or the failure to acknowledge one's indebtedness to the work of another for important thoughts presented, whether they are written or spoken. Plagiarism includes submitting material obtained online or from another source, without properly citing the source. Ideas that are paraphrased from the work of another must be cited. Although anything cited in three sources is considered public domain, Richmond requires that all sources be cited. Citing sources appropriately is required of all assignments at Richmond, including online discussion posts and classroom presentations.

Self-Plagiarism

Self-plagiarism is the presentation of one's own prior work as if it is new, without appropriate acknowledgement of prior use. No assignment, in whole or in part, that has been completed for another class at Richmond or at any other institution is to be submitted in a course without prior approval of the professor. Students who have a particular research interest are strongly encouraged to build upon that interest in subsequent courses, but are to ask professors to what degree previous work may be used in a class. When use of prior work is approved, it must be appropriately cited.

Misrepresentation and other Forms of Dishonesty

Students are expected to be truthful in all facets of their communication. Misrepresentation and dishonesty may include, but are not limited to, such acts as signing an attendance roster for another student or asking another student to sign, or dishonesty with regard to any aspects of coursework, such as reading reports, etc. Students are expected to communicate truthfully at all times, which includes not omitting important, relevant information. During internship, students must accurately represent their status and qualifications at internship sites and to clients, supervisors, etc. Further, any falsification of clinical documents or internship documentation is a serious infraction of the academic integrity policy. Any misrepresentation or form of dishonesty related to clinical training is reported to the Dean of Clinical Training as well as the Dean of the School of Counseling. (See Clinical Training Manual for more information.)

Digital Impropriety

The use of electronics in education necessitates specific considerations regarding digital integrity. Students, faculty, and staff use computers daily. To ensure electronic security, Richmond prohibits the sharing of passwords for any accounts governed and maintained by the University. Additionally, all students and faculty must take precautions against others obtaining access to their university computer accounts. Digital impropriety also includes, but is not limited to, the unauthorized copying, uploading, posting, or otherwise sharing of materials related to a course in any online platform or through any digital means. Additionally, students who take courses online must accurately represent themselves in the online classroom. Students in live sessions may not have another person sign in for them during a session, and must remain present the entire time they are signed in to the session.

Any infraction of these standards, intentional or unintentional, is taken very seriously. Consequences may include completing an additional assignment, receiving a zero grade for the assignment(s), and in some cases, failing the class. Infractions may also impact a student's ability to participate in Commencement. Infractions of the academic integrity policy may be grounds for dismissal at any point in a student's enrollment, up to the time of graduation. All infractions of the academic integrity policy, intentional or unintentional, are reported to the Dean of the School in which the student is enrolled and presented at the Student Performance and Dispositions Review for the School of Counseling. Disposition of cases involving alleged academic dishonesty is the initial responsibility of the faculty member involved.

During the Student Performance and Dispositions Review, instances of academic dishonesty will be discussed by the faculty. Students may appeal the decision of the faculty member to the Academic Affairs Committee. If this resolution is unsatisfactory to one of the parties involved, further appeal may be made to the President.

Allegations that any member of the Richmond faculty or staff has failed to abide by the Statement of Academic Integrity may result in Richmond's invoking the published Procedures for Processing Grievances as outlined in the Student Handbook and Faculty Handbook.

Writing and Research Standards

All papers written for the Schools of Counseling are to conform to the most recent edition of the Publication Manual of the American Psychological Association unless otherwise specified by the instructor. All papers written for the School of Ministry will conform to the most recent edition of Kate L. Turabian's *A Manual for Writers* or as otherwise noted by the professor. All written documents are to reflect the highest standards of grammar, composition, and style. Students are expected to have adequate computer skills to produce all course assignments and to conduct research for those assignments independently. Any student desiring assistance for the research or production of assignments (other than basic proof-reading) is required to seek prior approval from the professor.

Copyrighted Material

Richmont Graduate University recognizes the legal rights of copyright holders in any form. It prohibits illegal downloading, copying, and sharing of such materials, either in physical form or digitally. Failure to follow this policy has both legal and University disciplinary implications. Further explanations of this restriction are in the Richmont Student Handbook. Students may also contact their campus librarian for further information and for assistance in legally obtaining research materials.

Course Delivery Systems: School of Counseling

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

Course Delivery Systems: School of Ministry

Courses are offered in both residential and online formats. Students in the residential format participate in intensive classes that may include online assignments and discussion formats. Course syllabi and instruction for intensive courses begin the first of each semester. Students in the online program will complete all courses in a digital medium with a residency requirement.

Class Attendance and Grading

Students are permitted one unexcused hour of absence per hour of course credit. Necessary absences may be excused with permission of the instructor; this must be done in advance except in acute emergencies. Beyond the permitted unexcused absences, each additional unexcused class block absence will result in the decrease of the student's course grade by one level (e.g., A drops to A-).

A student who accumulates more than three unexcused absences in a course during the fall and spring semesters will have earned a failing grade because of the excess absences. Likewise, because of the truncated summer semester, a student who accumulates more than two unexcused absences during summer semester will also automatically fail the course.

A class block is defined by the number of credit hours a course receives. For a two credit-hour course, a class block is two hours of the course, etc. This grade reduction will be taken until the student reaches four class block absences beyond the allowed absence, at which point the student will receive a failing grade for the course. This policy applies to intensives, hybrid, and weekly classes. For example, in a two credit-hour intensive, a student may miss two hours of class without a grade reduction penalty. Should the student miss two additional hours, the student's final grade will be reduced by one level (A to A-, etc.). Students who miss classes because they register late or change sections are subject to the same policy. Faculty may count tardiness toward absences at their discretion.

The attendance requirements for a School of Ministry Online classes are that a student may be allowed one hour of excused absence from Live Class Sessions. Additionally, the professor may also require additional course work to make up for missed course time.

Auditing Courses

The audit status is for persons wishing to enhance their knowledge of the integration of psychology and theology, understand the role of ministry, enroll in classes for personal enrichment, or obtain continuing education credit (with the approval of their agency).

Courses which focus on the Bible, theology, or the integration of counseling and the Christian faith are open to qualified persons who are not seeking a graduate degree. However, because Richmond trains Professional Counselors, not all courses are suitable for the audit student. Some courses have prerequisites (see course descriptions) or assume advanced skills that limit them to the degree-seeking student.

In the School of Counseling, Human Sexuality and all other classes in the Christian Sex Therapy certificate curriculum are not available for audit, nor are Applied Practicum and Treatment Planning Lab, Group Counseling, Counseling Practicum, or Counseling Internship I and II. Exams, papers, and other assignments are not required, and auditing students receive no academic credit for their participation. Additionally, instructors have the discretion as to whether or not to allow audits for the courses they teach.

Audited courses are recorded on a student's transcript and assigned a grade of either AU or U. AU grades are assigned for attendance of a course, and U grades are assigned for non-attendance of audit courses. Students are not allowed to change the credit/audit status of any weekly classes for which they are enrolled after the start of the term. Students may change the credit/audit status of an intensive-format course before the close of business on the day before the course begins by turning in a change of course credit form. Students who have audited classes earlier may repeat the classes later for credit. Students are allowed to audit classes as space is available. Priority for class seating is given to degree-seeking, credit-earning students.

Exceptions to this policy will be granted by the Dean of the School of Counseling or Ministry and only in extreme circumstances.

Academic Advisement

Upon acceptance to Richmond, each student is assigned a faculty advisor. The advisor assists the student in becoming acclimated to the Richmond community, in choosing elective courses, in career planning, in self-care, and in a variety of other aspects of involvement in the University's program. There is a designated advising week each fall and spring semester to allow advisees and their advisors to connect regarding academic and personal matters.

Advisors will also provide feedback to their advisees from faculty about the student each semester. Though the advisor guides students through the process of selecting courses, ultimately the student is responsible for following degree requirements and policies as outlined in the Graduate Catalog.

Because of the sequential nature of the program and the fact that many courses are offered only once per year, deviation from the planned curriculum may result in a delay in meeting requirements for graduation and inadequate preparation for coursework. Students who wish to depart from the standard sequence should consult with the Records Office regarding proposed changes and implications for completing the program. Students who deviate from the suggested sequence of courses are held to the same standards of the courses as students who have followed the prescribed sequence.

Program of Study

Students complete a Program of Study before they matriculate into their prospective programs. Template sequences for each degree program and certificates are provided for students who complete their program in two, three, or four years. Using this template as a guide, the student develops a program of study with the collaboration of their advisor and the Office of Student Success, outlining the sequence in which he or she plans to take the courses for the selected program.

The Program of Study is signed and approved by the student and the Office of Student Success. The signed document is kept on file in the Records Office and with the student's advisor. Students are also provided a digital copy via email and within their CAMS Student Portal. Students who deviate from their Program of Study are required to resubmit a Program of Study for the following reasons: change of degree, change of certificate(s), or change in length of time to complete the degree. A Program of Study is required to complete a student's academic file.

Advisement Processes for the School of Counseling

Students in the School of Counseling are required to meet with their advisor every fall and spring during their time as a student at Richmond Graduate University. These meetings will occur during one week in September and one week in February. Students will be unable to register for the upcoming semester until this meeting occurs. The advisor meeting required in February will help students meet registration requirements for both summer and fall semesters.

New students will be informed by the Office of Student Success that they will be required to meet with their faculty advisors during their time at Richmond and what that may look like for the student. Students will also be reminded about required faculty advisor meetings via emails from the Records Office and their advisor.

Advisement Processes for Conditionally Accepted Students for the School of Counseling

Students who are accepted on conditional status into the School of Counseling will be required to meet with their advisor before they matriculate into the program. Students are accepted conditionally when they have come close, but have not met the academic requirements for acceptance into the School of Counseling. The student meetings will look similar to the meeting structure outlined above, but conditionally accepted students will be required to meet with their advisor prior to their matriculation date.

Advisement Processes for Provisionally Accepted Students for the School of Counseling

Students who are accepted on a provisional status into the School of Counseling will be required to meet with their advisor before they matriculate into the program. Students are accepted provisionally when they may need extra support to enhance their interpersonal, psychological, or behavioral resources/skills/capacity due to life circumstances and experiences while fulfilling the rigorous requirements of Richmond's counseling programs.

Provisionally accepted students will follow the same advising structure of conditionally accepted students outlined above.

Flexible Course Schedule

In an effort to accommodate students furthering their education while maintaining employment and to offer students the opportunity to be exposed to outstanding faculty from across the country, some Richmond classes are offered in nontraditional, intensive formats. For example, a two-hour course may be offered in three weekend days of 10 hours of instruction each; and three-hour courses may be taught on four Saturdays of 11 hours each, at a frequency of approximately one Saturday per month during the semester. Syllabi are available to students at the beginning of the semester during which intensives are offered. Readings are assigned to prepare students for the first day of class when all the coursework is collapsed into one weekend. All assignments may not be due that weekend, but all will be due prior to the last day of regular classes for the semester as determined by the instructor. Thus, although the class time is condensed, students still have essentially the entire semester to interact with the subject matter of the class. Although this flexible schedule is designed to benefit students needing a nontraditional schedule, Richmond does not make any guarantees about the possibility of any individual student's ability to complete the entire degree program by attending classes only on a flexible schedule.

Degree Time Limits

Students have five years from the date of matriculation to complete degree requirements for the Master of Arts in Clinical Mental Health Counseling. Students have three years to complete the Master of Science in Pastoral Care and Integration; Master of Arts in Ministry (including the Anglican Studies Concentration and the Racial Trauma, Intervention and Justice Concentration); and the Master of Arts in Spiritual Formation and Direction.

Academic Calendar

Richmont operates on a semester schedule. Fall and spring semesters are approximately 15 weeks; the summer semester is 10 weeks, with weekly classes extended to meet contact-hour requirements. An additional week each term accounts for final exams. Although a rare occurrence, Richmont maintains the prerogative to change the Academic Calendar should the need arise.

Credit Hour Policy

This credit hour policy applies to all degree programs, regardless of the delivery method including lecture, online, internship, independent study/directed research (thesis) study, and blended classes. The Dean of the School of Counseling and the Dean of the School of Ministry are responsible for ensuring that credit hours are awarded only for work that meets the requirements outlined in this policy. Richmont operates on a semester schedule. Fall and spring semesters are approximately 15 weeks, and the summer semester is 10 weeks, with weekly classes extended to meet contact hour requirements. An additional week each term accounts for final exams. Richmont awards semester credit hours as the measure of academic coursework.

For traditional lecture and seminar classes, a credit hour is awarded in semester hour units based on semesters of 15-16 weeks and contact hours of 50 minutes. For the shortened summer term courses are expected to have the same number of contact hours as courses taught in a normal semester.

Courses that have less structured classroom schedules, such as internships, online courses, independent study or directed research (thesis) courses, and blended courses, should state clearly, at a minimum, learning objectives and expected outcomes and workload expectations that meet the standards set forth above.

No credits are given for audited courses.

The clinical internship course sequence within the School of Counseling provides opportunities for the participation in the counseling process as counselor/co-counselor under the supervision of licensed Christian mental health professionals across 12 months for a total of 6 credit hours. Over this time period, students accumulate a minimum of 700 clock hours of clinical experience of which a minimum of 300 hours is in direct service (face to face counseling). It also includes weekly individual supervision (at least one hour) and group supervision (at least one- and one-half hours). Overall, the clinical experience typically involves approximately 20 hours per week. Students enrolled in at least 2 credit hours of internship coursework will be considered half-time equivalent for enrollment reporting and financial aid purposes.

For independent study or directed research (thesis) courses, credit hours are awarded based on the amount and complexity of the academic work to be done, consistent with an equivalent workload for the credit hour standard applied to courses. Time commitment must account for equivalent seat time in a traditional class (e.g., 45 hours for a 3 semester hour course; 30 hours for a 2 semester hour course), plus additional time spent in study and preparation. The additional time must be double the seat time for the class; in other words, a 3 credit hour class taken as an independent study consists of a minimum of 135 hours of work (45 for seat time; 90 additional). Time involved in work is distributed across: (a) independent reading of both course materials and lecture slides, (b) the conduct of empirical and/or theoretical research on the chosen topic, (c) meetings with instructor and/or Thesis Advisor (minimum of three), (d) written assignments, and (e) other activities (e.g., submission of IRB proposals) as appropriate for the specific subject topic.

For blended (direct instructor contact combined with online elements) delivery formats, course instructional time includes direct faculty/student course contact within the physical classroom environment as well as via the virtual teaching space. Virtual teaching contact activities include, but are not limited to: communication via threaded discussion board and email; experiential exercises facilitated by online material; and completion of course modules. Time commitment must account for equivalent seat time in a traditional class (e.g., 45 hours for a 3 semester hour course; 30

hours for a 2 semester course), plus additional time spent in study and preparation. Additional academic coursework requirements expected to be completed outside of course instructional time include written papers, quizzes, tests, and case studies. Workload expectations are the same as for traditional weekly classes.

Technology Requirements: School of Counseling

All students are required to have laptop computers as a part of Richmond's clinical training sequence. The minimum requirements for the laptop are:

Microsoft Windows

- Computer Processor: Intel Core i3 or better, Core i5 or better highly suggested / AMD Ryzen 5 or better
- Operating System: Windows 7 (64-bit) or higher; Windows 10 is highly suggested
- RAM: 8GB of RAM or higher
- Hard Drive: 500GB or larger hard drive for storing video session files (In general, assume that each hour of compressed session video will require four gigabytes of disk space.)
- Wi-Fi
- Built-in camera or purchase a separate webcam
- HDMI Port or port adapter
- Internet Browser: Google Chrome / Microsoft Edge / Mozilla Firefox

Apple Mac

- Computer Processor: Intel Core i5 or better / New M1 Processor or better
- Operating System: Mac OS v.10.12, or higher
- RAM: 8GB of RAM or higher
- Hard Drive: 500GB or larger hard drive for storing video session files (In general, assume that each hour of compressed session video will require four gigabytes of disk space.)
- Wi-Fi
- Built-in camera or purchase a separate webcam
- HDMI Port or port adapter
- Internet Browser: Google Chrome / Apple Safari / Mozilla Firefox

Mobile

- Any Apple or Android Device 3 years or newer

As technology advances, recommended computer hardware may change. Richmond provides limited technical support for student personal computers.

Technology Requirements: School of Ministry

Students enrolled in the residential program of the School of Ministry are not required to have a laptop computer, but are required to have access to a computer with reliable internet access to complete out-of-class online assignments, access library resources, and discussion forums.

Students enrolled in the online program in the School of Ministry will need to meet the minimum technology requirements listed below for Windows, Mac, or Mobile devices. Students are also required to have reliable internet access to complete their online coursework.

Microsoft Windows

- Computer Processor: Intel Core i3 or better, Core i5 or better highly suggested / AMD Ryzen 5 or better
- Operating System: Windows 7 (64-bit) or higher; Windows 10 is highly suggested
- RAM: 8GB of RAM or higher
- Hard Drive: 128GB or higher, 256GB or higher highly suggested
- Built-in camera or purchase a separate webcam
- Internet Browser: Google Chrome / Microsoft Edge / Mozilla Firefox

Apple Mac

- Computer Processor: Intel Core i5 or better / New M1 Processors
- Operating System: Mac OS v.10.12, or higher
- RAM: 8GB of RAM or higher
- Hard Drive: 128GB or higher, 256GB or higher highly suggested
- Built-in camera or purchase a separate webcam
- Internet Browser: Google Chrome / Apple Safari / Mozilla Firefox

Mobile

- Any Apple or Android Device 3 years or newer

REGISTRATION POLICIES AND PROCEDURES

The following information is an overview of registration procedures. For more detailed information, please contact the Records Office. Registration dates for new and returning students are scheduled during the preceding semester and can be found in the Academic Calendar.

In an effort to make the registration process as efficient as possible, the policies and procedures are consistently under review and thus may be changed in the best interest of students and the University. In this event, any changes to policy or procedure will be communicated clearly and in a timely manner to Richmond students via their Richmond email address.

Registration for New Students

All new School of Counseling degree-seeking students meet with the Director of Student Success to create a Program of Study and register online via Richmond's student information system (CAMS). Students in the School of Ministry are required to meet with their advisor to gain access to the registration system.

School of Counseling students are also required to meet with their advisors each fall and spring semester to review their Program of Study. If a student does not meet with the advisor, the student will be prevented from registering for future semesters. For all subsequent registrations, students will be able to register themselves via CAMS, once the student has met with his or her advisor and cleared all appropriate holds from his/her account. Their usernames and passwords will be assigned by the Records Office.

Students who are not officially registered on the first day of the semester due to account hold obligations will be charged a late registration fee of \$50. If students need to drop preregistered classes, they must contact the Records Office and submit an add/drop form.

Registration for Continuing Students

Continuing students (students who have been at Richmond for at least one semester) are able to register themselves via CAMS once registration opens every semester, unless they have not met with their advisor or have other holds. Continuing students must clear financial and all other holds every semester in order to register for future semesters.

Waitlist Procedures

If a course for which students are attempting to register is full, students can add themselves to the waitlist. If space becomes available in the course, students will automatically be placed into it by the Records Office. Should the student decide that a course is no longer wanted, they should drop it from their class schedule. In this way the course can be offered to someone else. By waitlisting for a course, students obligate themselves financially and academically to the course if a space opens.

Becoming Officially Registered

To become officially registered or to register for future semesters, students must have cleared all relevant holds.

Possible Holds Are:

- PREPAY Hold: The student has not paid for the semester.
- ADMISS Hold: The student is missing a piece of their academic application that would complete their academic file. Examples of missing items would be test scores or transcripts.
- RECORDS Hold: The student is missing a Program of Study or other related Records documentation.
- ADVISEMENT Hold: The Student has not met with their advisor as required.
- DELINQUENT Hold: The Student is no longer attending but still owes the institution fees and tuition.

Add/Drop/Withdrawal Procedures

The add/drop/withdrawal fee is \$10 per transaction effective the first day of classes for the semester. The student has the responsibility of submitting the electronic form to the Records Office for processing and is responsible for fees and penalties incurred for late submission. Students who drop all of their coursework will be refunded student fees for that semester. Please see the Financial Information section later in this Catalog for more information on fees related to registration changes.

Weekly or Online Class Add/Drop/Withdrawal Policy

Weekly, online, and/or independent studies may be added and dropped during the first week of classes. Dropped courses will be removed from the student's transcript during this first week. Courses from which the student withdraws during the second, third, and fourth week of school receive a W on the transcript. During the fifth through twelfth week of the term, a grade of WP or WF is assigned, as determined by the instructor. WF grades are calculated into the GPA as F grades. Beyond the twelfth week of the term, an F will be recorded on the transcript for any classes from which the student withdraws.

During the abbreviated summer semester, courses from which the student withdraws during the first quarter of the semester will receive a W on the transcript. During the second and third quarter of the semester, a grade of WP or WF is assigned as determined by the instructor. During the last quarter of the semester, an F grade will be received in all classes from which the student withdraws. Specific dates are published in the Academic Calendar.

Intensive Class Add/Drop/Withdrawal Policy

Registration for intensive courses follows the same process and timeline as regular courses for degree-seeking students. Intensive courses may be dropped prior to the close of business on the day before the first day of the course. Courses from which the student withdraws on or after the first day of the course receive a WP or WF as determined by the instructor.

Institutional Withdrawal Policy

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 Records Office. Failure to submit an Institutional Withdrawal Form to the Records Office will result in the student being withdrawn from the institution for non-attendance.

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 results in the automatic forfeiture of any scholarships that Richmond may have granted. Requests for exceptions may be addressed with the Business Office. Withdrawn students will have their Richmond email deleted two weeks following their withdrawal date, and their access to all Richmond-related systems will be removed.

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 Form. A Leave of Absence Form is not required for students choosing to not attend during a summer semester.

Course Changes or Cancellations

If the institution changes or cancels a course in such a way that a student who has started the course is unable to continue, arrangements will be made in a timely manner to accommodate the needs of each student enrolled in the course. If alternative arrangements, determined by Georgia Nonpublic Postsecondary Education Commission (GNPEC) and the Tennessee Higher Education Commission (THEC) to be equitable to both the institution and the student are not possible, a refund will be given for all money paid by the student for the course.

Transfer of Credit Policies

Students should be aware that transfer of credit is always the responsibility of the receiving institution. Any student interested in transferring credit hours from Richmond to another institution should check with that institution directly to determine to what extent, if any, credit hours can be transferred.

Students with coursework from another regionally accredited graduate institution may apply for transfer of credit to a Richmond degree program. The number of credit hours and the specific course credits that may be transferred from other institutions are limited to protect the student's best interest as well as the integrity of Richmond's programs.

Current Richmond students who wish to take coursework at another institution for transfer into their degree program at Richmond are strongly encouraged to have the course(s) pre-approved by the Dean of the School for which the credit is being considered. Richmond does not guarantee the transfer of any courses which are not pre-approved and/or do not meet the standards which follow.

The evaluation of credits considered for transfer is conducted by the Records Office with final determination by the Dean of the School of Counseling or Ministry. The following policies will be applied to evaluate all requests for transfer of credit. The student will be notified in writing by the Records Office regarding the decision, and the transfer of credit will be documented in the student's file once the student has matriculated.

Transfer of Credit Policies: School of Counseling

- Transferred credit must be from another graduate institution accredited by an agency recognized by the Council for Higher Education Accreditation (CHEA) and must carry a grade of B or higher.
- If the graduate program is comparable in mission, content, and focus, a maximum of one-third of the total hours required for the respective Richmond graduate degree is allowed as transfer credit.
- Students must complete the clinical course sequence (Practicum and Internship) at Richmond, along with any other course work required.
- Credits will be transferred only for students currently enrolled at Richmond. Prospective students may request a preliminary review and an informal response for transfer of credit by the Records Office, but credits are formally transferred upon actual matriculation at Richmond.
- Credits to be transferred may not have been earned more than seven years prior to the date of the request.
- Transfer credits may only be used toward one Richmond degree.
- All transfers of credit must be completed prior to the student's preregistration for his or her final semester of attendance at Richmond.
- Coursework earned on the quarter system is normally calculated as two-thirds of the credit hours for courses offered on Richmond's semester system.
- Transfer credit is not included in the computation of the GPA for the degree being sought at Richmond.
- Transfer credits are counted when measuring the maximum timeframe for Satisfactory Academic Progress (SAP) to complete the degree program but do not impact GPA.
- Any exceptions to these guidelines will be solely at the discretion of the Dean of the School of Counseling.
- Richmond reserves the right to assess competency and knowledge for any coursework for which students request transfer of credit.

Transfer of Credit Procedure: School of Counseling

1. Students should first consult with their advisor before requesting transfer of graduate credits earned and before taking additional graduate courses which they may want to transfer to Richmond.
2. Students must submit to the Records Office a transfer of credit application packet, including an official transcript showing the course(s) to be transferred, a syllabus of the course(s) in question, and a completed Request for Transfer of Credit form. This form is available from the Records Office and online.
3. The Records Office will conduct an initial evaluation of the request and forward the packet to the Dean of that student's respective School for final determination.
4. The Dean will evaluate the request and submit the findings to the Records Office. The Records office will communicate the results of the transfer of credit.
5. If a student does not enroll within one year of the transfer of credit evaluation, the evaluation expires and a new packet and evaluation are required.

Transfer of Credit Policies: School of Ministry

- Transfer credit must carry a grade of B or higher.
- If the graduate program is comparable in mission, content, and focus, a maximum of one-third of the total hours required for the respective Richmond graduate degree is allowed as transfer credit.
- Credits will be transferred only for students currently enrolled at Richmond. Prospective students may request a preliminary review and an informal response for transfer of credit by the Records Office. Credits are formally transferred upon actual enrollment at Richmond.
- Credits to be transferred may not have been earned more than seven years prior to the date of the request.
- Transfer credits may only be used toward one Richmond degree.

- All transfers of credit must be completed prior to the student's registration for his or her final semester of attendance at Richmond.
- Coursework earned on the quarter system is normally calculated as two-thirds of the credit hours for courses offered on Richmond's semester system.
- Transfer credit is not included in the computation of the GPA for the degree being sought at Richmond.
- Transfer credits are counted when measuring the maximum timeframe for Satisfactory Academic Progress (SAP) to complete the degree but do not impact GPA.
- Any exceptions to these guidelines will be solely at the discretion of the Dean of the School of Ministry.
- Richmond reserves the right to assess competency and knowledge for any coursework for which students request transfer of credit.

Transfer of Credit Procedure: School of Ministry

1. Students must submit a Request for Transfer of Credit form to the Dean of the School of Ministry. This form is available from the Records Office and online.
2. Students must submit a Prior Learning Assessment (PLA) for evaluation and approval by the Dean of the Richmond School of Ministry. The PLA requirements will be provided by the office of the Dean of the School of Ministry.
3. The Dean of the School of Ministry will evaluate the request and submit the findings to the Records Office. The Records Office is responsible for communicating the transfer of credit results to the student.
4. If a student does not enroll within one year of the transfer of credit evaluation, the evaluation expires and a new packet and evaluation are required.

Academic Exception

Students may petition the Dean of their respective School for exceptions to academic policy or to make changes to their program of study. Depending on the request, the Dean may act on the petition or refer the request to the Academic Affairs Committee. The appropriate form for academic exception is located on the Richmond website or may be requested from the Records Office.

Independent Studies

Students may earn a limited amount of credit through independent directed study when circumstances prevent them from completing the class during the regular schedule or when they have special interest in a subject and wish to complete advanced study.

School of Counseling students should be aware that some state licensure boards do not accept courses earned by independent study for licensure requirements. Students who take independent studies for licensure courses do so at their own risk. Please make every effort to take the required courses in the traditional format.

Students may take no more than two independent directed studies per academic year (Fall, Spring, Summer), no more than one per semester, and no more than four total within the degree program. Students who apply for independent studies must be self-motivated and capable of achieving high academic standards while working independently. Students are not guaranteed the approval of independent study proposals.

Students may not take an independent study in the following courses:

- CED6113: Helping Relationships
- CED6913: Applied Practicum and Treatment Planning Lab

- CED6922/6962: Counseling Practicum
- CED7123: Group Counseling Theory and Practice
- CED7932/7962: Counseling Internship I
- CED7942/7972: Counseling Internship II

Independent directed studies include reading, writing, and research projects done under the direction of a Richmond faculty member, unless special permission is granted from the Dean of the student's corresponding School to work with an adjunct faculty member. Students desiring independent directed study should first contact the Records Office to obtain independent study proposal instructions or download the packet from the Richmond website. Using the instructions provided, the student must submit a written proposal for the planned course directly to the professor who will direct the study for approval.

Students must first contact the professor who normally teaches the class to request an independent study unless that person is an adjunct professor. In that situation, the student should first contact the Dean to ask who may lead the independent study. Along with the proposal, the student must submit an Add/Drop form.

Once the professor approves the proposal, he or she will send it to the Dean for final approval. The entire process, including approval by the professor, the Dean, and submission of the approval form to the Records Office, must be completed by the end of registration the semester before the proposed independent study will occur. A copy of the proposal will become part of the student's permanent file. A minimum of three individual contact hours with the professor during the independent study is required. Students are responsible to provide the professor with updates of assignments and to initiate contact with the professor. Independent study assignments are due at the end of the semester as determined by the professor. Students must verify and substantiate that the work for the independent study will be a minimum of 135 combined hours for a three-credit class and 90 combined hours for a two-credit class.

Students should submit the proposal for an independent directed study during the regular preregistration period for the semester during which the independent study will occur. Students should NOT register for the class if it is offered in a traditional setting. The actual registration for the course is completed by the Records Office upon approval of the proposal by the Dean of the corresponding School. Failure to register for an approved independent directed study by the registration deadline will result in additional fees. If a student is approved to register for an independent study after the regular registration period, he or she must pay a late registration fee or add/drop fee, whichever applies. Independent study proposals will not be approved past the add/drop deadline for any semester. Deadlines will be strictly enforced.

Fees for an independent directed study are not included in the student's regular tuition fees. The fees include the current tuition fee for one course and an instructional fee of \$100 per credit hour. Fees must be paid at the time of registration for the course. See the section on student fees in this Catalog for current independent study fees.

The course identification or prefix for an independent directed study is as follows:

- School of Counseling – CEDI
- School of Ministry – MINI

The prefix is followed by the same course number used for the regular course. The course number for original independent studies will be assigned by the Records Office.

GRADES AND ACADEMIC RECORDS

Computation of Grade Point Average

The cumulative GPA is calculated by dividing the total number of grade points earned in courses by the total number of credit hours attempted. Passing grades received in pass/fail courses are not included in this computation. (Richmont does not round up a GPA.) The grade points for academic letter grades are for credit hours attempted.

Richmont has adopted the following grade points for academic letter grades:

A	93+	A-	90-92	
B+	88-89	B	83-87	B- 80-82
C+	78-79	C	73-77	C- 70-72
		F	<70	

Grades and grade status are further defined:

P	Pass (0 grade points assigned)
F	Fail (0 grade points assigned)
I	Incomplete
IP	In Progress (incomplete assignments and incomplete clinical hours)
X	In Progress (complete assignments and incomplete clinical hours)
W	Withdrawal
WP	Withdrawal Passing
WF	Withdrawal Failing
AU	Audit
U	Unsatisfactory (used only for audited class)
NR	Not Reported

Grades received in courses from other colleges or universities that are approved for transfer to Richmont will not be calculated in the Richmont GPA. When a course is repeated, the initial course remains on the transcript with an earned grade of P but the original grade is no longer calculated into the GPA.

Grade Requirements

Richmont has specific policies related to grades and eligibility for graduation:

- A student must earn a cumulative 3.0 GPA for all Richmont courses appearing on the transcript. (Richmont does not round up a GPA.)
- Transferred courses, if accepted, appear on the transcript with the title of the course from the transferring institution and the credit hours of the course from the transferring institution or Richmont, whichever is less. A grade of P (Pass) is recorded, but no grade points are applied.
- A maximum of two C grades (C+, C, C-) may be applied toward meeting course requirements
- A student who earns a third C grade may repeat the course one time for credit.
- A student who earns a fourth C grade is subject to academic dismissal.
- A student who receives a term GPA below 3.0 during a given semester will receive a letter of academic warning from the Records Office and is placed on SAP warning.
- A student who receives a term GPA of less than 3.0 in two consecutive semesters will be subject to dismissal.
- Conditionally admitted students whose term GPA falls below a 3.0 for coursework taken within the first eight hours of courses evaluated with a traditional letter grade are subject to academic dismissal. Any student who receives an F is subject to dismissal from the University.

- Students enrolled in the School of Counseling must earn a minimum grade of B in the following courses before continuing in the clinical sequence:
 - CED5062: Introduction to Graduate Writing (if required)
 - CED6113: Helping Relationships
 - CED6123: Ethical, Legal and Professional Standards in Clinical Mental Health Counseling
 - CED6143: Psychopathology: Diagnosis and Treatment of Mental Disorders
 - CED6913: Applied Practicum and Treatment Planning Lab in Counseling

Grade Changes

A grade submitted by the instructor can be changed only in extreme circumstances with the approval of the Dean of the corresponding School.

Grade Reporting Policies

All grades are due for graduating students and students under review for Student Performance and Dispositions Review (SPDR) by 5:00pm on the Monday following final exam week. Grades for all other students are due by noon on the Wednesday after final exams (two days later). Grades that are not received by the due date will be recorded as NR (not reported). As grades are posted by instructors, they are authorized by the Records Office and can be viewed by students via their CAMS student portal. Grades will be unavailable to view by students who have past-due financial accounts.

In-Progress Grades

An instructor may assign a temporary IP (in progress) grade when an unavoidable problem in a selected course prevents the issuance of a grade, such as a student who is unable to complete enough direct contact hours in a practicum and has not completed practicum or internship-related coursework despite his or her best efforts. This option is utilized sparingly at the instructor's discretion, not in response to a student's request.

Please note that the IP option is used only for Practicum, Counseling Internship, Mentored Internship, and Thesis courses. This grade does not grant the student academic credit.

For the School of Counseling only, an instructor may assign a temporary X grade when a student has completed all assignments but lacks the appropriate clinical hours necessary for the course. This grade gives the student academic credit for the course. This option is utilized sparingly at the instructor's discretion, not in response to a student's request.

An IP or X grade is not the same as an I (Incomplete). Incompletes may be requested by students who are experiencing unforeseen challenges that prevent them from completing their coursework. Grade changes for IPs must be submitted by the professor by the day grades are due during the following academic term, or they will be changed to Fs.

Incomplete Grades

If a student is unable to complete the semester's work for a course, he or she may request an Incomplete (I) grade. The Request for Incomplete form may be obtained from the Records Office, on the Richmond website, or through the CAMS student portal. The form is to be completed by the student, who must give a legitimate reason for the request and outline the assignments that need to be completed.

This form will then be sent to the professor of the course for approval to verify that the student is passing and the Incomplete is not being sought to raise the student's grade in the course.

The completed form will be submitted to the Records Office for final approval by the last day of final exams week. The due date for Incompletes corresponds with the last day of finals for the semester of the course. Please see below for specific instructions regarding Incompletes.

Please note: If an instructor submits an I for a student who has not submitted a Request for Incomplete form, an F will be assigned to the student until the Records Office receives the form. Students may be limited regarding the number of Incompletes they may carry at one time. Those who have an Incomplete should limit their course load in the subsequent semester until the Incomplete is resolved.

The student must complete the work within seven weeks into the subsequent term (including summer), or the grade will be changed to an F.

Family Educational Rights and Privacy Act

The following is an abbreviated version of the Family Educational Rights and Privacy Act of 1974 (FERPA) policy. The policy in its entirety is available from the Records Office and on the Richmond website.

Annual Notification

Students will be notified of their FERPA rights annually by publication of this information on the Richmond website and each semester via the Richmond E-Newsletter. Copies are also available from the Records Office.

Procedure to Inspect Educational Records

Students may inspect and review their educational records upon request to the Richmond Records Office.

Students should submit to the Records Office a written request that identifies as precisely as possible the record(s) they wish to inspect. The Records Office staff will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records that relate to him or her.

Limitations of Rights of Access

Richmont reserves the right to refuse to permit a student to inspect the following records:

1. Letters and statements of recommendation for which the student has waived the right of access
2. Records connected with an application to attend Richmond or a component of Richmond if that application was denied
3. Records that are excluded from the FERPA definition of education records

Refusal to Provide Copies of Records and Transcripts

Richmont reserves the right to deny transcripts in the following situations:

1. The student has an unpaid financial obligation to Richmond.
2. The student's federal loan payments are not current.

Disclosure of Education Records

Richmont will disclose information from a student's education records only with the student's written consent. Records may be disclosed without consent when the disclosure is:

1. To University officials who have a legitimate education interest in the records
 - a. A University official is any person employed by Richmond in an administrative, research, or support staff position
 - b. A person employed or under contract to Richmond to perform a special task, such as an attorney or auditor
2. To officials of another school, upon request, in which the student seeks or intends to enroll
3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs
4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid

5. To state and local officials or authorities if required by a state law requiring disclosure that was adopted before November 19, 1974
6. To organizations conducting certain studies for or on behalf of Richmond
7. To accrediting organizations to carry out their functions
8. To parents of an eligible student who claim the student as a dependent for income tax purposes
9. To comply with a judicial order or a lawfully issued subpoena
10. To appropriate parties in a health or safety emergency
11. To individuals requesting directory information so designated by Richmond
12. The result of any disciplinary proceeding conducted by Richmond against an alleged perpetrator of a crime of violence to the alleged victim of that crime

Directory Information

Richmont designates the following items as directory information: student name, month and day of birth, address, telephone number, e-mail address, degree sought and certifications, part-time or full-time status, degrees and awards received, and photographs. The University may disclose any of these items without prior written consent, unless notified by the student in writing to the contrary. Such notification must be received within three school days of the official date of registration to ensure that directory information will not be included in University publications.

Correction of Education Records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Procedures for correction are available from the Records Office. Students should address questions about this policy to the Records Office.

Transcript Requests

Official transcripts will be released by Richmont only upon receipt of a request from the student through the Parchment transcript service (www.parchment.com). 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.

Richmont will mail official transcripts or send electronic transcripts via a secure portal to the recipient indicated through the website. If mailed, the transcript will be in a sealed envelope with the Registrar's signature across the back. If the seal is broken, the transcript is no longer official. Transcripts will not be given to a student's representative unless specifically indicated on the request with a signature of the student.

Regular processing time for transcripts is three to five business days. The cost for transcripts is approximately \$12.00 for each electronic transcript requested, and approximately \$14.50 for mailed transcripts. These requests will not be processed until payment is received. Should expedited service be required, an additional \$10 fee may be assessed, and transcripts will be prepared within 24 hours and sent via USPS. If overnight delivery is required, an additional fee of approximately \$40 will be assessed (amount based on current rates). Payment of transcript fee(s) are made by credit card.

Official transcripts may not be issued for the following reasons:

1. Financial holds from the Business Office
2. No signature on the request
3. Insufficient, inaccurate, or illegible identification information
4. Insufficient payment, expired or declined credit card, or payment using non-U.S. currency

Students may access unofficial transcripts through the CAMS student portal. Unofficial transcripts are also provided to current students upon request without charge for academic advising and personal use. The unofficial transcript is presented directly to the student on plain white paper and may be duplicated. This transcript may not be suitable to obtain employment, transfer to another education institution, or verify degree.

Should a student's transcript or academic record be requested from Richmond by a judicial order or lawfully issued subpoena, Richmond is required to issue the transcript after making a reasonable effort to contact the student. However, if the subpoena specifically orders Richmond not to notify the student or if it is a federal grand jury subpoena, the transcript or academic record will be issued without notification to the student.

Important note: Richmond cannot accept responsibility for failed delivery if the address provided is either incomplete or incorrect, nor can Richmond accept responsibility for timely delivery by USPS, FedEx, or any other mail carrier.

EXIT REQUIREMENTS: SCHOOL OF COUNSELING

During their last semester, students in the M.A. in Clinical Mental Health Counseling are required to complete the Counselor Preparation Comprehensive Examination (CPCE) and be approved by the Richmond faculty through the Student Performance and Dispositions Review (SPDR) process. These steps represent an important aspect of the competency evaluation system for all graduates of Richmond's counseling programs.

Counselor Preparation Comprehensive Examination (CPCE)

The CPCE is administered during the course CED7891: Professional Seminar in Clinical Mental Health Counseling. It is based on eight core curriculum areas approved by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). The Office of the Dean of the School of Counseling notifies students about this exam. This exam is taken off campus at an approved site by the CPCE administrators.

The CPCE provides valuable information regarding the student's strengths and weaknesses relative to the National Counselor Examination (NCE), which is required for licensure as a professional counselor in most states. Richmond uses the CPCE results to improve the quality of the educational experience at the University. Students are encouraged to utilize their results to prepare further for the NCE and their counseling ministry. Currently, Richmond requires all School of Counseling students to pass this examination. Should a student not pass the CPCE within three attempts, they are required to complete Professional Seminar eight core curriculum modules again before attempting a fourth time. Students will also be responsible for a \$200 fee for retaking the CPCE a fourth time.

National Counselor Examination (NCE)

Although the NCE is not required for graduation from Richmond, Richmond students are strongly encouraged to complete it during their last Spring semester enrolled. The NCE is taken off campus at a National Board for Certified Counselors (NBCC) approved testing site in April, prior to graduation.

Student Performance and Dispositions Review (SPDR)

Every student is evaluated each semester for readiness to continue to the next level of clinical training. The clinical skills of graduating students are also evaluated in this process. In the last semester of students' training, the faculty must unanimously affirm students' clinical abilities before they are granted approval for graduation from Richmond, and/or participation in Commencement.

STUDENT EVALUATION: SCHOOL OF COUNSELING

Richmond students are expected to maintain the highest standards of scholarship. The minimum standard of performance is a grade of 3.0 (B). Any student who receives a term grade point average below 3.0 during a given semester will receive a letter of academic warning from the Records Office. Should the student receive a GPA of less than 3.0 in two consecutive semesters, he/she will be subject to dismissal. A student dismissed for failure to maintain a

3.0 GPA may reapply after one year and must meet full admission criteria for the master's program at the time of re-application in addition to any requirements stipulated at the time of dismissal.

In addition to academic performance, social and interpersonal skills are essential to adequate performance as a counselor. In the absence of adequate progress, students who experience difficulty in these areas will be subject to dismissal from the Richmond program after a warning from the student's advisor. Supervisors of clinical work provide evaluations to the Director of Clinical Training and these are incorporated into the student's overall performance evaluation.

The evaluation of a student's performance is continuous and involves consideration of the student's knowledge and academic performance as well as the student's clinical skills in laboratory, practicum, and internship classes. A student may be withdrawn from a course and/or the Richmond program if the welfare of the student's clientele, prospective clientele, or functioning of a school or agency is, in the judgment of the faculty and administration, in jeopardy as a result of the student's behavior.

Standards of Performance

By policy, students are expected to uphold standards of academic and moral excellence consistent with their commitment to Christian faith and scholarship. Richmond students must demonstrate readiness to meet the level of professional behavior and service expected of graduate students in professional counseling, including but not limited to:

- Exhibiting conduct consistent with his or her profession of faith as a follower of Christ
- Maintaining a minimum term GPA of 3.0 (B)
- Abiding by the formal Statement of Community
- Participating in Richmond functions
- Exhibiting adequate social and interpersonal skills
- Exhibiting emotional balance and maturity, free from any impairment that might place self or another at risk
- Conducting herself or himself with confidentiality, honesty, and academic integrity
- Relating respectfully and professionally to faculty, staff, fellow students, and others
- Responding to supervision, class instruction, and other sources of constructive feedback
- Recognizing his or her limits of competency
- Translating academic preparation to clinical performance
- Providing competent service to counselees without academic or personal limitations, when compared to others at the same level of training
- Committing to the standards set in the code of conduct established by the appropriate licensure boards and professional societies

Student Evaluation

Within the School of Counseling, faculty have the responsibility to monitor students' academic progress, clinical skills, and their professional dispositions. While an individual may have the academic ability to successfully complete a graduate program at Richmond, some students remain unsuited for the necessary responsibilities of a professional counselor or marriage and family therapist. The faculty take this gate-keeping responsibility seriously.

Students are evaluated based on their knowledge, clinical skills, and dispositions during their training at Richmond. Academic knowledge, clinical skills, and general professional dispositions are all factors considered each semester by the faculty and staff as part of the Student Performance and Dispositions Review (SPDR). A dean or the student's advisor provides feedback based on the SPDR Review. At times, a remediation plan is required.

Students are encouraged to initiate a meeting with their advisors at any time to receive feedback about their progress in the program. Moreover, feedback sessions with advisors can be scheduled after the faculty has completed a review and the student has received their Student Performance Review Feedback Form.

Policy on Retention and Dismissal of Students Related to Academics and Clinical Training

By policy, consistent with the Ethics and Standards of Practice of the American Counseling Association, the American Association for Marriage and Family Therapy, and the Christian Association for Psychological Studies, Richmond expects students to secure remedial assistance when needed, and dismisses from the program students who fail to comply with Richmond policies and procedures or who are believed to be unable to provide competent services due to academic, dispositional, or personal limitations.

Students are expected to meet the Standards of Performance and must demonstrate professional behavior and dispositions expected of a graduate student in clinical mental health counseling. This policy is referenced during the admissions process, during the new student orientation, and in the relevant course descriptions. Because specific skills and personal qualities are essential to adequate performance as a counselor, not every student is suited to the profession of counseling, and acceptance into the program does not guarantee continuation in the program. The admission process is designed to accept students who, through testing, prior academic performance, interviews and other applications processes, appear to have the academic, professional, and personal characteristics that may lead to success in counseling. However, such judgments inevitably are based on limited data. Moreover, life circumstances, personal crises, and difficulties may arise which interfere with a student's continued success in the program. Faculty and advisors are encouraged to communicate their concerns to students throughout the semester, and not only during the Student Performance and Disposition-Performance and Dispositions (SPDR) Review process.

Problems of Professional Competence

Four categories of deficiencies present concerns and will lead to a plan of remediation and possibly dismissal from a specific degree program. These include impairment, failure to demonstrate competence, ethical misconduct and problematic dispositions.

Impairment

Impairment is defined as an interference in professional functioning, whether chemical, physical, emotional or otherwise, that is demonstrated in one or more of the following ways:

- Inability or unwillingness to acquire and integrate professional standards into one's repertoire of professional behavior;
- Inability to acquire professional skills and reach an accepted level of competency;
- Inability to control personal stress, mental dysfunction, or emotional reactions that may affect professional or social functioning; or
- Relational and boundary setting traits or enduring behaviors that interfere with the establishment and maintenance of healthy relationships within or beyond Richmond.

Failure to Demonstrate Competence

Failure to Demonstrate Competence is defined as a lack of demonstrated skills or ability, including, without limitation, deficiencies in professional conduct, deficient interpersonal skills, academic deficiency, failure to fulfill academic requirements, neglect, repeated absenteeism, and/or similar behaviors. For a student to provide counseling services beyond his or her current level of competence would also be considered a failure to demonstrate competence.

Ethical Misconduct

Ethical Misconduct occurs when the Ethical Principles and Code of Conduct of the American Counseling Association, the American Association for Marriage and Family Therapy, and/or Christian Association for Psychological Studies are not followed. These codes are intended to provide both general principles and the decision rules to cover most situations encountered by counselors and marriage and family therapists in their professional activities. It has as its primary goal the welfare and protection of the individuals and groups with whom counselors or marriage and family therapists work. It is the individual responsibility of each student to aspire to the highest possible standards of conduct.

Problematic Dispositions

Problematic Dispositions refers to a student's persistent, unmediated behaviors, attitudes or characteristics that are deemed unacceptable for professionals in training. Performance anxiety, discomfort with client's diverse lifestyles and/or ethnic backgrounds, and lack of appreciation of agency norms are examples of problematic behaviors that are usually remedied and not likely to progress into impairment status. Problematic dispositions may be more situational and time limited rather than persisting across time and situations and, therefore, are expected to be corrected through counseling and remediation efforts initiated by either Richmond or the student without requiring further disciplinary action, up to and including dismissal.

Although each situation is different and requires individual assessment, the following factors may indicate that the problem is more serious and may represent a more serious impairment rather than a problematic disposition that is easier to remediate:

1. The student does not acknowledge, understand, or address the problematic disposition when it is identified.
2. The problematic disposition is not a reflection of a skill deficit that can be rectified by training.
3. The quality of service delivered by the person is insufficient and cannot be restored or remedied.
4. The problematic disposition is not restricted to one area of professional functioning.
5. The problematic disposition has the potential for ethical or legal ramifications if not addressed.
6. A disproportionate amount of attention by training personnel is required.
7. Behavior does not change as a function of feedback.
8. Behavior negatively affects the public image of the Richmond or training site.
9. Interpersonal relationship problems suggest a personality disorder.

Identification and verification of impairment, failure to demonstrate competence, ethical violations, or problematic behaviors can arise from many sources, including, but not limited to, behavior in the classroom, a faculty member, a clinical supervisor, the student's advisor, a fellow student, or a member of the community. Both formal and informal interactions provide useful information in determining a student's need for remedial work or suitability for the counseling profession. Richmond retains the right to intervene and move toward remediation or dismissal at any point in the student's program in the event of impairment, failure to demonstrate competence, ethical violations, or problematic behaviors.

Student Performance and Dispositions Review (SPDR)

The Academic Affairs Committee (AAC) for the School of Counseling meets in May, August, and December for the Student Performance and Dispositions Review. All Richmond students are evaluated during this process, although additional attention is given to students who are currently in the clinical sequence (Helping Relationships, Applied Practicum and Treatment Planning Lab in Counseling, Counseling Practicum, and Counseling Internship I & II).

Faculty and staff may observe a student concern at any time throughout the semester and complete a Student Concern Report. Faculty and staff are encouraged to address the concern with the student before submitting the Student Concern Report. Student Concern Reports should be submitted to the Dean/Asst. Dean of School of Counseling (academic concerns), the Office of Student Affairs (dispositional concerns), and/or the Dean/Assistant Dean of Clinical Affairs (clinical skills concerns). Evaluation of students serves to identify both strengths and deficiencies and to develop a remediation or action plan, when necessary.

Clinical skills, knowledge and academic performance, self-awareness, and general dispositions are all factors considered in the SPDR. MS students are evaluated in dispositions and academic levels only. Faculty rate students on Knowledge, Skills, and Dispositions; staff evaluate dispositions only. Students' performance is assessed in the classroom and in other settings, both formal and informal, including observations from faculty and staff, the student's advisor, and clinical supervisors where applicable.

Each semester, faculty and staff rate the students on the categories above. In each of the three categories (knowledge, skills, and dispositions), students will receive feedback from the faculty at one of the following levels:

- Meets Expectations
- Level 1 – Meeting Expectations with Slight Concerns
- Level 2 – Meeting Expectations with Moderate Concerns
- Level 3 – Not Meeting Expectations with Significant Concerns

If a faculty or staff member reports a slight or moderate concern (rating of 1 or 2), they are asked to provide specific behavioral instances or patterns of student behavior that warrant their concern. If faculty reports a significant concern about a student (rating of 3), they complete a Student Concern Report to provide more detailed information.

Each semester, the faculty's ratings and comments for each student are reviewed by the SPDR Committee and a determination is made as to those students whose status warrants further review by the faculty (Academic Affairs Committee: AAC). The SPDR Committee includes representatives from Clinical Affairs, Student Affairs, and Academic Affairs. The choice to further evaluate a student of concern is based upon, but not limited to, evaluations from the Clinical Affairs Committee regarding the student's clinical performance, observations of the student's advisor, and feedback from faculty and site supervisors where applicable, and whether or not the problematic behavior is an observed pattern. Clinical performance, academic performance, self-awareness, and general professional dispositions are all factors considered in the Student Performance and Dispositions Review.

Students in the clinical training courses (Helping Relationships, Applied Practicum and Treatment Planning Lab, Practicum, Internship I or Internship II) are given special attention during the feedback review. If the AAC feedback raises moderate or significant concerns of a clinical nature, the committee may recommend that the student be delayed from advancing in the clinical sequence regardless of their grade in their current clinical course. In situations of grave concern, such as but not limited to, major ethical violations, the committee may recommend that the student be dismissed from the program.

Each semester, the Academic Affairs Committee reviews and discusses the SPDR Committee recommendations and decides on any necessary action plan for each student. The AAC has four options regarding a decision to approve the student for continuation in the program:

1. **Approval for Continuance:** If the AAC approves the student for continuance, the student receives this notice on their Student Performance Review Feedback Form. The form indicates they are either meeting or exceeding expectations in all areas. Student Performance Review Feedback Forms are uploaded into the students online academic file and students are emailed notice when they are online for review. Should a student have questions, they are encouraged to contact their advisor.
2. **Dismissal:** If the AAC determines that there is a problem that warrants dismissal, the AAC will issue a letter of dismissal to the student. The student's advisor will schedule a meeting to discuss this dismissal with the student following the AAC meeting. This meeting will be conducted by the student's advisor, and will include the Dean/Assistant Dean of the School of Counseling and the student.
3. **Advisor Follow-Up:** If the AAC determines there is a mild or moderate concern with a student, the committee will recommend that the student's advisor meet with the student to discuss the observed concern. A concern is categorized as "mild" or "moderate" based on the current semester ratings and cumulative ratings for the student. The advisor and student will set up an informal plan to address the concern and check back as needed. The emerging concern will be noted on the student's Student Performance Review Feedback Form.
4. **Remediation:** If the AAC determines that there is a significant concern in a given semester, or a consistent pattern of concerns over time, which are not sufficient to warrant dismissal, a Student Remediation Plan may be developed. A concern is categorized as "significant" based on the current semester and cumulative ratings for the student. In instances of significant clinical concern, the letter and remediation plan will be written by the Dean/Assistant Dean of Clinical Affairs. In instances of significant dispositional concerns, the Office of Student Affairs will write the remediation plan. In instances of significant academic concerns, the Dean/Asst. Dean of

School of Counseling will write the plan. For students with a significant concern, a dean and the student's advisor will meet with the student to communicate the concern and proposed Student Remediation Plan. The concern will be noted on the student's Student Performance Review Feedback Form and included in their online academic file, along with a copy of the Student Remediation Plan. (If the significant concern is a clinical one, copies of all forms will also be kept in the student's clinical file.)

Student Remediation Plans

Student Remediation Plans highlight the observed academic, clinical skills, and dispositional concerns the faculty or AAC have regarding a student. Student Remediation Plans can be developed at other times throughout the semester (alongside the formal SPDR process). A student who is observed to have deficiencies will be invited to discuss the identified deficiencies with his/her faculty advisor and a dean and a Student Remediation Plan may be developed.

Student Remediation Plans highlight the specific observable concerns (see earlier Problems of Professional Competence) and specific recommended actions of remediation. Examples of actions in a remediation plan include, but are not limited to: an increase in didactic instruction, a decrease in course load, a decrease, increase or temporary suspension of clinical, didactic, or supervisory responsibilities, altered supervision and/or faculty advisement, leave of absence, and individual psychotherapy. Students will be given a deadline by which the remediation plan must be signed. An intentional delay in signing a remediation plan may result in additional review.

The remediation process will follow the developed and signed Student Remediation Plan, which must include scheduled review dates and target dates for each issue identified. Students are encouraged to submit to their advisors their own ideas for remediation, which may be considered in revising and finalizing the remediation plan. The remediation plan with student comments and signature along with the advisor's and dean's signatures must be placed in the student's academic file. If concerns are of a clinical nature, an additional copy should be placed in the student's clinical file.

The student's advisor will have regular follow-up meetings to evaluate the student's progress within the remediation process and recommend potential sources of guidance and assistance when necessary. Progress must be reviewed at least once every semester (fall and spring) at least two weeks before registration. Additional reviews may be scheduled as necessary. After each review, a copy of the current remediation plan, with student comments and faculty signatures, must be placed in the student's file.

In the absence of adequate progress on the goals of the Student Remediation Plan, the student who experiences difficulty in these areas will be subject to dismissal from the Richmond program. An advisor who observes a lack of sufficient progress will report to the AAC. A student may be dismissed from a course and/or the Richmond program if the welfare of the student's clientele, prospective clientele, or the functioning of the school or agency is, in the judgment of the University's faculty and administration, in jeopardy as a result of the student's behavior.

A student always has the right to make a written rebuttal, and/or to appeal AAC decisions for remediation or dismissal. If a student chooses to provide a rebuttal, the AAC will meet again to consider any new evidence presented by the student. The AAC will provide written documentation of their decision within two weeks of the time that the written rebuttal was received. If the student wishes to make an appeal of the faculty's decision for remediation or dismissal, the Academic Appeal procedures outlined in the Graduate Catalog may be followed.

Students may register for their next semester (including their next clinical course) during early registration prior to the SPDR review. However, final approval for enrollment in the subsequent semester (including subsequent clinical course) is contingent upon the recommendation of the Academic Affairs Committee as stated in the Student Performance and Dispositions Review process.

Students who are not allowed to advance to the next clinical component will be notified within one week of the SPDR feedback meeting by the Dean or Assistant Dean of Clinical Affairs. If the student is not allowed to proceed to the next clinical training course, any fee collected specific to that course will be credited to the student's account or reimbursed. Should the student be

in the final course of the clinical sequence, the decision regarding the completion of their degree will be based on the outcome of the Academic Affairs Committee's review and decision.

The semester and cumulative SPDR data for each student is maintained by the School of Counseling to track students' performance throughout the program. As noted, students (and their advisors) receive feedback about performance concerns each fall and spring semester on their Student Performance Review Feedback Forms. These forms are maintained in the student's online academic file.

A copy of the Student Performance Review Feedback Form for students who have a documented clinical concern will be kept in the student's clinical file with the Dean/Assistant Dean of Clinical Affairs.

The Student Performance and Dispositions Review process described above is designed to encourage students who would benefit from personalized support, and to minimize graduating students who are not suited for the professional practice of counseling. Richmond acknowledges that there are limitations in identifying every student who may not have the potential to perform effectively in the role of professional counselor.

STUDENT EVALUATION: SCHOOL OF MINISTRY

Richmont students are expected to maintain the highest standards of scholarship. The minimum standard of performance is a grade of 3.0 (B). Any student who receives a term grade point average below 3.0 (B) during a given semester will receive a letter of academic warning from the Records Office and placed on SAP warning. Should the student receive a GPA of less than 3.0 in two consecutive semesters, he/she will be subject to dismissal. A student dismissed for failure to maintain a 3.0 GPA may reapply after one year and must meet full admission criteria for the master's program at the time of re-application in addition to any requirements stipulated at the time of dismissal.

In addition to academic performance, social and interpersonal skills are essential to adequate performance in ministry and are actively evaluated while a student is in the School of Ministry by faculty and staff. In the absence of adequate progress, students who experience difficulty in these areas will be subject to dismissal from the Richmont program after warning from the student's advisor.

Standards of Performance

By policy, students are expected to uphold standards of academic and moral excellence consistent with the highest standards of Christian faith and scholarship. Richmont students must demonstrate readiness to meet the level of professional behavior and service expected of graduate students in professional counseling, including but not limited to:

- Exhibiting conduct consistent with his or her profession of faith as a follower of Christ
- Maintaining a minimum term GPA of 3.0 (B)
- Abiding by the formal Statement of Community
- Exhibiting adequate social and interpersonal skills
- Exhibiting emotional balance and maturity, free from any impairment that might place self or another at risk
- Conducting herself or himself with honesty and academic integrity
- Relating respectfully and professionally to faculty, staff, fellow students, and others
- Responding constructively to supervision, class instruction, and other sources of constructive feedback
- Recognizing his or her limits of competency
- Translating academic preparation to ministry performance

Retention and Dismissal of Students

Because the School of Ministry seeks to graduate women and men who qualify as Christian leaders, the faculty and administration will evaluate a student's qualifications in terms of spiritual, moral, doctrinal, professional, and academic standards.

Student Performance and Dispositions Review

Formal evaluations may be initiated by faculty, the Records Office, the Assistant Dean of the School of Ministry, or the Dean of the School of Ministry. The results of such evaluations will generally point to one of three options: 1) affirmation of the student to continue in the course of study; 2) probationary status accompanied by appropriate remedial actions; or 3) dismissal from the degree program. Status reports for option 2 will be part of the remedial process. The status of probation for students must be removed by the end of the fifth semester in order for the student to graduate from the program.

PROBATION POLICY

A student may be placed on probation if any of the following conditions are met:

- The cumulative program GPA falls below 3.0,
- The student fails to complete degree requirements in a timely manner or receives 2 Incompletes (I/IP), W, WP, or WF grades,
- The student has earned a grade of WF or F,
- The student violates professional or ethical Codes of Conduct and/or Community Standards as set forth by the University,
- The student fails to demonstrate mastery of essential professional skills/behavior/fitness,
- The student has received an unsatisfactory evaluation by a clinical supervisor or has lost their internship, placement due to unsatisfactory evaluations (School of Counseling students), and/or
- The student has unexcused absences exceeding those allowed by University policy.

Notice of Probation and Dismissal Decisions

By no later than two weeks after the first day of the semester, the Dean of the student's respective School or Dean's designee will send a student a notice of probation or dismissal by email to the student's University email address and via USPS mail to the student's mailing address on record. The date of the notice is the date of the postmark on the envelope or the date stamp on the email. Dismissed students will have their Richmond email deleted two weeks following their dismissal date, and their access to all Richmond-related systems will be removed.

A notice of probation should contain the following information:

- A statement of the decision to place the student on probation
- Reason(s) for placing the student on probation
- Requirements (e.g., conditions, academic plan, timeline) the student must meet to be removed from probation
- The consequences of not meeting the probation requirements

Conditions during Probation

A student who is placed on probation will have a hold placed on his or her registration. A student placed on probation may be required to do one or more of the following:

1. Obtain permission from their advisor before taking incompletes or withdrawals.
2. Limit the number of credits taken while on probation. This will be outlined in the initial probation letter if required.
3. Complete supplemental work to increase their chance of successfully completing probation. These can include but are not limited to:
 - Recommended or required counseling
 - Additional writing classes
 - ESL classes
 - Workshops or Continuing Education requirements
 - Complete one or more specified courses

4. Meet other stipulated requirements at the discretion of the Dean of the student's respective School or Dean's designee.
5. Meet with their advisor to discuss conditions of the probation and develop a written plan, subject to the approval of the Dean of student's respective School or Dean's designee, that will enable the student to fulfill the conditions of the probation.
6. Meet one or more times with the student's academic advisor during the probation.
7. While on probation, earn no course grade lower than a 3.0 required by the degree.

Duration of Probation

A graduate student is customarily placed on probation either (a) until the student has successfully completed at least three (3) program-required (not elective) courses or whatever other number of courses is required in the notice of probation, or (b) until the Dean of the student's respective School or Dean's designee determines that the student has met all specific conditions of the probation. The Records Office will notify the student each semester that the student remains on probation.

Withdrawals and Incompletes are not allowed for the probation-required courses during the probation period; or when the Dean of the student's respective School or Dean's designee determines that a graduate student has not satisfactorily met the conditions of the student's probation according to the time frame stated in the probation notification.

Probation is not required prior to dismissal. Reinstatement or readmission of applicants who have been dismissed from the University is at the discretion of the Dean of the student's respective School or Dean's designee of the school to which the student is applying.

Students who are dismissed will be dropped or withdrawn (whichever is appropriate) from all classes for which they are registered at the time of dismissal.

Appeal of Probation

A student placed on probation may not appeal the decision unless the student is able to produce specific documentation demonstrating an error in the data underlying the probation decision. A student may appeal a decision dismissing the student for academic deficiencies. A student cannot appeal a decision to withdraw the student from an internship, practicum, clinical site, or service-learning placement.

Appeal Procedures for Probation Status

1. If a student placed on probation has specific documentation demonstrating an error in the data underlying the probation decision, the student must submit that documentation to the Dean of the student's respective School or Dean's designee within five (5) business days of receipt of the notice of probation.
2. A dismissed student must present his or her written appeal to the dean of his/her School by the date specified in the notice of dismissal. The specified date will be no later than 30 days from notice of the probation status.
3. The appeal procedure for probation is designed to deal with exceptional cases of a complex nature. It is not available to circumvent standard requirements (e.g., grade grievance procedures, grades, grade point average, or examination standards).

ACADEMIC APPEALS POLICY: SCHOOLS OF COUNSELING AND MINISTRY

When a student believes a faculty member has treated him or her unfairly related to a course taught or grade received in a course for which the student is registered, the student is encouraged to speak with the faculty member regarding their concern and attempt to reach a mutual agreement. Under very rare circumstances, a student and faculty member may not be able to resolve a matter through informal conversation, or a student may wish to appeal a decision made by

the faculty committee of their school (Academic Affairs Committee for the School of Counseling and Faculty Council for the School of Ministry). In a case where a student desires to appeal a decision, the following appeal procedure should be utilized.

The written notice of appeal must contain the following:

1. A copy of the decision being appealed;
2. A written statement of the grounds for appeal, which at a minimum should contain a list of alleged errors in the decision or procedure and statement of why the decision or sanctions are in error;
3. Documentation (if appropriate) to support the student's position regarding the alleged errors;
4. A requested remedy; and
5. The signature of the student and date the appeal is being submitted.

The student will give a copy of the statement to the faculty member (if the appeal is related to a specific grade) and the Dean of their respective School and attempt to discuss and resolve the matter with the faculty member. If the complaint is not resolved to the satisfaction of the student and faculty member, the student has the right to appeal directly to the Dean. If the complaint is not resolved by the Dean to the satisfaction of the parties involved, the student has the right to request the referral of the matter to the faculty committee of their school.

Faculty committees receive complaints only by referral from the Dean of their school. The Academic Affairs Committee or Faculty Council will meet to discuss the student's written complaint and may request an interview with him or her to gain greater clarity. After the Committee makes their determination, the Dean will respond in writing to the student and any other parties involved in the decision. All appeals must be received within 30 calendar days from the date that the grade was submitted to the CAMS Student Portal or 30 calendar days from the notification of the decision by the institutional body to which the student desires to appeal. If the complaint cannot be settled at the Academic Affairs Committee (School of Counseling) or Faculty Council (School of Ministry) level, a student may appeal to the Provost.

If the complaint cannot be settled at the institutional level, a student at the Atlanta campus may contact:

Georgia Nonpublic Postsecondary Education Commission
2082 East Exchange Place, Suite 220
Tucker, GA 30084-5305
770.414.3300
<https://gnpec.georgia.gov/>

A student at the Chattanooga campus may contact:

Tennessee Higher Education Commission
404 James Robertson Parkway, Suite 1900
Nashville, TN 37243-0830
615.741.5293
<https://www.tn.gov/thec.html>

Reapplying to Richmond after being dismissed is not considered an appeal of the dismissal decision. In this scenario, a student would be able to apply for readmission to the institution one year after dismissal or the time frame specified in the dismissal letter. Reapplication after dismissal does not guarantee that a student will be readmitted to the institution.

STUDENT GRIEVANCE PROCEDURES

Richmont Graduate University maintains that all people should be treated with dignity and strives to treat everyone with respect. Richmond students are expected to demonstrate compassion for individual persons, sensitivity to the needs of the communities of which they are a part, a commitment to justice and inclusion, a burden that the whole of God's will be obeyed on earth, personal integrity, a desire for moral growth, and mutual accountability. The University Community Standards discusses the importance of respect for people and how we strive to live in community together.

We always encourage students to communicate clearly with staff and faculty when possible, so that any concerns can be dealt with before the problem escalates, and the Office of Student Affairs is here to aid in that process. Students are encouraged to work with the Office of Student Affairs (or another advocate or support noted below) to settle grievances informally through open dialogue with all parties involved.

There are two types of grievances: Academic and Non-Academic. Academic Grievances (Academic Appeal) are handled within the School of Counseling or School of Ministry. The Non-Academic Grievance process is outlined below and the full process is available in the Student Handbook and online at richmont.edu.

The Student Grievance policy and procedures are located in the Richmond Graduate University Student Handbook. Two levels of Non-Academic Student Grievances exist: Informal and Formal. Both levels are written complaints by the student. Records of the complaint will be maintained in the Office of Student Affairs.

Informal and formal grievances should be filed online at richmont.edu/current-students/grievance/.

If a student decides their Formal Grievance has not been settled satisfactorily at the institutional level, a student at the Atlanta campus may contact:

Georgia Nonpublic Postsecondary Education Commission (GNPEC)
2082 East Exchange Place, Suite 220
Tucker, GA 30084-5305
770.414.3300

Regarding a complaint not settled at the institutional level, a student at the Chattanooga campus may contact:

Tennessee Higher Education Commission (THEC)
404 James Robertson Parkway
Suite 1900, Parkway Towers
Nashville, TN 37243-0830
615.741.3605

SELF-CARE AND SHARED PROFESSIONAL RESPONSIBILITY

Graduate school presents many challenges to developing professionals, leading students to occasionally neglect maintenance of an appropriate balance between professional activities and self-care. Richmond Graduate University reminds students that development of professional competencies is dependent upon effective self-care behavior (i.e., getting enough sleep, adequate nutrition and exercise, obtaining medical and mental health care when needed, utilizing social support, church involvement, etc.).

It is the student's responsibility to maintain effective self-care behaviors while in graduate school. Students have access to their advisor, enhancement programs, mentors, and other resources while enrolled at Richmond. Students are made aware of these opportunities at their orientation and in a bi-annual email.

Richmont's graduate training programs are a small professional community in which students support one another in developing effective self-care behaviors, much like the broader profession will be upon graduation. When a student recognizes that another student neglects his/her self-care, the student should try to offer assistance to the other

student in obtaining help before discussing it with a faculty member. Should the other student continue to engage in significantly unhealthy self-care behavior following peer assistance, you, as the observer, should discuss your concerns with your advisor or dean. This is your professional responsibility. Faculty may also discuss observed concerns with students regarding neglect of regular self-care.

Because of Richmond's high value on wellness, the institution has established THRIVE, an initiative to support students in the process of developing, practicing, evaluating, and adjusting personal practices of self-care. Students receive guidance and encouragement from their advisors each semester in developing personalized wellness plans. Richmond seeks to provide a culture of wellness for students, faculty, and administration alike.

Faculty are open to requests for accommodations in particularly distressing periods (e.g., personal or family tragedy, illness, etc.). In such situations, consistent with demonstrating professional competence, the student should bring the situation to the attention of his or advisor and other affected faculty in order to plan for how to handle the potential program hiatus (e.g., coursework, clinical cases, etc.). The Records Office can offer assistance if the need for extended absences arises that requires a Leave of Absence or Institutional Withdrawal. Students should also be sure to address financial considerations (loans, assistantships, impact on tuition fellowship, etc.) when considering a hiatus from the program.

POLICY ON ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS

Richmont Graduate University is committed to maintaining a drug-free learning environment. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited on Richmond grounds or at Richmond activities by all students and employees. It is also a violation of Richmond policy for anyone to consume or possess alcohol in any public or private area of campus without prior University approval. The use of wine for communion is excluded from the need for prior approval. In addition, it is a violation of Richmond policy for employees to work while under the influence of alcohol or illegal drugs.

Individuals or groups violating alcohol or substance use policies (either on- or off-campus) will be subject to disciplinary action by the University and, possibly, criminal prosecution. Any infraction of federal, state, or local laws will be reported to local law enforcement agencies.

Additional detail on sanctions and penalties regarding drugs and alcohol is available in the Student Handbook and Faculty Handbook.

POLICY ON SEXUAL OFFENSES

Richmont educates the student community about the effects of sexual assault through an online training for all new students. The Student Handbook and University trainings offer information including:

- Biblical Views on Sexual Misconduct
- Sexual Misconduct & Sexual Harassment Definitions
- Safe & Effective Bystander Interventions
- Risk Reduction of Sexual Misconduct
- Procedures for Victims of Sexual Misconduct

If a student is a victim of sexual misconduct or assault, the first priority is to get to a place of safety and to get help. An assault can be immediately or later reported to the authorities. School personnel (e.g., the Office of Student Affairs) can assist the student in notifying authorities if requested. In addition, referrals to off-campus mental health resources are available through the Office of Student Affairs. If the alleged perpetrator is also a student, disciplinary action can be initiated.

Sexual Misconduct and Sexual Harassment Complaint Resolution Procedures are detailed in the Student Handbook. A student found guilty of violating the Richmond sexual misconduct policy could be criminally prosecuted in the state

courts and may be suspended or expelled from Richmond for the first offense. Student victims have the option to change their academic situations after an alleged sexual assault, if such changes are reasonably available.

Advising the Campus Community about Sex Offenders

Convicted sex offenders are required by law to register their names and addresses with the State of Georgia Department of Corrections; likewise, in the state of Tennessee. Interested persons may obtain state information on individuals registered as sex offenders by visiting the Georgia Bureau of Investigation Sex Offender Registry website or the Tennessee Sex Offender Registry website.

COMMUNITY STANDARDS

Men and women of God are suited for Christian service by moral character as well as by academic achievement and spiritual gifts. Among their qualifications should be compassion for individual persons, sensitivity to the needs of the communities of which they are a part, a commitment to justice, a burden that the whole of God's will be obeyed on earth, personal integrity, a desire for moral growth, and mutual accountability. Richmond students are expected to exhibit these moral characteristics.

The ethical standards of Richmond are guided by an understanding of Scripture and a commitment to its authority regarding all matters of Christian faith and living. The Richmond community also desires to honor and respect the moral tradition of churches that entrust students to us for education. Ethical standards for counselors are also relevant, and students are also expected to learn and abide by these.

Richmont urges the practice of loving confrontation when any member of a Christian community feels that another member is living in violation of what the Bible teaches about Christian conduct. Richmond, therefore, encourages individuals to follow, where feasible, the steps of verbal confrontation and dialogue described in Matthew 18:15-22.

The use of Richmond disciplinary procedures should always be viewed as a last resort. In no way do they exempt Richmond from making every possible effort to guide the honest pursuit of truth, to encourage wholesome approaches to sexuality, to support stable family life, or to model community relationships that convey respect for people and property.

Richmont is committed to providing education and counseling resources to those of its community who are in special need; to extend Christian charity to those involved in strife, marital conflict, or the struggle for sexual identity; and to demonstrate the personal forgiveness available through Christ for all human failure.

Statement of Diversity and Inclusion

Richmont is committed to the intentional creation of an environment of belonging that celebrates the uniqueness and diversity of our students, faculty, and staff, with the goal of advancing God's healing, restoration, and transformation in the lives of individuals, families, churches, and communities.

Statement on Nondiscrimination

Richmont does not discriminate on the basis of age, disability, race, religion, ethnicity, socioeconomic status, affectional preference, indigenous heritage, national origin or gender race, color, national origin, gender, handicap or disability, or age, in any of its policies, procedures, or practices in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to gender), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap), and the Age Discrimination Act of 1975 (pertaining to age). This nondiscrimination policy covers admission and access to Richmond programs and activities, as well as employment at Richmond. Additionally, Richmond opposes physical abuse, verbal abuse, or implied threat toward any person on the basis of age, disability, race, religion, ethnicity, socioeconomic status, affectional preference, indigenous heritage, national origin or gender. Richmond recognizes the rights of all people to live peacefully in society and freely express their beliefs.

Members of the Richmond community with a concern or complaint which may involve discrimination are encouraged to discuss the concern with a designated investigator as identified in Richmond's Statement on Sexual Harassment. Richmond will follow the "Complaint Resolution Procedures" outlined in the Statement on Sexual Harassment for investigating and resolving discrimination complaints.

Statement on Nondiscriminatory Language

The faculty of Richmond has adopted the following statement recommending the use of nondiscriminatory language by all members of the Richmond community. Richmond has adopted the statement to be consistent with Richmond's clear commitment to the full equality of women and men and to the training of women as equal partners with men for all areas of Christian ministry.

As members of the Joint Faculty of Richmond, we are committed to the use of nondiscriminatory language in all areas of the community's life. We recognize that many women and men no longer find 'man,' 'men,' and 'mankind' acceptable as generic terms. We understand that such exclusive language, though once normative in our speaking and writing, now tends increasingly to alienate a substantial group of people. We wish to challenge patterns of language that may be doing harm even when harm is inflicted unconsciously and without intention. As Christians desiring to support human equality, we intend to avoid exclusive language, which might express or encourage discrimination within the church or society. We pledge ourselves as faculty and encourage students, staff members, and administrators to use language which includes women and men in all our teaching, writing, witness, and worship.

Statement on Academic Freedom

In the pursuit of truth before God, faculty members are free to express their individual positions, in their writing, speaking, teaching, and activities. While free to develop, change, and accept any academic position, the unique task of the institution requires that the ultimate positions of faculty members not be at variance with the basic theological stance of the community as set forth in the Statement of Faith and other official statements derived from it and approved by vote of the faculty and board.

Richmont recognizes that as its faculty members pursue their respective disciplines, scholarship will create a healthy and dynamic tension, which Richmont must encourage. Therefore:

Students are free to learn and to take reasoned exception to the data or views offered in the Richmond community. In their public expressions, students and student organizations should make clear that they speak only for themselves, and not for the university.

Faculty members are responsible for safeguarding the academic freedom of their students to learn by encouraging free inquiry into controversial issues, presenting alternative viewpoints, refraining from undue influence of the process of learning, taking dissenting student opinion seriously, and offering a forum for discussion.

Intellectual Property Policy

Intellectual property (IP) refers to creations of the mind, such as inventions; literary and artistic works; designs; and symbols, names, and images used in commerce.

- University means Richmond Graduate University.
- Creator refers to any person employed by or enrolled at the University who produces works considered to be Intellectual Property.
- Substantial use of university facilities means the extensive unreimbursed use of major university laboratory, computational facilities, or human resources. The use of these facilities must be important to the creation of the intellectual property; merely incidental use of a facility does not constitute substantial use, nor does extensive use of a facility commonly available to all faculty or professional staff (such as libraries and offices). Use is considered "extensive" and facilities will be considered "major" if the use of similar facilities would cost the creator more than \$2000 (two thousand dollars) if purchased or leased in the public market.

Ownership of Intellectual Property

Ownership of IP produced in the normal course of a creator's connection to the University shall remain with the University. The ownership of textbooks, scholarly monographs, trade publications, student theses, maps, charts, articles in journals and newspapers, novels, nonfiction works, supporting materials, artistic works, and like works shall reside with the creator(s). Except for textbooks, the University shall have royalty-free use of the work within the University, unless otherwise agreed in writing. Students may request a one-year embargo on the display of their thesis to allow for the possibility of publication.

Funded research, other creative works, and future forms of Intellectual Property creation may involve circumstances not covered in this policy. Creators who collaborate with others outside of the University may also be involved in conflicting Intellectual Property claims. In these cases, creators should consult with the University President in advance to clarify Intellectual Property rights.

Resolution of Disputes

All disputes over Intellectual Property rights shall be settled by the University President, taking professional advice if needed.

Dissemination of Policy

This Intellectual Property Policy is included in the Administrative Handbook, Faculty Handbook, and Student Handbook.

Statement on Respect for People and Property

As a community of Christians with special commitment to acting out of love toward one another, Richmond expects community behavior that demonstrates the highest standard of respect for people and property. Scripture is replete with exhortations to look out for the welfare of others and build up each other, to be good protectors and stewards of the possessions God has given us and to be honest and keep one's word. Richmond is committed to fostering respectful interpersonal relationships regardless of gender, race, age, handicap, or national origin.

Basic standards for respectful conduct at Richmond are similar to those of other institutions of higher education in societies with the legal foundation of respect for people and property. Occasions may arise when specific standards relevant to this community are not fully recognized. Accordingly, the following examples of behaviors that are not acceptable according to the Statement on Respect for People and Property may be cause for disciplinary action. When appropriate, these may be reported to civil authorities for legal or other action.

- **Dishonesty**: Richmond regards as unacceptable lying, misrepresentation, or deception in representations an individual makes about self or others, especially in formal statements.
- **Injurious or offensive action**: Physical assault, infliction of psychological injury, and the spread of malicious rumors are unacceptable. Prejudicial treatment based on gender, race, age, and physical challenge is both offensive and injurious and will not be tolerated under any conditions. Persistent profane or obscene language that gives offense is subject to disciplinary action.
- **Disruption**: Acts by individuals or groups that substantially interfere with the rights of others or interfere with the normal activities of Richmond are unacceptable. Disruptive activities in classrooms, libraries, offices, or other campus meeting assembly areas are included.
- **Stealing or destruction of property**: Theft of or damage to the property of another person or of Richmond is unacceptable. Defacing or rendering library material unusable shows little respect for people or property. Unauthorized possession or use of Richmond materials or equipment is stealing.
- **Purposeful violation of institutional policies**: Purposeful violations include refusal to comply with contractual arrangements with Richmond offices or services and unwillingness to abide by established Richmond policies.

ADA ACCOMMODATIONS FOR STUDENTS

The Office of Student Affairs at Richmond assists the University in fulfilling its commitment to educate and serve students with disabilities who qualify for admission. This office coordinates and provides a variety of academic and support services to students. Our mission is to promote equal educational opportunities and a welcoming spiritual, academic, physical, and social environment for students with disabilities at Richmond Graduate University. The Rehabilitation Act of 1973, Section 504, provides the foundation for equal access for students with disabilities. The Americans with Disabilities Act of 1990 furthers civil rights of persons with disabilities by mandating equal educational opportunity.

Richmont Graduate University will provide reasonable accommodation to the known physical and mental limitations of a qualified individual with a disability, unless to do so would impose an undue hardship on the operation of the University or unless it would fundamentally alter a degree or course requirement.

A student who desires accommodations should make a direct request with the Office of Student Affairs. They will be asked to complete the Richmont Student Accommodations Application and to submit it along with other required supporting documentation. Requests can be made by contacting accommodations@richmont.edu or by completing an application online at richmont.edu.

Students can complete a Student Accommodations application online at richmont.edu/accommodations.

POLICY REGARDING GUESTS AND CHILDREN

The facilities of Richmont Graduate University are restricted to use by students, faculty, staff, and guests of the University, except when all or part of the University location, its buildings, or its facilities are open to the general public for a designated time and purpose. A “guest” of the University is a person invited by an officer, employee, or student to visit the campus at a specific time and place for a designated purpose. Guests must sign in and out at the front desk.

Personal guests of students are permitted as long as they restrict the length of their campus visits and abide by all appropriate guidelines and policies related to their visit, including but not limited to not disrupting the student or any other person’s work or other appropriate use of the campus. By inviting a personal guest on campus, the student assumes responsibility for that guest and should remain with the guest. Guests are not permitted to attend class with a student unless the student obtains the faculty member’s prior permission. Such permission will only be granted in very special and limited circumstances.

Arranging childcare is the personal responsibility of students who have children. Students are not authorized to bring children to a Richmont facility for extended periods of time. Frequent or lengthy visits of children are not permitted, as they may create disruptions and distractions and present a liability to the University for their safety. Minors under the age of 12 should not be left unsupervised at any time at any of Richmont’s facilities.

Children may not attend class, use University equipment, or be left unattended on University property. Childcare issues frequently arise when holiday schedules of Richmont and those of the child’s school do not match, or when a child is sick and cannot attend school or daycare. Students must plan for these challenges in advance. Asking a faculty member to allow a child in class is not an option, as faculty members are not authorized to allow children to attend class.

GRADUATION REQUIREMENTS

All students must apply for graduation in the spring term prior to their expected participation in Commencement (usually three terms in advance). Submission of the graduation application is required for the student’s degree to be conferred. The due date for graduation applications is published in the Academic Calendar. Applications for graduation notify the Records Office to review the student’s transcript to determine that all degree requirements have been met. Students must meet all graduation requirements in order to graduate which includes academic and clinical requirements (if attending the School of Counseling), and all students must be in good standing with the faculty. The application also

alerts the Records Office to include the student in all communication regarding graduation and to order diplomas and regalia for each student. The graduation application process and timeline are the same for students only pursuing a certificate, although these students will not participate in Commencement.

Students may complete degree requirements and graduate from Richmond at the end of three different completion semesters: fall, spring, or summer. The graduation date on the diploma and transcript will reflect the end of the term by which all requirements have been met. Students with requirements outstanding who are approved to participate in the May Commencement ceremony will not receive a diploma until the end of the summer session. Students who graduate at the end of the fall semester may choose to participate in the annual Commencement ceremony that follows the date of graduation.

To participate in Commencement in May, students will need to be approved to graduate and will need to complete course requirements and/or clinical requirements by the end of the last day of the summer semester. Students who will not be completing requirements by the last day of the summer semester will have the opportunity to participate in the following year's Commencement, assuming course requirements, clinical requirements, standards of performance, and any other graduation requirements have been satisfactorily met. Students can participate in the Commencement that is offered during the academic year of their degree conferral. Students are not able to self-select which Commencement they participate in, nor can they participate in multiple Commencements unless a new degree has been earned. Certificate seekers (those not pursuing a degree concurrently with a certificate) do not participate in Commencement.

All students need to have a clear understanding of the distinction between graduation and Commencement. Approved students who have any outstanding requirements, including internship hours, incompletes, and thesis work, may participate in the Commencement ceremony that is offered during the academic year they attended. However, they will not receive a diploma at the Commencement ceremony and will not officially become a graduate of Richmond until the end of the term (typically summer) in which those requirements are met. Students who have received a failing grade in a course before Commencement occurs will not be allowed to participate in Commencement.

Commencement Participation

Richmont holds Commencement each May. Students who are within three courses of meeting graduation requirements during the spring semester are permitted to participate in the ceremony if the courses will be complete by the final day of the subsequent summer semester. An incomplete or in-progress grade (I, IP, or X) at the time of Commencement does not count toward the three-course limit for summer and Commencement participation. A notation will appear in the Commencement program indicating that the student is participating under this policy.

Degrees will not be conferred nor will diplomas and transcripts be available without completion of all coursework as dictated by the student's degree program. Students who have earned a failing grade in any course and have not had the opportunity to retake the course before the Commencement date will not be permitted to participate in Commencement.

Commencement Attire Policy

There is no greater expression of community at Richmond Graduate University than our commencement ceremony. Commencement is a special ceremony, officiated by the President of Richmond where faculty, staff, parents/families, and alumni share the excitement and importance of student's academic accomplishments. It is also a time for the Board of Trustees to pay special tribute to students who have achieved the distinct honor of the Richmond degree.

Guidelines for appropriate attire at Commencement have been established by the Richmond Commencement Committee (RCC) in order to preserve the dignity and importance of the occasion and to show respect for the University, its graduates, and their families. On this day we are one, and our attire reflects this. Formal academic regalia consisting of black academic gowns and mortarboards are the dress of the day. Students may choose what attire they wish but it is recommended to wear dark dress slacks and skirts/dresses that hit around the knee. With the exception of decorated caps (which are permitted) non-permitted accoutrements that draw attention to an individual and detract from the occasion, can compromise the image we seek to project as a university, and are not acceptable. Any change to academic regalia (beyond the decoration of the mortarboard) is not permitted and may prevent a student from participating in Commencement exercises.

In addition to the traditional cap and gown regalia, students have the possibility of wearing stoles and cords. Richmond supports the wearing of cords or stoles at Commencement exercises by students who have earned these privileges through achieving clinical excellence, academic excellence, or through a Richmond organization who has attained approval of the stole through the Richmond Commencement Committee (RCC). All cords and stoles are submitted for approval to the RCC by December 1st for the following commencement ceremonies. Students are unable to submit requests for approval of additional regalia attire as only organizations within the university can submit requests that represent a group of students such as the Office of Diversity and Inclusion, Clinical Affairs, Student Affairs, and Academics.

Students may wear only one stole of their choice during official commencement activities.

SATISFACTORY ACADEMIC PROGRESS (SAP)

This policy is required for Title IV (Financial Aid) compliance and is set in accordance with the mandates of the U.S. Department of Education. This policy supports guidelines the University has already established regarding GPA and degree length. This policy sets the standard for minimum satisfactory academic progress (SAP). Students receiving Title IV loans must maintain the requirements of SAP in order to remain eligible to receive aid. Students not receiving financial aid must still comply with all requirements of maintaining satisfactory academic progress for continuance in any academic program Richmond offers.

Evaluation Criteria for SAP

1. Program Length: Master of Arts in Clinical Mental Health Counseling (MACMHC) and Doctor of Ministry programs must be completed within 5 years. The following programs must be completed in 3 years: Master of Science in Pastoral Care and Integration; Master of Arts in Ministry; Master of Arts in Spiritual Formation and Direction; Master of Arts in Ministry: Racial Trauma Concentration; and the Master of Arts in Ministry: Anglican Concentration. Students who do not complete degree requirements within the time specified will NOT be considered in good academic standing and will not be eligible for financial aid. Students have the option to appeal, but there is no guarantee it will be granted. Students must be enrolled for at least six hours every fall and spring and successfully complete these courses without making the following grades for those six attempted hours: F, W, WP, WF, I, IP, and AU.
2. Grades and Term GPA: A Term GPA below a B (3.0) will result in being placed on SAP Warning. Failure to make Satisfactory Academic Progress may be a result of unsatisfactory performance in classes, not attending class, unsatisfactory performance on qualifying exams, unsatisfactory research progress, or failure to meet other program requirements. Note: SAP is based on Term (not Cumulative) GPA.
3. Successful Completion of six hours: Students must successfully complete six hours of credit for each fall and spring semester.

Requirements for Satisfactory Academic Progress

Grades of F, W, WP, WF, I, IP, and AU are not grades that award credit and therefore do not count toward the six hours needed for SAP.

In clinical courses in the School of Counseling (Practicum, Internship I, and Internship II) students must complete all requirements for each clinical class in order to earn a grade of Pass.

- Requirements include all rubrics for the course, including but not limited to completing counseling videos, community presentations, satisfactory attendance, and any other requirements specified in the syllabus for the course. Hours completed for internship to date will be turned in to assess progress and will be required to receive a Pass for Practicum and Internship I.
- If a student does not turn in all rubrics by the deadline (assigned by professor) in Practicum or Internship I, the grade assigned will be IP, which will not count toward the six hours needed for satisfactory academic progress.
- A grade of X implies that the student has completed all assignments for the clinical courses and only internship client hours remain. An X grade does count toward completed hours. An X grade will be turned into a Pass grade once client hours are completed.
- A grade of Pass for Internship II will not be given until ALL requirements AND hours have been successfully completed. A student must earn a grade of Pass (P) in all clinical courses for their degree to be conferred. Transfer credits are counted when measuring the maximum time frame for SAP to complete the degree or but do not impact GPA.
- The Records Office will notify the student of any grade change (especially regarding a previous grade of Incomplete) to a traditional letter grade.

SAP Warning Semester and Appeals

Students who fail to meet any of the requirements for SAP will be notified and allowed one automatic Warning Semester associated with their next semester of enrollment to restore their satisfactory academic progress standing.

During the Warning Semester, students will be allowed to receive Title IV financial aid, given they meet the requirements for that aid (taking six hours in fall or spring semester and/or other requirements placed on that student). A student is not allowed to receive consecutive Warning Semesters of Title IV aid without an appeal (described below).

If a student cannot re-establish satisfactory academic standing during the Warning Semester, the student will become *ineligible to receive financial aid*.

A student does have the option to appeal the loss of financial aid using the following process:

1. The student submits the Satisfactory Academic Progress for Financial Aid Appeal Form to the Records Office.
2. The appeal will then go before the SAP Appeal Committee.
3. The Committee will either deny the request or allow the student to continue on a one-term Probationary status for the student to become compliant with the SAP standards.
 - If the appeal is denied: the student may re-establish eligibility to be considered for Title IV aid for a subsequent semester by taking action that brings him or her into compliance with the degree length, credit hours, and GPA requirements of Richmond's SAP standard. During this time, the student will not be eligible to receive financial aid.
 - The Committee reserves the right to advise students as to their course loads, minimum grade requirements, and the possible need for counseling and/or academic advisement.

Note: Being declared ineligible for financial aid does not mean the student has been academically dismissed from Richmond.

Appeals cannot be approved for students taking fewer than 6 hours for fall and spring semesters. Appeals also cannot be approved for a future semester when a student has attempted at least six hours but has not been able to complete hours successfully. School of Counseling Internship courses are classified as half-time (six hours) equivalent for the purposes of financial aid and SAP.

Re-Establishing Eligibility for Title IV Financial Aid

Once the Warning or Probationary Semester has concluded, the student may re-establish eligibility to be considered for Title IV aid for a subsequent semester by either:

1. Taking action that brings him or her into compliance with the qualitative and quantitative components of Richmond's SAP standard; OR
2. Meeting the specific academic plan and standards for the Warning Semester as established by the SAP Appeal Committee.

Note: Students who choose to enroll while they are not making satisfactory academic progress, waiting for the outcome of an appeal, or have an appeal denied, are responsible for all charges on their account. Students will be held accountable for those charges if the courses are not dropped before the established deadlines published in the Graduate Catalog. Students who submit an appeal after the fall semester will not be retroactively approved for the completed term. The appeal, if approved, would be granted only for the following spring semester.

FINANCIAL INFORMATION

Tuition and Fees

Tuition for School of Counseling	\$740.00 per credit hour
Tuition for School of Ministry - Master	\$543.00 per credit hour
Tuition for School of Ministry - Doctor	\$700.00 per credit hour
Tuition for Certificate in Spiritual Direction	\$367.00 per credit hour
Audit Tuition for the School of Counseling	\$370.00 per credit hour
Audit Tuition for the School of Ministry - Master	\$271.50 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
Applied Practicum Fee (School of Counseling)	\$100.00
Continued Relations Fee (D.Min. only)	\$700.00
Student Fee	\$75.00 per semester
Library Fee	\$50.00 per semester
Technology Fee	\$215.00 per semester
Graduation Fee	\$155.00
Supervision Assist Fee (School of Counseling)	\$200.00
Late Graduation Fee	\$75.00
Replacement Diploma Fee	\$50.00
Certificate Program Only Fee	\$50.00 per certificate
Transcript Evaluation Fee	\$10.00 per transcript
Transcript Fee	\$12.00 minimum per transcript
Expedited Transcript Fee	\$10.00 per transcript
Overnight Transcript Delivery	\$40.00 minimum per delivery
CPCE Examination Fee	set by the National Board for Certified Counselors (NBCC)
NCC Application Fee	set by the National Board for Certified Counselors (NBCC)

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

Tuition and fees provide resources for faculty, administrative staff, theology and integration courses, clinical colloquia, supervised practice in a counseling setting, assessment consultation, community education experiences, technology tools, and other special aspects of the Richmond program. Financial arrangements for payment of tuition and fees must be made by the payment deadline specified in the Academic Calendar. Students can find the Academic Calendar at the back of the Graduate Catalog and on the Richmond website. In addition, this information will be posted by the Finance Office before each semester begins.

Students who do not make financial arrangements by the payment deadline will be charged a \$50 late payment penalty fee each semester. Students who have not made definitive and satisfactory arrangements to pay any outstanding balance from an earlier semester will not be able to register for the next semester. Once satisfactory financial arrangements are accepted, the student will be able to register.

All tuition and fees must be paid prior to the issuance of transcripts, grade reports, diplomas, and degrees. It is the student's responsibility to see that payment arrives on time. Richmond cannot be responsible for lost, late, or misdirected mail or checks. Please allow adequate time for mail delivery and processing when payment is sent.

Additional Fees: Registration Changes

All students should be preregistered by orientation/registration day and have all account holds cleared. (Please see the Registration Policies and Procedures section of this Catalog for additional registration information.)

- **Late Registration Fee:** Students whose holds are not cleared or who choose to register on or after the first day of classes will be assessed a \$50 late registration fee. This also applies to students not otherwise enrolled in Richmond who are registering for intensive classes on or after the first day of classes.
- **Late Payment Fee:** Students who have not paid or made financial arrangements by the date posted in the Academic Calendar will be charged a \$50 late payment fee.
- **Add/Drop/Withdrawal Fees:** Through the first Friday of the semester, classes may be dropped or added upon receipt of a completed add/drop/ withdrawal form by the Records Office. A \$10 schedule change fee per transaction will be assessed.
- After the first Friday of the semester, the student must withdraw from the class in question using the add/drop/ withdrawal form. A \$10 schedule change fee per transaction will be assessed. A student who withdraws from a weekly class will receive a refund according to the schedule published by the Business Office and included in the Academic Calendar. Online courses will be treated like weekly classes where refunds are concerned.
- Intensive-format courses can be dropped until 4pm on the day before the class begins, using the same procedure outlined above for dropping and adding weekly classes. Students who drop an intensive class prior to the close of business on the day before the course begins will receive a full refund minus a \$10 schedule change fee per transaction. After that time, no refunds will be given.
- **Leave of Absence:** 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 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 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.

Refund Policy and Assessed Fees

Following is a general description of how Richmond's refund policy is structured. Please note that all non-tuition fees are non-refundable. Tuition refunds for add/drop and institutional withdrawal:

Before add/drop deadline	100% refund
After add/drop deadline to 10% point in term	90% refund
Beyond 10% to 25% point in term	75% refund
Beyond 25% to 50% point in term	50% refund
After 50% point in term	no refund
Add/Drop fee	\$10.00 per transaction
Late registration fee	\$50.00

These dates will be calculated for each term, consistent with the length of the term.

The date used for calculation of a refund for withdrawal or add/drop is the date on which the Records Office receives the completed form signed by all required personnel. All students must follow the procedures for withdrawal and add/drop to receive a refund. The student has the final responsibility for submitting the form to the Records Office for processing and is responsible for fees and penalties incurred for late submission.

Financial Exceptions

A student seeking an exception of any kind on his or her financial record may complete a Petition for Financial Exception to be reviewed by the Financial Affairs Committee. This form is available from the Business Office and on the Richmond website.

In the event of a student's injury, prolonged illness, death of a family member, or similar circumstances that interrupt or preclude the completion of a course or courses, the student may choose to withdraw from one or more classes for the semester, or, if necessary, withdraw from the University.

In either event, the student will receive a tuition refund based on the refund schedule. The student will follow the procedures for course withdrawal or institutional withdrawal, depending on the situation. In the event of the death of a student, the family will receive a full tuition refund for the semester.

Graduation Fees

Every graduating degree-seeking student is assessed a graduation fee of \$155 to cover all expenses, including concurrent certificate diploma costs. Students who are only pursuing a certificate are assessed a \$50 fee to graduate with each certificate.

Graduation fees are assessed for all students regardless of participation in the Commencement ceremony and are used to cover the cost of regalia, diploma and diploma cover, and graduation processing. Students will be charged the graduation fee the year they graduate. Students who apply for graduation after the application deadline and students who change their degree, certificate program, etc., after stated deadlines will be charged a \$75 late fee to help defray the costs of reordering diplomas, regalia, and other related materials for Commencement. Students who change their graduate date after the application deadline as a result of incomplete internship hours or additional coursework that the University might require will not be charged the \$75 late fee.

FINANCIAL AID AND EMPLOYMENT

A limited number of work-study positions are available at Richmond, and part-time jobs can be located in the Atlanta and Chattanooga areas. Due to the intensity of the Richmond program, full-time students should not plan to be employed for more than 20 hours per week. Employment opportunities are posted for students as they become available.

Loans

Some students finance their education through bank and state loans. Out-of-state students may find that these loans are more accessible through their home state.

Richmont qualifies for Federal Direct Unsubsidized and Grad PLUS loans for graduate students. Applicants for federally funded loan programs must:

- Be a U.S. citizen, permanent resident, or resident of the Trust Territories
- Be in compliance with Selective Service laws
- Be enrolled at least half time (six hours) as a regular student in a degree program
- Maintain satisfactory academic progress (See SAP policy in this Catalog)
- Not owe a refund or be in default on any Title IV loans

To apply for these loans, visit www.studentaid.gov. Select the state of Tennessee and enter Richmont's federal school code: G33554.

Veterans' Benefits and Veteran Readiness and Employment

NOTE: A *Covered Individual* is any individual who is entitled to educational assistance under chapter 31, Veteran Readiness and Employment (VR&E), or chapter 33, Post-9/11 GI Bill® benefits.

(GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs.)

Richmont permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to Richmont a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Departments of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

- The date on which payment from VA is made to Richmont.
- 90 days after the date Richmont certified tuition and fees following the receipt of the certificate of eligibility.

Richmont will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to Richmont due to the delayed disbursement funding from VA under chapter 31 or 33.

Scholarships

Applications for the following scholarships are available online at www.richmont.edu or from the Admissions Office. The application deadline for all scholarships is May 1.

Presidential Scholarship

The Presidential Honors Scholarship is awarded to students who excelled academically in their undergraduate degree. To qualify, applicants must have achieved a cumulative undergraduate GPA of 3.85 or above. Applicants must be accepted into Richmont's Master of Arts in Clinical Mental Health Counseling program and be starting classes fall or spring term. Recipients of this scholarship will receive \$3000 toward their first year at Richmont.

Gateway Scholarship

The Gateway Scholarship will be awarded to students who demonstrate financial need. To qualify, students must submit proof of financial need along with their scholarship application. Applicants must have a 3.0 or higher GPA in their undergraduate program to qualify. Applicants must be accepted into Richmond's Master of Arts in Clinical Mental Health Counseling program and be starting classes fall or spring term. Recipients of this scholarship will receive \$1500 toward their first year at Richmond.

June Braund Scholarship

This scholarship is awarded to a student with interests in gerontological counseling. Recipients will be awarded up to \$5,000 annually with a maximum award of \$15,000 over a period of no more than three years. The recipient will be mentored by Dr. Ron Braund, Richmond alumnus who established this scholarship in honor of his mother.

The recipient is required to take two approved graduate level courses in gerontology and provide service to families dealing with Alzheimer's. Detailed information is available from the Financial Aid Office.

Caldwell Scholarship

Former Richmond Board member Tina Currin has chosen to honor her mother, Harriet Caldwell, with the Caldwell Scholarship. One student will be granted up to a full scholarship (tuition only) for a maximum of three years, provided the recipient maintains satisfactory performance in the program. The recipient will demonstrate strong Christian character and financial need. In addition, applicants will write a brief essay applying for the scholarship.

Harrison Griffith DeKay Scholarship

As a reflection of the donor, this scholarship program is designed to benefit first-year students who show academic merit, financial need, a love of Scripture, and a strong desire to serve God through the ministry of helping.

Harrison Griffith DeKay scholarships reduce tuition by 25% per semester, with a maximum of \$750 per semester. The maximum amount awarded to a recipient during enrollment at Richmond is \$4,000.

Baird McClure Memorial Scholarship

The Baird McClure Memorial Scholarship was endowed by the late Nick Senter in honor of his cousin, Elizabeth Baird, a true Kingdom servant, known for her wit, wisdom, and prayer. This scholarship is for students in the Clinical Mental Health Counseling or Marriage and Family Therapy programs who have demonstrated financial need. Recipients will be awarded between \$1,000 and \$5,000 per academic year, as determined by the Scholarship Committee. The maximum amount awarded to a recipient during enrollment at Richmond is \$10,000 over a period of no longer than three years.

Malone Family Scholarship

This scholarship was endowed by a generous donor. It will assist students at the Chattanooga campus pursuing a Master's degree in Clinical Mental Health Counseling or Marriage and Family Therapy at Richmond. This scholarship is designed for students who demonstrate financial need and academic promise. Recipients will be awarded up to \$1,500 tuition assistance per academic year for two to three years.

Paul L. Walker Merit Scholarship

This scholarship is awarded to students who show the highest level of academic and professional potential. Awards may be granted as full scholarships, covering tuition, fees, and books for students in the two-year Clinical Mental Health Counseling program. Partial awards also may be granted annually.

Willingham Rollinson Scholarship Fund

The Mary and Windy Willingham and Ann Rollinson Scholarship Fund will assist students pursuing a Master's degree in Clinical Mental Health Counseling or Marriage and Family Therapy at Richmond. The scholarship is designed for students in the Chattanooga area who demonstrate financial need and who desire to work in an inner-city ministry upon the completion of their graduate studies.

Bridge Scholarship

The Bridge Scholarship fund was developed to encourage and support diversity at Richmond and in the counseling profession. The scholarship is made available through the generous gifts of Richmond Alumni. The scholarship is awarded annually to one student on the Atlanta campus and one student on the Chattanooga campus. This scholarship will provide recipients \$5,000 for one year, with the opportunity to be renewed for an additional year. To be eligible for the Bridge Scholarship, applicants must be an ethnic minority, be involved in on-campus multicultural activities while a student, and seek to work with diverse and minority populations upon graduation. Applicants must have an undergraduate GPA of 3.0 or higher, and maintain an overall GPA of 3.0 while enrolled at Richmond.

THE SCHOOLS OF RICHMONT GRADUATE UNIVERSITY

The history of Richmond Graduate University is one of God's remarkable providence through faithful individuals who were, and are, committed to serving him. Richmond is called to serve God by reaching hurting people, and preparing individuals to serve in a variety of ways through excellence in scholarship and a strong foundation of faith in Christ. As we have traveled this journey so far, we have become more and more aware of the passage from 1 Corinthians 2:9:

No eye has seen, no ear has heard, no mind has conceived what God has prepared for those who love him.

- 1 Cor. 2:9 (NET)

In 1933, when Richmond's history began, no one could have conceived of an internationally known graduate program in clinical mental health counseling. As this graduate program in mental health counseling became a reality, God began to broaden the vision of what Richmond could become in the future. The result of this expanded vision became the foundation for the schools of Richmond Graduate University. Richmond Graduate University is comprised of the School of Counseling and the School of Ministry. Trustees, faculty, staff, and students of Richmond Graduate University are committed to pursuing excellence in integrating faith and practice. Having seen the providence of God in Richmond's history, we also are committed to remaining open to where he may lead us in the future.

SCHOOL OF COUNSELING

Mission Statement for Richmond Graduate University School of Counseling

Richmont Graduate University School of Counseling provides graduate programs that integrate counselor education and Christian faith. We are committed to academic and clinical excellence through educating counselors to be spiritually sensitive practitioners.

Theme Verse: Isaiah 61:1-3a

The Spirit of the Sovereign Lord is upon me, for the Lord has anointed me to bring good news to the poor. He has sent me to comfort the brokenhearted and to proclaim that captives will be released and prisoners will be freed. He has sent me to tell those who mourn that the time of the Lord's favor has come and with it, the day of God's anger against their enemies. To all who mourn in Israel he will give a crown of beauty for ashes, a joyous blessing instead of mourning, festive praise instead of despair. (NIV)

The School of Counseling offers one licensure-eligible graduate degree:

- Master of Arts in Clinical Mental Health Counseling (MACMHC) CACREP Accredited Program, available as a traditional on-campus program or as a fully online program.

The School of Counseling also offers the Master of Science in Pastoral Care and Integration (MS).

All students in the School of Counseling complete coursework in Biblical studies, practical theology, and the integration of Christian faith and mental health counseling. Students are involved in laboratory experiences, practicum, and internship training from the beginning of their graduate education experience. The goal of these experiences is to provide Biblical and scientific data from which the student can build a model of counseling.

Richmont seeks to equip students with knowledge and skills to enhance their ability to provide clinical mental health counseling, and to address a variety of personal and interpersonal issues. The M.A. curriculum is designed to offer coursework deemed crucial for the academic requirements of licensure as a professional counselor (LPC). This facet of the curriculum (clinical mental health counseling focus) is fashioned to develop a broad range of understanding of human behavior and personality, clinical intervention strategies, and standards of professional therapeutic practice.

Richmont seeks to attract academically-minded students who have a heartfelt desire to integrate mental health counseling and Christian faith. Typical graduates of the M.A. program will pursue licensure as clinical mental health counselors, and be employed in community mental health settings, agency settings, private practice settings, or church- or faith-based settings. Richmont alumni live and work throughout the United States, with some practicing in international settings.

MASTER OF ARTS IN CLINICAL MENTAL HEALTH COUNSELING

The Master of Arts in Clinical Mental Health Counseling (MACMHC) is designed to provide specialized graduate training in proven counseling methods combined with sound theological principles. This degree fulfills the academic requirements in most states for licensure as a professional counselor (LPC) and certification as a national certified counselor (NCC).

The basic MA in Clinical Mental Health Counseling program consists of 67 semester credit hours, inclusive of a counseling practicum and clinical internship.

Clinical Mental Health Counselors serve in a wide variety of capacities from hospitals, community mental health centers, human service agencies, and private counseling practices to traditional local church and denominational ministries and beyond. They utilize counseling and psychotherapy to evaluate and treat emotional, relational, and mental problems and conditions.

Furthermore, Clinical Mental Health Counselors focus on prevention, consultation, education, and advocacy, as well as the management of programs and networks that promote mental health in a multicultural society.

Richmont students are mentored to engage actively with the counseling profession. The distinguished Richmont faculty teach students to integrate a sound Christian theology, clinical counseling, and their personal spirituality to address the whole person, and faculty members are committed to the highest standards of graduate counselor education. The MACMHC program is delivered through a traditional day program over two or three years, or through a more versatile schedule over four years. The MACMHC degree is also offered in an evening program on the Atlanta campus over a three-year sequence. In addition to the MACMHC, students can pursue a certificate to strengthen their ability to work with specific client populations. Certificates, which are above and beyond the basic degree program, are documented on the graduate's transcript. Students who apply to graduate from a certificate program receive a paper certificate displaying the earned credential. Available certificates are listed at the end of this section.

MACMHC Program Objectives

Objective 1: Theoretical and Clinical Knowledge

Students will demonstrate knowledge of theoretical and empirical foundations of clinical mental health counseling. (<https://www.cacrep.org/section-4-evaluation-in-the-program/>).

Objective 2: Counseling Clinical Skills

Students will develop skills of interpersonal therapeutic processes, clinical assessment, and treatment interventions.

Objective 3: Professional Identity and Ethical Character

Students will develop a practical understanding of counseling ethics, law, and professional standards and act in accordance with ethical codes.

Objective 4: Theological Understanding and Spiritual Formation

Students will integrate Christian spiritual formation and critical theological reflection as these pertain to the counseling profession.

Objective 5: Multicultural Competence

Students will demonstrate multicultural awareness, knowledge, and skills necessary for working with diverse populations.

LPC Content Area Courses

1. Human Growth and Development
 - CED7113: Human Growth and Development
2. Social and Cultural Foundations
 - CED7153: Social and Cultural Issues in Counseling
3. The Helping Relationship
 - CED6113: Helping Relationships
4. Group Dynamics, Processing and Counseling
 - CED7123: Group Counseling Theory and Practice
5. Lifestyle and Career Development
 - CED7143: Lifestyle and Career Development
6. Psychopathology
 - CED6143: Psychopathology: Diagnosis and Treatment of Mental Disorders
 - CED6913: Applied Practicum and Treatment Planning Lab in Counseling
7. Appraisal of Individuals
 - CED6163: Clinical Appraisal and Assessment
8. Research and Evaluation
 - CED7713: Methods of Research
9. Professional Identity
 - CED5122: Foundations in Counseling
 - CED6112: Personal and Spiritual Life of the Counselor
 - CED6123: Ethical, Legal and Professional Standards in Clinical Mental Health Counseling

Program Sequencing

The traditional, on-campus master's program in clinical mental health counseling is sequenced on a two- or three-year cycle. The online master's program in clinical mental health counseling is sequenced on a three-year cycle. Students may choose to attend full-time and complete the on-campus degree in two years or proceed at a more comfortable pace and complete the degree in three years. Students completing the thesis option are encouraged to consider the three-year sequence because of the demands of the program. Richmond also offers the MA degree on a schedule that may be completed in four years. Other timelines also are possible.

Students may begin any on-campus degree program at the beginning of the fall, spring, or summer semester. However, the ideal time to begin is fall. The online master's program model begins each fall semester. Students are given five years to complete the MACMHC degree offered by Richmond. The two- and three- year sequences are listed in this Catalog; four-year degree plans are available from faculty advisors or the Records Office. Students are given up to three years to complete the MS degree.

MASTER OF ARTS IN CLINICAL MENTAL HEALTH COUNSELING

Degree Requirements

The MA in Clinical Mental Health Counseling curriculum consists of a minimum of 67 semester hours.

<u>Core Counseling Curriculum (41 hours)</u>		
Course Number	Course Title	Credit Hours
CED1010	Enrich	0
CED5122	Foundations in Counseling	2
CED6112	Personal and Spiritual Life of the Counselor	2
CED6113	Helping Relationships	3
CED6123	Ethical, Legal, and Professional Standards in Clinical Mental Health Counseling	3
CED6133	Counseling Systems and Interventions	3
CED6143	Psychopathology: Diagnosis and Treatment of Mental Disorders	3
CED6163	Clinical Appraisal and Assessment	3
CED6612	Family Systems Theory	2
CED6833	Addictions: Theory and Clinical Assessment	3
CED7113	Human Growth and Development	3
CED7123	Group Counseling Theory and Practice	3
CED7132	Theodicy and Trauma Counseling	2
CED7143	Lifestyle and Career Development	3
CED7153	Social and Cultural Issues in Counseling	3
CED7713*	Methods of Research	3

<u>Clinical Intervention Curriculum (6 hours)</u>		
Course Number	Course Title	Credit Hours
CED6813	Cognitive-Behavioral Therapy	3
CED7891	Professional Seminar in Clinical Mental Health Counseling	1
CED7822	Psychodynamic Theories and Counseling	2

<u>Integration Curriculum (9 hours)</u>		
Course Number	Course Title	Credit Hours
CED6233	Relating Faith and Spirituality in Counseling	3
CED6342	Faith Traditions with Implications for Counseling	2
CED7312	Biblical Interpretation and Application for Counselors	2
CED7362	Integrative Theology for Counselors	2

<u>Clinical Training Curriculum (9 hours)</u>		
Course Number	Course Title	Credit Hours
CED6913	Applied Practicum and Treatment Planning Lab in Counseling	3
CED6922/6962	Counseling Practicum	2
CED7932/7962	Counseling Internship I	2
CED7942/7972	Counseling Internship II	2

<u>Elective (2 hours)</u>		
Course Number	Course Title	Credit Hours
CEDXXXX	Students may choose one course from specified 2 credit hour courses which are identified as elective options. (See next page)	2

*Students in the thesis option must plan their course sequence in consultation with their advisor.

Elective Options

Students may choose one of the following electives as listed below. Students who have already taken an elective that also meets the criteria for a Richmond Graduate Certificate will use that course as their elective.

<u>Elective Options</u>		
Course Number	Course Title	Credit Hours
CED5612	Person of the Marriage and Family Therapist	2
CED6512	Human Sexuality	2
CED6412	Child and Adolescent Psychopathology	2
CED6802	Trauma in the Developmental Context	2
CED6812	Trauma and Biology	2
CED7162	Psychopharmacology for Counselors	2
CED7282	Church Based Counseling	2
CED7333	Theology of Social Justice	3

Note: Students should contact their State Board of Examiners to determine whether additional work is required for licensure eligibility.

MACMHC Basic Two-Year Program Sequence

Below is the suggested sequence of courses for a student pursuing the basic MA in Clinical Mental Health Counseling. With the help of an advisor, it can be adapted for students also interested in obtaining a certification. Three-year program sequence options are available on following pages; four-year program sequence options available from the Records Office.

Fall Semester I: 13 hours

	<u>Credit Hours</u>	
CED1010	Enrich	0
CED5122	Foundations in Counseling	2
CED6113	Helping Relationships	3
CED6123	Ethical, Legal, and Professional Standards in Clinical Mental Health Counseling	3
CED7362	Integrative Theology	2
CED7713*	Methods of Research	3

Spring Semester I: 17 hours

	<u>Credit Hours</u>	
CED6133	Counseling Systems and Interventions	3
CED6143	Psychopathology: Diagnosis and Treatment of Mental Disorders	3
CED6612	Family Systems Theory	2
CED6813	Cognitive Behavioral Therapy Behavioral Therapy	3
CED6913	Applied Practicum and Treatment Planning Lab in Counseling	3
CED7153	Social and Cultural Issues in Counseling	3

Summer Semester I: 10 hours

CED6342	Faith Traditions with Implications for Counseling	2
CED6833	Addictions: Theory and Clinical Assessment	3
CED6922/6962	Counseling Practicum	2
CED7123	Group Counseling Theory and Practice	3

<u>Fall Semester II: 15 hours</u>		<u>Credit Hours</u>
CED6163	Clinical Appraisal and Assessment	3
CED7113	Human Growth and Development	3
CED7822	Psychodynamic Theories and Counseling	2
CED7312	Biblical Interpretation and Application for Counselors	2
CED7932/7962	Counseling Internship I	2
CED6233	Relating Faith and Spirituality in Counseling	3

<u>Spring Semester II: 12 hours</u>		<u>Credit Hours</u>
CED7143	Lifestyle and Career Development	3
CED7132	Theodicy and Trauma Counseling	2
CED6112	Personal and Spiritual Life of the Counselor	2
CED7891	Professional Seminar in Clinical Mental Health Counseling	1
CED7942/7972	Counseling Internship II	2
CEDXXXX	Elective	2

*Students in the thesis option must plan their course sequence in consultation with their advisor.

Note: Students should contact their State Board of Examiners to determine whether additional work is required for licensure eligibility.

MACMHC Basic Three-Year Sequence

Many students at Richmond find it helpful and necessary to extend their studies over three or four years. Advisors encourage students to consider this possibility in order to have time to develop the skills and knowledge necessary to practice as a counselor and in order to ensure their own health and well-being throughout the rigors of graduate school.

Below is the suggested sequence of courses for a student pursuing the basic MA in Clinical Mental Health Counseling. With the help of an advisor, it can be adapted for students also interested in obtaining a certificate.

<u>Fall Semester I: 10 hours</u>		<u>Credit Hours</u>
CED1010	Enrich	0
CED5122	Foundations in Counseling	2
CED6123	Ethical, Legal, and Professional Standards in Clinical Mental Health Counseling	3
CED7362	Integrative Theology	2
CED7713*	Methods of Research	3

<u>Spring Semester I: 11 hours</u>		<u>Credit Hours</u>
CED6133	Counseling Systems and Interventions	3
CED6143	Psychopathology: Diagnosis and Treatment of Mental Disorders	3
CED6612	Family Systems Theory	2
CED7153	Social and Cultural Issues in Counseling	3

<u>Summer Semester I: 5 hours</u>		<u>Credit Hours</u>
CED6342	Faith Traditions with Implications for Counseling	2
CED6833	Addictions: Theory and Clinical Assessment	3

<u>Fall Semester II: 11 hours</u>		<u>Credit Hours</u>
CED6113	Helping Relationships	3
CED6163	Clinical Appraisal and Assessment	3
CED7113	Human Growth and Development	3
CED7312	Biblical Interpretation and Application for Counselors	2

<u>Spring Semester II: 10-11 hours</u>		<u>Credit Hours</u>
CED6813	Cognitive-Behavioral Therapy	3
CED6913	Applied Practicum and Treatment Planning Lab in Counseling	3
CED7132	Theodicy and Trauma Counseling	2
CEDXXXX	Elective	2-3

<u>Summer Semester II: 5 hours</u>		<u>Credit Hours</u>
CED7123	Group Counseling Theory and Practice	3
CED6922/6962	Counseling Practicum	2

<u>Fall Semester III: 7 hours</u>		<u>Credit Hours</u>
CED7822	Psychodynamic Theories and Counseling	2
CED6233	Relating Faith and Spirituality in Counseling	3
CED7932/7962	Counseling Internship I	2

<u>Spring Semester III: 8 hours</u>		<u>Credit Hours</u>
CED7143	Lifestyle and Career Development	3
CED6112	Personal and Spiritual Life of the Counselor	2
CED7891	Professional Seminar in Clinical Mental Health Counseling	1
CED7942/7972	Counseling Internship II	2

*Students in the thesis option must plan their course sequence in consultation with their advisor.

Note: Students should contact their State Board of Examiners to determine whether additional work is required for licensure eligibility.

MACMHC Atlanta Evening Program Three-Year Sequence

Many students at Richmond find it helpful and necessary to extend their studies over three or four years. Advisors encourage students to consider this possibility in order to have time to develop the skills and knowledge necessary to practice as a counselor and in order to ensure their own health and well-being throughout the rigors of graduate school.

Below is the suggested sequence of courses for a student pursuing the basic MA in Clinical Mental Health Counseling. With the help of an advisor, it can be adapted for students also interested in obtaining a certificate.

<u>Fall Semester I: 10 hours</u>		<u>Credit Hours</u>
CED1010	Enrich	0
CED5122	Foundations in Counseling	2
CED6123	Ethical, Legal, and Professional Standards in Clinical Mental Health Counseling	3
CED7362	Integrative Theology	2
CED7713*	Methods of Research	3

<u>Spring Semester I: 11 hours</u>		<u>Credit Hours</u>
CED6133	Counseling Systems and Interventions	3
CED6143	Psychopathology: Diagnosis and Treatment of Mental Disorders	3
CED6612	Family Systems Theory	2
CED7153	Social and Cultural Issues in Counseling	3

<u>Summer Semester I: 5 hours</u>		<u>Credit Hours</u>
CED6342	Faith Traditions with Implications for Counseling	2
CED6833	Addictions: Theory and Clinical Assessment	3

Fall Semester II: 11 hours

	<u>Credit Hours</u>
CED6113 Helping Relationships	3
CED6163 Clinical Appraisal and Assessment	3
CED7113 Human Growth and Development	3
CED7312 Biblical Interpretation and Application for Counselors	2

Spring Semester II: 10-11 hours

	<u>Credit Hours</u>
CED6813 Cognitive-Behavioral Therapy	3
CED6913 Applied Practicum and Treatment Planning Lab in Counseling	3
CED7132 Theodicy and Trauma Counseling	2
CEDXXXX Elective	2-3

Summer Semester II: 5 hours

	<u>Credit Hours</u>
CED7123 Group Counseling Theory and Practice	3
CED6922/6962 Counseling Practicum	2

Fall Semester III: 7 hours

	<u>Credit Hours</u>
CED7822 Psychodynamic Theories and Counseling	2
CED6233 Relating Faith and Spirituality in Counseling	3
CED7932/7962 Counseling Internship I	2

Spring Semester III: 8 hours

	<u>Credit Hours</u>
CED7143 Lifestyle and Career Development	3
CED6112 Personal and Spiritual Life of the Counselor	2
CED7891 Professional Seminar in Clinical Mental Health Counseling	1
CED7942/7972 Counseling Internship II	2

*Students in the thesis option must plan their course sequence in consultation with their advisor.

Note: Students should contact their State Board of Examiners to determine whether additional work is required for licensure eligibility.

MACMHC Online Three-Year Sequence

Below is the suggested sequence of courses for a student pursuing the fully Online MA in Clinical Mental Health Counseling. The online program does require a series of on-campus residency experiences as noted below. These residencies are mandatory for successful course and program completion. With the help of an advisor, this program of study can be adapted for students also interested in obtaining a certificate, but certificate coursework will require traditional on-campus Weekly and/or Intensive course attendance.

Residency Requirements:

Helping Relationships and Foundations in Counseling	1 st Residency, first Fall semester - 5 days
Group Counseling and Social & Cultural Issues in Counseling	2 nd Residency, second Fall semester -5 days
Applied Practicum/Pre-Practicum	3 rd Residency, second Spring semester -3 days
President's Colloquium	4 th Residency, third and final Spring semester - 2 days

<u>Fall Semester I: 10 hours</u>		<u>Credit Hours</u>
CED1010	Enrich	0
CED5122	Foundations in Counseling (on-campus residency required)	2
CED6113	Helping Relationships (on-campus residency required)	3
CED6123	Ethical, Legal, and Professional Standards in Clinical Mental Health Counseling	3
CED7362	Integrative Theology	2
<u>Spring Semester I: 11 hours</u>		<u>Credit Hours</u>
CED6133	Counseling Systems and Interventions	3
CED6143	Psychopathology: Diagnosis and Treatment of Mental Disorders	3
CED6612	Family Systems Theory	2
CED6833	Addictions: Theory and Clinical Assessment	3
<u>Summer Semester I: 5 hours</u>		<u>Credit Hours</u>
CED7113	Human Growth and Development	3
CED7312	Biblical Interpretation and Application for Counselors	2
<u>Fall Semester II: 11-12 hours</u>		<u>Credit Hours</u>
CED7123	Group Counseling Theory and Practice (on-campus residency required)	3
CED7153	Social and Cultural Issues in Counseling (on-campus residency required)	3
CED7713*	Methods of Research	3
CEDXXXX	Elective	2-3
<u>Spring Semester II: 11 hours</u>		<u>Credit Hours</u>
CED6233	Relating Faith and Spirituality in Counseling	3
CED6813	Cognitive-Behavioral Therapy	3
CED6913	Applied Practicum and Treatment Planning Lab in Counseling (on-campus residency required)	3
CED7132	Theodicy and Trauma Counseling	2
<u>Summer Semester II: 4 hours</u>		<u>Credit Hours</u>
CED6342	Faith Traditions with Implications for Counseling	2
CED6922	Counseling Practicum	2
<u>Fall Semester III: 7 hours</u>		<u>Credit Hours</u>
CED6163	Clinical Appraisal and Assessment	3
CED7822	Psychodynamic Theories and Counseling	2
CED7932/7962	Counseling Internship I	2
<u>Spring Semester III: 8 hours</u>		<u>Credit Hours</u>
CED6112	Personal and Spiritual Life of the Counselor	2
CED7143	Lifestyle and Career Development	3
CED7891	Professional Seminar in Clinical Mental Health Counseling	1
CED7942/7972	Counseling Internship II	2

*Students in the thesis option must plan their course sequence in consultation with their advisor.

Note: Students should contact their State Board of Examiners to determine whether additional work is required for licensure eligibility.

MASTER OF SCIENCE IN PASTORAL CARE AND INTEGRATION

The Master of Science in Pastoral Care and Integration (MS) degree was created to serve individuals who already possess a clinical degree and desire to integrate their faith in their practice as clinicians, or for pastors who want more training in applied counseling but without the clinical sequence of the CMHC program.

All Richmond students complete coursework in biblical studies, practical theology, and the integration of applied psychology and practical theology. Through the pursuit of the MS degree, the integration component may be taken in. Although this degree is not designed to lead to licensure as a counselor, MS graduates may pursue further study in counseling elsewhere or use this training to supplement training received at another institution.

The MS in Pastoral Care and Integration is designed to meet the needs of the following students:

- Those seeking primarily theoretical training in the integration of counseling and theology. These may be students who are interested in research or preparation for a more advanced degree or who have already earned a graduate degree in a related field.
- Professionals who wish to integrate their faith and practice. These are people who already have training and are counseling in some context but wish to more explicitly integrate their Christian faith in their counseling. These people also may be motivated by seeking a credential to demonstrate to managed care organizations that they are qualified to list “Christian counseling” as a specialization of their practice.
- Those who are concurrently receiving training at another institution in a program that leads to a counseling-related credential and who wish to formalize their training in integration.
- Pastors who counsel as part of their ministry and wish to formalize their training in integration and applied counseling skills.

Although the MS degree is NOT designed to lead to licensure or to any independent practice of counseling, it essentially extracts the integrative track from the MA in Clinical Mental Health Counseling with minor alterations and additions. It requires 32 hours of coursework as outlined in the program sequence. The MS degree can be completed in a minimum of three semesters but cannot extend past three academic years from the time of matriculation.

MS Program Objectives

Objective 1: Graduates understand the methods and models of integrating counseling and Christian theology.

Courses such as CED6233: Relating Faith and Spirituality in Counseling, CED7362: Integrative Theology for Counselors, and the various clinical theology courses are designed to assist the student in the integration of counseling and Christian theology. Christian faith is viewed as the primary source by which to identify and enlighten a healthy psychology. The skills of integration are seen as fundamental to the other areas of the program. A growing awareness and intent toward a healthy personal spiritual formation is expected of each graduate.

Objective 2: Graduates understand integrating their faith and profession in their personal lives in an experiential sense.

Integration is not taught as merely an intellectual enterprise but is addressed as a part of personal integrity. CED6112: Personal and Spiritual Life of the Counselor and clinical theology courses teach students to examine how psychological and theological truths impact their personal lives and can be integrated into their identity. Course requirements include experiential elements to facilitate this aim.

Objective 3: Graduates bring relevant information from the traditional theological areas of biblical studies, theology, and church history to their counseling.

Biblical studies are addressed in CED7312: Biblical Interpretation and Application for Counselors and CED7362: Integrative Theology for Counselors. Elements of systematic theology are covered in CED7362: Integrative Theology for

Counselors and in some electives. Church history is surveyed in CED6342: Faith Traditions with Implications for Counseling. This set of courses is designed to draw explicit implications from these pivotal sources for Christian faith and practice and to relate them to psychology and counseling.

Objective 4: Graduates are equipped to interpret issues of mental health and disorder from a consistently Christian worldview.

Given that human well-being and alleviation of suffering are foci of the study of psychology, the application of integrative perspectives to mental health is a focus of the curriculum. Students learn to distinguish between mental and spiritual health, and spiritual versus psychological problems. The role of biology in mental and spiritual conditions is covered, and students are encouraged to develop a worldview to incorporate these dimensions.

Objective 5: Graduates who practice counseling are sensitive to faith and spirituality issues in their counseling.

Students who complete this degree and are qualified to practice counseling will be able to address spirituality and faith issues in the counseling room and to do so in ways consistent with professional ethics.

MASTER OF SCIENCE IN PASTORAL CARE AND INTEGRATION

Degree Requirements

The MS in Pastoral Care and Integration curriculum consists of a minimum of 32 semester hours.

<u>Integration Curriculum (15 hours)</u>		
Course Number	Course Title	Credit Hours
CED6112	Personal and Spiritual Life of the Counselor	2
CED6233	Relating Faith and Spirituality in Counseling	3
CED6342	Faith Traditions with Implications for Counseling	2
CED7132	Theodicy and Trauma Counseling	2
CED7312	Biblical Interpretation and Application for Counselors	2
CED7362	Integrative Theology for Counselors	2
CEDx2x2	Counseling and Spirituality Integration Elective	2

<u>Pastoral Care Curriculum (17 hours)</u>		
Course Number	Course Title	Credit Hours
CED5122	Foundations in Counseling	2
CED6143	Psychopathology: Diagnosis and Treatment of Mental Disorders	3
CED6153	Helping Relationships for Pastoral Care	3
CED6162	Crisis Response and Intervention	2
CED6512	Human Sexuality: A Therapeutic Integration	2
CED6612	Family Systems Theory	2
CED7113	Human Growth and Development	3

MS Basic Degree Program Sequence

Fall Semester I: 17 hours

CED5122	Foundations in Counseling	2
CED6153	Helping Relationships in Pastoral Care	3
CED6233	Relating Faith and Spirituality in Counseling	3
CED6512	Human Sexuality: A Therapeutic Integration	2
CED7113	Human Growth and Development	3
CED7312	Biblical Interpretation and Application for Counselors	2
CED7362	Integrative Theology for Counselors	2

Spring Semester I: 13 hours

CED6112	Personal and Spiritual Life of the Counselor	2
CED6143	Psychopathology: Diagnosis and Treatment of Mental Disorders	3
CED6162	Crisis Response and Intervention	2
CED6612	Family Systems Theory	2
CED7132	Theodicy and Trauma Counseling	2
CEDx2x2	Counseling and Spirituality Integration Elective	2

Summer Semester 1: 2 hours

	<u>Credit Hours</u>	
CED6342	Faith Traditions with Implications for Counseling	2

SCHOOL OF COUNSELING CERTIFICATE PROGRAMS

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

- Addictions Counseling
- Child and Adolescent Counseling
- Christian Sex Therapy
- Integration
- Marriage and Family Therapy
- Pastoral Care
- Racial Trauma, Intervention, and Justice
- Spiritual Formation in Counseling Practice
- Trauma Counseling

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 MS 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. Most certificate courses are not currently available online, therefore students should plan to attend face-to-face traditional Weekly or Intensive courses. The Integration and Pastoral Care certificates are not available to students pursuing the Richmond Master of Arts in Clinical Mental Health Counseling degree.

Addictions Counseling

Dr. DeVon Mills, 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. three months) of Practicum, Internship I, or Internship II at a site that primarily focuses on addictive disease treatment. For this certificate, the following four courses are required:

- CED6833: Addictions: Theory and Clinical Assessment (3hrs)
- CED7832: Addictions: Treatment and Intervention (2hrs)
- CED7162: Psychopharmacology for Counselors (2hrs)
- CED7842: Neurobiology of Addiction (2hrs)

Child and Adolescent Counseling

Dr. Charles Allen, Coordinator

The Child and Adolescent Counseling Certificate is designed to provide specialized training for those students planning to work primarily with children and teens. These students still fulfill all licensure requirements and also are trained in working with adults. However, they receive systematic training in important areas needed to provide Christian counseling to children and adolescents. For this certificate, the following four courses are required:

- CED6412: Child and Adolescent Psychopathology (prerequisite) (2hrs)
- CED6802: Trauma in Developmental Context (2hrs)
- CED7452: Introduction to Play Therapy (2hrs)
- CED7463: Advanced Techniques in Play Therapy for Children and Adolescents (3hrs)

Christian Sex Therapy

Dr. DeVon Mills, Coordinator

The Christian Sex Therapy Certificate is designed to provide specialized training for students who wish to work with individuals in the broad area of sexuality. These students will be trained to work with a wide range of issues but will receive specific training related to human sexuality that is grounded in Christian theology. For this certificate, the following four courses are required:

- CED6512: Human Sexuality: A Therapeutic Integration (2hrs)
- CED6522: Basic Issues in Sex Therapy (2hrs)
- CED7532: Sexual Dysfunctions, Addictive, Compulsive and Paraphilic Sexuality (2hrs)
- CED7542: Sexuality: Medical Issues, Trauma and Abuse (2hrs)

Marriage and Family Therapy

Emily Oliver, Coordinator

The Marriage and Family Therapy Certificate is designed to provide specialized training for students who desire to work specifically with couples and families, as well as individuals within their 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 requires the conferral of the Master of Arts in Clinical Mental Health Counseling or equivalent degree. This certificate requires the following six courses (14 hours):

- CED5612: Person of the Marriage and Family Therapist (2hrs)
- CED6512: Human Sexuality: A Therapeutic Integration (2hrs)
- CED6632: Family Wellness in Society (2hrs)
- CED7642: Couples, Marriage, and Family Therapy I (2hrs)
- CED7643: Couples, Marriage, and Family Therapy II (3hrs)
- CED7653: Advanced Couples, Marriage, and Family Therapy (3hrs)

Spiritual Formation in Counseling

TBA Coordinator

Building on the integrative competencies of the MACMHC curriculum, the purpose of the Spiritual Formation in Counseling Certificate is to promote the student's spiritual formation while developing extensive knowledge in spiritually-focused counseling interventions and historic approaches to spiritual formation, particularly as applied to church-based contexts. Courses are designed to train beyond the competencies outlined by ASERVIC toward the ability to facilitate spiritual formation, which is seen as the goal of Christian counseling. For this certificate, at least four of the following courses are required:

- CED620x: Special Topics in Counseling and Spirituality
- CED6232: Assessing Spirituality and Religion (2hrs)
- CED6282: Spiritual Development Across the Lifespan (2hrs)
- CED7212: Religion, Spirituality, and Mental Health (2hrs)
- CED7222: Evidence-Based Interventions for Spiritual Formation (2hrs)
- CED7262: Integrating Spiritual Direction into Counseling (2hrs)
- CED7282: Church-Based Counseling (2hrs)
- CED7292: The Spiritual Formation of the Counselor (2hrs)
- CEDI720x: Original Independent Study in Spiritual Formation in Counseling (hours vary)

Trauma Counseling

Dr. Stanley Hoover, Coordinator

The Trauma Counseling Certificate is designed to provide specialized training for students who wish to work with individuals who have experienced trauma. Students are trained to work with a wide range of issues but receive specialized training in the biological and developmental impact of trauma and clinical interventions for both children and adults. For this certificate, the following four courses are required:

- CED6802: Trauma in Developmental Context (2hrs)
- CED6812: Trauma and Biology (2hrs)
- CED7812: Adult Trauma Intervention (2hrs)
- CED7802: Child Trauma Intervention (2hrs)

Integration Certificate

Dr. Preston Hill, Coordinator

The Integration Certificate is designed to provide specialized training for those in the health and mental health fields, as well as ministry, who desire to know how to effectively integrate Christian faith and spirituality into their daily work. These students will be trained to consider the relationship between spirituality, both their own and their clients', and

the role of faith in experiencing personal healing and transformation. *This certificate cannot be earned while pursuing a master's degree from the Richmond School of Counseling.* For this certificate, the following courses are required:

- CED6112: Personal and Spiritual Life of the Counselor (2hrs)
- CED6233: Relating Faith and Spirituality in Counseling (3hrs)
- CED6342: Faith Traditions with Implications for Counseling (2hrs)
- CED7132: Theodicy and Trauma Counseling (2hrs)
- CED7312: Biblical Interpretation and Application for Counselors (2hrs)
- CED7362: Integrative Theology for Counselors (2hrs)
- CEDx2x2: Counseling and Spirituality Integration Elective (2hrs)

Pastoral Care Certificate

Dr. Preston Hill, Coordinator

The Pastoral Care Certificate is designed for church, community, para-church, lay ministers, non-profit leaders, and others in healthcare who desire more practical training in caring for and understanding the needs of the people in their ministry field. These students will be trained on a variety of topics to aid in understanding human growth and development and psychopathology, and the role of faith in these arenas. Students will also receive specialized training in practical skills to improve relational ministry while working with those in their community. *This certificate cannot be earned while pursuing a master's degree from the Richmond School of Counseling.* For this certificate, the following courses are required:

- CED5122: Foundations in Counseling (2hrs)
- CED6143: Psychopathology: Diagnosis and Treatment of Mental Disorders (3hrs)
- CED6153: Helping Relationships for Pastoral Care (3hrs)
- CED6162: Crisis Response and Intervention (2hrs)
- CED6512: Human Sexuality: A Therapeutic Integration (2hrs)
- CED6612: Family Systems Theory (2hrs)
- CED7113: Human Growth and Development (3hrs)

Racial Trauma, Intervention, and Justice

TBA Coordinator

This multidisciplinary certificate is designed to provide specialized awareness, knowledge, and skills for counselors, ministers, and laypeople who engage with racially and culturally diverse individuals within their work scope. The oppressive effects of racism, whether covertly or intentionally, permeate and influence our interpersonal conversations, the structure of organizations, and clinical and ministerial intervention. In learning to engage with racially different individuals, students will learn racially-impactful social and religious history and current trends, and be equipped with relevant knowledge and skills related to racial trauma and social justice intervention. This certificate does not require a prior Master's-level degree and is open to Richmond School of Counseling, School of Ministry, and non-degree students.

- CED7302: Foundations of Social and Cultural Issues (2hrs)*
- CED7323: Racial Trauma: Developmental Theory and Intervention (3hrs)
- CED7333: Theology of Social Justice (3hrs)
- CED7342: Restorative Social Justice Advocacy Practicum (2hrs)

*Richmont School of Counseling students and graduates that have successfully completed CED7153: Social and Cultural Issues in Counseling effective Fall 2018 or later may substitute CED7302.

Certificate Programs with the Master of Science (MS) Degree

Students enrolled in the MS program may pursue any of the certificate programs offered at Richmond if they hold a license-eligible degree in counseling or a related discipline that is substantially equivalent in content to the MACMHC degree that Richmond offers. The student's transcript must be evaluated through the Office of the Dean of the School of Counseling. Students may be required to take prerequisites before pursuing a certificate. The certificate will be documented on the student's transcript.

All MS students, including those who have not earned a licensure-eligible graduate degree in counseling, are welcome to take classes that are a part of a certificate curriculum. However, unless an MS student has a licensure-eligible degree and has been approved by the Dean of the School of Counseling to pursue a certificate, transcripts will not reflect that a certificate has been earned.

Thesis Option

Richmont offers students the option of pursuing a thesis while in their programs. Theses can be empirical or theoretical, either conducting an original research study or developing a thesis statement that is theoretically-based on an exhaustive review of the relevant literature. The thesis option is a sequence of four courses, each one hour of credit, beginning in Spring semester, typically after CED7713: Methods of Research is taken in the Fall. Approval of the instructor for the Methods of Research class is required for admission to the thesis option. Once a student has been admitted to the thesis option, the student's program of study will be updated to reflect the required coursework to complete the thesis.

Students have the option of pursuing a topic of personal interest or participating in ongoing programmatic research at Richmond or the research of individual professors. The range of possible topics is broad, but limited to those that impinge on the program of study (counseling-related issues and topics of faith in practice). Details of the thesis are available in the Thesis Manual which is on the Richmond website and available from the Records Office or the Director of Research. This explains the steps and deadlines of the process in detail, culminating with a presentation of the thesis during a Community Time and also submission to a professional conference for poster or presentation. Questions about the thesis option that are not addressed in the manual may be sent to the Director of Research. Interested students should consult with their advisors or contact the Director of Research.

SCHOOL OF MINISTRY

Mission Statement for Richmond Graduate University School of Ministry

To advance the Gospel of Christ by increasing the capacities of students to understand God's Word, to become whole and holy people, and to lead and serve effectively.

The Vision of the School of Ministry

To prepare more women and men to fulfill God's call to transforming ministry.

The Program Goals for the School of Ministry

- The Master of Arts in Ministry is meant to increase the capacities of students to understand God's Word, to become whole and holy people, and to lead and serve effectively.
- The Master of Arts in Ministry: Anglican Studies is meant to orient students to the history and theological distinctives of Anglicanism, including ecclesial and liturgical heritage as well as its context-sensitive approach to contemporary ministry.
- The Master of Arts in Spiritual Formation and Direction is meant to prepare students for the ministry of Spiritual Direction, discern their own call and abilities to be a spiritual director, and to increase the capacities of students to become whole and holy people.

- The Certificate in Spiritual Direction is meant to prepare students for the ministry of Spiritual Direction and to discern their own call and abilities to be a spiritual director.
- The Certificate in Anglican Studies is meant to orient students to the history and theological distinctives of Anglicanism, including ecclesial and liturgical heritage as well as its context-sensitive approach to contemporary ministry.

MASTER OF ARTS IN MINISTRY

The Master of Arts in Ministry is meant to increase the capacities of students to understand God's Word, to become whole and holy people, and to lead and serve effectively.

Degree Requirements

The basic MA in Ministry consists of 40 semester hours. The MIN prefix is designated for campus-based courses. The MINO prefix is designated for online-based courses.

Master of Arts in Ministry Program Goals

1. To equip students in Biblical and Christian foundations by interpreting scripture through fundamental Hermeneutics, Biblical Themes, study of Christian doctrine of the Trinity, and church History.
2. To lead students in the process of intentional spiritual formation, of dwelling in Christ, and becoming like Christ.
3. To help students develop ministry skills that will lead to lifelong learning and vocational success.

Bible History and Theology (12 hours) **Credit Hours**

MIN/MINO5113	Hermeneutics and Exegesis	3
MIN/MINO5133	Church History	3
MIN/MINO6113	Biblical Themes	3
MIN/MINO6123	The Trinity	3

DOING: Ministry Skills (12 hours)

MIN/MINO5313	Authentic Leadership	3
MIN/MINO5323	Pastoral Care	3
MIN/MINO5333	Practical Aspects of Ministry	3
MIN/MINO6323	Communication in Ministry	3

BEING: Spiritual Formation (12 hours)

MIN/MINO5213	Essentials of Spiritual Formation	3
MIN/MINO5223	Practices of Spiritual Formation	3
MIN/MINO6213	Traditions of Spiritual Formation	3
MIN/MINO6223	Applications of Spiritual Formation	3

Personal Development (4 hours)*

MIN5231	Spiritual Formation Retreat	1
MINO5411	Mentored Growth and Development I	1
MINO5421	Mentored Growth and Development II	1
MINO6231	Final Integrative Project	1

*Some courses are only available online or on-campus

MA in Ministry: On Ground Two-Year Program Sequence

Three- and four-year program sequence options available from the Office of the Dean of the School of Ministry.

Fall Semester I: 9 hours **Credit Hours**

MIN5113	Hermeneutics and Exegesis	3
MIN5213	Essentials of Spiritual Formation	3
MIN5313	Authentic Leadership	3

Spring Semester I: 10 hours

MIN5133	Church History	3
MIN5223	Practices of Spiritual Formation	3
MIN5323	Pastoral Care	3
MINO5411	Mentored Growth and Development I	1

Summer Semester 1: 2 hours

MIN5231	Spiritual Formation Retreat	1
MINO5421	Mentored Growth and Development II	1

Fall Semester II: 9 hours

MIN6133	Biblical Themes	3
MIN6213	Traditions of Spiritual Formation	3
MIN5333	Practical Aspects of Ministry	3

Spring Semester II: 10 hours

MIN6123	The Trinity	3
MIN6223	Applications of Spiritual Formation	3
MIN6323	Communication in Ministry	3
MINO6231	Final Integrative Project	1

MA in Ministry: Online Two-Year Program Sequence

Three- and four-year program sequence options available from the Office of the Dean of the School of Ministry.

Fall Semester I: 6 hours **Credit Hours**

MINO6123	The Trinity	3
MINO5223	Practices of Spiritual Formation	3

Spring Semester I: 7 hours

MINO5113	Hermeneutics and Exegesis	3
MINO5213	Essentials of Spiritual Formation	3
MINO5411	Mentored Growth and Development I	1

Summer Semester I: 7 hours

MINO5133	Church History	3
MINO5323	Pastoral Care	3
MINO5231	Spiritual Formation Retreat	1

Fall Semester II: 7 hours

MINO5421	Mentored Growth and Development II	1
MINO6133	Biblical Themes	3
MIN6223	Applications of Spiritual Formation	3

Spring Semester II: 6 hours

MINO5313	Authentic Leadership	3
MIN6323	Communication in Ministry	3

Summer Semester II: 7 hours

MINO6231	Final Integrative Project	1
MINO6213	Traditions of Spiritual Formation	3
MINO5333	Practical Aspects of Ministry	3

MASTER OF ARTS IN MINISTRY: ANGLICAN STUDIES CONCENTRATION

The Master of Arts in Ministry: Anglican Studies Concentration is meant to orient students to the history and theological distinctives of Anglicanism, including ecclesial and liturgical heritage as well as its context-sensitive approach to contemporary ministry.

Degree Requirements

The MA in Ministry: Anglican Studies Concentration consists of 33 semester hours.

The MIN prefix is designated for campus-based courses. The MINO prefix is designated for online-based courses. Some courses may be taken online or on-campus, based on availability and student preference. A special section (60) is reserved for Anglican Studies students in many courses. Program sequences may be determined between the student and advisor.

Master of Arts in Ministry: Anglican Studies Concentration Program Goals

1. To equip students in Biblical and Christian foundations by interpreting scripture through fundamental Hermeneutics, Biblical Themes, study of Christian doctrine of the Trinity, and Church History.
2. To lead students in the process of intentional spiritual formation, of dwelling in Christ, and becoming like Christ.
3. To help students develop ministry skills that will lead to lifelong learning and vocational success.
4. To orient students to the history and theological distinctives of Anglicanism, including its ecclesial and liturgical heritage as well as its context-sensitive approach to contemporary ministry.

Bible History and Theology (11 hours)**Credit Hours**

MIN/MINO5113	Hermeneutics and Exegesis	3
MIN/MINO5133	Church History	3
MIN/MINO6113	Biblical Themes	3
MIN/MINO6122	The Trinity	2

Spiritual Formation (6 hours)

MINO5423	Formations in Discipline and Rule of Life	3
MINO6213	Traditions of Spiritual Formation	3

Anglican Studies (10 hours)

MINO5413	Anglican History and Identity	3
MINO6413	Ministries of the Church: Liturgy, Sacraments, and Worship	3
MINO6424	Missional Theology	4

Personal Development (6 hours)

MINO5411	Mentored Growth and Development I	1
MINO5421	Mentored Growth and Development II	1
MIN/MINO5323	Pastoral Care	3
MINO6231	Final Integrative Project	1

MASTER OF ARTS IN SPIRITUAL FORMATION AND DIRECTION

The Master of Arts in Spiritual Formation and Direction is meant to prepare students for the ministry of Spiritual Direction, discern their own call and abilities to be a spiritual director, and to increase the capacities of students to become whole and holy people.

Degree Requirements

The MA Spiritual Formation and Direction consists of 40 semester hours.

The MIN prefix is designated for campus-based courses. The MINO prefix is designated for online-based courses. The SPD prefix refers to specialized Spiritual Direction courses. Some courses may be taken online or on-campus, based on availability and student preference. Program sequences may be determined between the student and advisor.

Master of Arts in Spiritual Formation and Direction Program Goals

1. To equip students in Biblical and Christian foundations by interpreting scripture through fundamental Hermeneutics, Biblical Themes, study of Christian doctrine of the Trinity, and Church History.
2. To lead students in the process of intentional spiritual formation, of dwelling in Christ, and becoming like Christ.
3. To equip students with the necessary listening skills for the art of Spiritual Direction, and to provide a historical and Biblical framework for spiritual formation and direction by helping students develop practical skills and to explore discernment practices for this ministry.

Bible History and Theology (12 hours)**Credit Hours**

MIN/MINO5113	Hermeneutics and Exegesis	3
MIN/MINO5133	Church History	3
MIN/MINO5323	Pastoral Care	3
MIN/MINO6123	The Trinity	3

Spiritual Formation (12 hours)

MIN/MINO5213	Essentials of Spiritual Formation	3
MIN/MINO5223	Practices of Spiritual Formation	3
MIN/MINO6213	Traditions of Spiritual Formation	3
MIN/MINO6223	Applications of Spiritual Formation	3

Spiritual Direction (15 hours)

SPD7253	Perceiving a Holy Invitation	3
SPD7263	Preparing an Available Self	3
SPD7273	Developing a Listening Ear	3
SPD7283	Discerning and Knowing God	3
SPD7293	Arranging a Sacred Space	3

Capstone (1 hour)

MINO6231	Final Integrative Project	1
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MA in Spiritual Formation and Direction Two-Year Program Sequence

Three- and four-year program sequence options available from the Office of the Dean of the School of Ministry.

Fall Semester I: 6 hours**Credit Hours**

SPD7253	Perceiving a Holy Invitation	3
MIN5213	Essentials of Spiritual Formation	3

Spring Semester I: 6 hours

SPD7273	Developing a Listening Ear	3
MINO5113	Hermeneutics and Exegesis	3

Summer Semester I: 6 hours

SPD7263	Preparing an Available Self	3
MINO5133	Church History	3

Fall Semester II: 6 hours

SPD7283	Discerning and Knowing God	3
MINO5223	Practices of Spiritual Formation	3

Spring Semester II: 9 hours

SPD7293	Arranging a Sacred Space	3
MIN6223	Applications of Spiritual Formation	3
MIN6123	The Trinity	3

Summer Semester II: 7 Hours

MINO5323	Pastoral Care	3
MINO6213	Traditions of Spiritual Formation	3
MINO6231	Final Integrative Project	1

Certificate in Spiritual Direction

The Certificate in Spiritual Direction is meant to prepare students for the ministry of Spiritual Direction and to discern their own call and abilities to be a spiritual director.

Christian spiritual direction is a ministry of holy listening in which one person helps another notice the Triune God's active presence and perceives the Holy Spirit's movement in their ordinary life. Spiritual directors' journey with directees, assisting as they deepen their lived intimacy with Christ, the One True Director. The Certificate in Spiritual Direction consists of five 3-credit hour courses for a total of 15 credit hours. Each course is designed where two-thirds is focused on content and one-third is focused on practical application. The practical component will include

supervision while offering or giving spiritual direction individually or in small groups. Coursework will be taught both online and through residential modules.

Graduate Certificate in Spiritual Direction Program Goal

To equip students with the necessary listening skills for the art of Spiritual Direction, and to provide a historical and Biblical framework for spiritual formation and direction by helping students develop practical skills and to explore discernment practices for this ministry.

For this certificate, the following courses are required:

- SPD7253: Perceiving a Holy Invitation (3hrs)
- SPD7263: Preparing an Available Self (3hrs)
- SPD7273: Developing a Listening Ear (3hrs)
- SPD7283: Discerning and Knowing God (3hrs)
- SPD7293: Arranging a Sacred Space (3hrs)

Graduate Certificate in Anglican Studies

The Graduate Certificate in Anglican Studies is meant to orient students to the history and theological distinctives of Anglicanism, including its ecclesial and liturgical heritage as well as its context-sensitive approach to contemporary ministry.

Graduate Certificate in Anglican Studies Program Goals

1. To lead students in the process of intentional spiritual formation, of dwelling in Christ, and becoming like Christ.
2. To orient students to the history and theological distinctives of Anglicanism, including its ecclesial and liturgical heritage as well as its context-sensitive approach to contemporary ministry.

For this certificate, the following courses are required:

- MINO5423: Formations in Discipline and Rule of Life (3hrs)
- MINO5413: Anglican History and Identity (3hrs)
- MINO6413: Ministries of the Church: Liturgy, Sacraments, and Worship (3hrs)
- MINO6424: Missional Theology (4hrs)

DOCTOR OF MINISTRY: SPIRITUAL FORMATION AND LEADERSHIP

The Doctorate of Ministry in Spiritual Formation & Leadership is meant to empower graduates in impact churches, organizations, clients, and communities through practical ministry projects, publications, and a specific focus on leadership development.

Degree Requirements

The DMin consists of 30 semester hours with a continuing relations Ministry Capstone Project. The project may last from one to three semesters. Students who completed the Masters of Clinical and Mental Health Counseling degree can transfer credits for DMIN7113: Helping Relationships, DMIN8113: Relating Faith & Spirituality in Counseling, and DMIN8123: Theodicy and Trauma Counseling.

Doctor of Ministry: Spiritual Formation & Leadership Program Goals:

1. Prepare students to integrate spiritual formation with biblical interpretation, church history, and Christian theology.
2. Prepare students to enact personal and corporate practices of Christian ministry reflective of holistic and mature spiritual formation.

3. Prepare students to formulate spiritually-formative strategies for furthering justice and cultural engagement in today's church.
4. Prepare students to demonstrate a proficient understanding of specialized course content, which will be instrumental in providing additional relevancy to varying areas of influence within the ministry of spiritual formation and leadership.

Program sequence:

<u>Fall Semester I: 6 hours</u>	<u>Credit Hours</u>
DMIN7213 Spiritual Formation and Scripture	3
DMIN7113 Helping Relationships*	3

<u>Spring Semester I: 6 hours</u>	<u>Credit Hours</u>
DMIN7223 Spiritual Formation and Culture	3
DMIN7713 Foundations of Research and Writing*	3

<u>Summer Semester I: 3 hours</u>	<u>Credit Hours</u>
DMIN7233 Spiritual Formation and Theology*	3

<u>Fall Semester II: 6 hours</u>	<u>Credit Hours</u>
DMIN8213 Spiritual Formation and the Gospel	3
DMIN8113 Relating Faith & Spirituality in Counseling*	3

<u>Spring Semester II: 6 hours</u>	<u>Credit Hours</u>
DMIN8123 Theodicy and Trauma Counseling*	3
DMIN8223 Spiritual Formation and Mission	3

<u>Summer Semester II: 3 hours</u>	<u>Credit Hours</u>
DMIN8713 Ministry Project Proposal	3

<u>Final Project (2- 3 semesters)</u>	<u>Credit Hours</u>
DMIN8721 Ministry Capstone Project **	2-3

* Online class

**This course can be repeated up to 3 times.

COURSE NUMBERING SYSTEM

Courses are designated by the following prefixes:

- CED: Counselor Education
- CEDI: Counselor Education Independent Study
- DMIN: Doctor of Ministry
- MIN: Ministry
- MINO: Ministry Online
- MINI: Ministry Independent Study
- SPD: Spiritual Direction

Course numbers consist of four digits:

- First digit: 5-7 = Master's degree program with advanced courses represented by higher course numbers
- Second digit:
 1. Core Counseling Curriculum
 2. Counseling and Spirituality Integration Curriculum

3. Counseling and Theology Integration Curriculum
 4. Child and Adolescent Counseling Curriculum
 5. Christian Sex Therapy Curriculum
 6. Family Studies and Marriage & Family Counseling Curriculum
 7. Research Curriculum
 8. Advanced Counseling Intervention Curriculum
 9. Applied Clinical Counseling Training Curriculum
- Third digit: 0-9 = Sequential order of the course in the specific curriculum
 - Fourth digit: 1-4 = Number of semester credit hours

NOTE: For the purposes of course descriptions, no distinction is made between the terms counseling and psychotherapy.

SCHOOL OF COUNSELING COURSE DESCRIPTIONS

Core Counseling Curriculum

CED1010: Enrich

0 hours. This course introduces students to the university. It is designed to provide students with the knowledge, skills, and connections to be successful in their education at Richmond Graduate University, including academic courses, internship experience, and professional relationships. Each session of the seminar will prepare developing students to own their role as learners and active members of the University community. Clinical Mental Health Counseling students are required to enroll in the course during their first semester as a degree-seeking student.

CED5122: Foundations in Counseling

2 hours. This course is structured as a foundational course for the Master of Arts in Clinical Mental Health Counseling program, to acquaint graduate students with a broad view of the field of Clinical Mental Health Counseling. The course provides a foundational knowledge about the counseling profession, its history, philosophy, and professional identity. Students will also be exposed to current professional issues within the field of counseling to include the roles & responsibilities of the professional counselor in working competently with diverse populations, serving as a social justice advocate and to function effectively in specialized settings of agency, community and emergency environments. This course will be taught in the context of a Biblical worldview.

CED610x: Special Topics in Counseling

Hours may vary. Provides an opportunity for students to participate in additional studies in this content area which are not a part of the standard curriculum schedule. Unless specifically noted in course announcements, special topics courses will not count toward degree requirements. Depending on the nature of the course offering, prerequisites may apply. May be repeated for credit.

CED6112: Personal and Spiritual Life of the Counselor

2 hours. Examines the process of Christian formation from historical and personal perspectives. Attention given to unique personal and spiritual demands of the life and work of the counselor, historical figures of the Church, and contributions of modern-day scholars. Students are encouraged to focus on their own personal and spiritual formation and to view this dynamic as being foundational to the counseling process. Graded Pass/Fail.

CED6113: Helping Relationships

3 hours. Prerequisite for CED7123 and 6913. An introduction to basic counseling methods with emphasis on the helping skills of attending, responding, and personalizing as presented in the Carkhuff model. Develops empathy and self-awareness skills essential to the helping relationship. Opportunity provided for students to experience themselves in

therapeutic relationships with practice clients of different ages, gender, and/or backgrounds. Students must earn B- or higher to continue in clinical sequence. Students must receive approval on the Student Performance and Dispositions Review to continue in the clinical sequence.

CED6123: Ethical, Legal, and Professional Standards in Clinical Mental Health Counseling

3 hours. Prerequisite for CED6913. Students survey and develop an understanding of the ethical, legal, and professional issues facing the professional counselor and the marriage and family therapist, including a history and philosophy of the counseling profession, noting significant factors and events. Importance of membership in ACA, IAMFC, ASERVIC, AMHCA, and other ACA Divisions is stressed. Presents additional information on other professional societies such as APA, AAMFT, and CAPS. Students learn and apply the ACA, AAMFT, and CAPS codes of ethics. Topics include the process of ethical decision-making, application of ethics within clinical practice, professional identity, client advocacy and relationships with other human service providers, scope of practice, licensure and certification, business aspects of the counseling practice, and foundation of the clinical mental health counselor's and the professional marriage and family therapist's role as consultant and advocate in public and private policy processes and legal issues. Students must earn B- or higher to continue in clinical sequence. This course is part of the Richmond Career Mapping sequence.

CED6133: Counseling Systems and Interventions

3 hours. Prerequisite for CED6813, CED7852, CED7891, and CED7822. Survey of the major systems/models of counseling and marriage and family therapy in modern Western civilization with content related conceptually to clinical concerns. Addresses history and philosophy of the counseling profession and current trends in community counseling, along with emphasis on theory and application. Culminates with overview of Christian approaches.

CED6143: Psychopathology: Diagnosis and Treatment of Mental Disorders

3 hours. Prerequisite for CED6922, CED6962. Pre- or corequisite for CED6833. A comprehensive survey of the major psychological and behavioral disorders as described in the Diagnostic and Statistical Manual of Mental Disorders (DSM-5/ICD-10). Diagnosis, etiology, and treatment are major areas of study. Students acquire knowledge of the DSM-5/ICD-10 classification system, diagnostic categories, and primary treatment options for major mental disorders. Includes an examination of psychobiology and psychopharmacology. Emphasizes spirituality of the client as a factor in beliefs, values, and diagnosis.

CED6153: Helping Relationships for Pastoral Care

3 hours. This course is an introduction to basic counseling methods with an emphasis on the helping skills of attending, responding, and personalizing as presented in the Carkhuff model. Empathy and self-awareness skills essential to the helping relationship are developed. Additionally, this course provides an introduction to pastoral counseling for addictions, marital distress, depression, anxiety, and divisive personalities—counseling issues that are most commonly encountered in ministry—with an emphasis on spiritual transformation through the student's effective servant leadership and pastoral care. This course is exclusively offered to students pursuing the Master of Science in Pastoral Care and Integration.

CED6162: Crisis Response and Intervention

2 hours. This elective course will cover standards pertaining to crisis response and intervention for counselors. Additionally, this course will cover outline responses to crises in various settings including work, environments, schools, and churches or other organizations. The course will equip both lay and professional helpers to respond appropriately and adequately to various forms of crisis.

CED6163: Clinical Appraisal and Assessment

3 hours. Students learn appraisal and assessment techniques for measuring skills and traits associated with performance in clinical, educational, vocational, and social settings. Training provided in conducting diagnostic interviews, mental status examinations, symptom inventories, psychoeducational, and personality assessment. Standard screening for substance use disorders is taught. Students gain understanding in validity and reliability of procedures, statistical concepts, and strategies for using and interpreting a variety of assessment and evaluation instruments. Covers pertinent ethical, legal, and diversity issues.

CED6233: Relating Faith and Spirituality in Counseling

3 hours. This course trains students in the practical integration of spirituality into counseling. It examines the life impact of religion and spirituality and explores the crucial concepts of spiritual formation, soul care, and the Biblical basis for Christian counseling. It tackles the issues arising from several models of integrative counseling and surveys a variety of tools used. The crucial importance of the spiritual life of the counselor and understanding the spirituality of the counselee are highlighted. Graded Pass/Fail.

CED6612: Family Systems Theory

2 hours. Prerequisite for CED7623, CED7613, and CED7633. Examination of the philosophy, theoretical, and practical foundations of the family systems approach to marital and family counseling/therapy. The major theorists, theories, various models, and practices are examined. The primary focus is upon the theories, principles, and language that support the numerous marriage and family therapy models. Among other theoretical models, Bowen Family Systems Theory is delineated.

CED6833: Addictions: Theory and Clinical Assessment

3 hours. Pre- or co-requisite: CED6143. This course takes a comprehensive look at impulse control disorders, covering the most recent issues in the areas of epidemiology, etiology, and substance abuse policy. This course looks at substance abuse from a systems perspective, introducing students to the environmental context of the client in order to promote cultural competence and an awareness of the familial, sociopolitical, and economic aspects of addictions. The course includes clinical knowledge that is necessary to facilitate an initial intake and diagnostic orientation for the clients in the counseling process. Students will learn the diagnostic skills necessary to administer a comprehensive and thorough evaluation for the purpose of determining effective treatment plans for clients who are suffering from diverse addictive and compulsive disorders. An emphasis will be placed on integrating and analyzing current research in the field of addictions and its direct applications to mental health and marriage and family therapy from a Christian worldview.

CED7113: Human Growth and Development

3 hours. A survey of theories of human, cognitive, social, learning, and personality development with comparative review and emphasis on roles of family, school, and community. Includes significant content on individual development within the context of family development across the lifespan.

CED7123: Group Counseling Theory and Practice

3 hours. Prerequisite: CED6113. Pre- or corequisite: CED6922 and CED6962. Students study both theoretical and experiential understandings of group purpose, development, dynamics, group counseling theories, group counseling methods and skills, group leadership, and various group approaches. Students examine critical aspects of successful group counseling including such components as selection criteria, group membership characteristics, phases of group process, methods of group leadership, and methods of evaluation of group counseling effectiveness. Students participate in a group process for a minimum of 10 clock hours over the semester.

CED7132: Theodicy and Trauma Counseling

2 hours. Prerequisites: CED7312 and 7362. Examination of theodicy as it relates to the life of the counselor and its application to counseling, with special attention given to trauma and recovery. Impersonal aspects of theodicy and the application of a theology of hope are emphasized. To live as a human being is to be confronted with the vexing problem of evil and human suffering. Evil constitutes a major philosophical and theological problem for theists. Philosophically and biblically explores the nature of the problem of evil and examines ways of coping with evil and suffering in human experience and in Christian life. Treats the theological and philosophic effects of crises, disasters, and other trauma-causing events on persons of all ages, as embodied in the theological/philosophical problem of theodicy.

CED7143: Lifestyle and Career Development

3 hours. An examination of various factors influencing career choice and career development over the lifespan, including individual, cultural, and sociological factors. Emphasis placed on approaches that aid conceptualization of healthy development in career planning and decision making. Addresses counseling strategies to address career struggles, including interrelationships between work, family, and life roles. Also includes use of career information systems, computer-based information systems, and vocational assessment instruments. The counselor's role as an advocate for the professional is addressed. At the discretion of the professor, students may be required to pay a nominal fee for individual vocational assessments. This course is a part of the Richmond Career Mapping sequence.

CED7153: Social and Cultural Issues in Counseling

3 hours. Prerequisite for CED6922 and CED6962. Provides an overview of cultural context of relationships, issues, and trends in a multicultural society and relates these to the professional field of counseling. Presents theories of multicultural counseling, identity development, and social justice. Includes experiential learning activities and significant content material on multicultural competencies, including diversity, diversity and pluralistic issues, social barriers that impede equity and success for clients, detrimental culturally supported behaviors, gender and power issues, bias and prejudice, and religious and spiritual issues in counseling, and relates these concepts to the counselor's roles in developing cultural awareness.

CED7713: Methods of Research

3 hours. Students learn basic strategies for research in the areas relevant to counseling. Students gain knowledge in the various research designs, research procedures, basic statistical concepts, and how to access, read, and evaluate research in the literature. The use of research to inform evidence-based practices and the use of technology in conducting research and statistical analysis are presented. Includes information regarding community and program evaluation as methods to improve counseling.

CED710x: Original Independent Study in Counseling

Hours may vary. Designed for advanced students who wish to create an independent study for a topic not offered by Richmond. Will require prerequisites as determined by the professor guiding the study. Original independent studies follow the same proposal and approval procedures as other independent studies.

Counseling and Theology Integration Curriculum

CED630x: Special Topics in Counseling and Theology Integration

Hours may vary. Provides an opportunity for students to participate in additional studies in this content area which are not a part of the ongoing curriculum schedule. Unless specifically noted in course announcements, special topics courses will not count toward degree requirements. Depending on the nature of the course offering, prerequisites may apply. May be repeated for credit.

CED6342: Faith Traditions with Implications for Counseling

2 hours. Overview of various spiritual and religious traditions to equip counselors to relate more effectively to clients with diverse spiritual and religious identities. Special focus will be given to various Christian traditions emerging through Church history to increase the counselor's appreciation for ecumenical differences as they present in the counseling office. This course is a part of the Richmond Career Mapping sequence.

CED7312: Biblical Interpretation and Application for Counselors

2 hours. An introduction to the principles of biblical exegesis, interpretation, and application. In addition to the critical development of the skill of observation, an emphasis will be placed upon the historical and cultural context, the literary structure and style, and the theological, spiritual, and psychological significance of the biblical text. Consideration will also be given to the clinical application of the Bible.

CED7362: Integrative Theology for Counselors

2 hours. Consideration of worldview analysis along with an introduction to historical, systematic, biblical, and philosophical theology as relevant to issues of the nature of God and man. Provides an overview of the core beliefs of historically orthodox Christianity as represented by the Apostles' and Nicene Creeds. Additional focus is offered in the relationship between religion and science. Students examine the implications of theology upon the counseling context and receive additional training in explicit integration.

CED730x: Original Independent Study in Counseling and Theology Integration

Hours may vary. Designed for advanced students who wish to create an independent study for a topic not offered by Richmond. Will require prerequisites as determined by the professor guiding the study. Original independent studies follow the same proposal and approval procedures as other independent studies.

Clinical Intervention Curriculum

CED6813: Cognitive-Behavioral Therapy

3 hours. Prerequisite: CED6133. Develops students' knowledge and skill in the cognitive-behavioral approach to counseling with applications to mental health counseling and marital and family counseling. Students examine theoretical foundations, research findings, basic principles, assessment techniques, and intervention strategies of CBT with particular emphasis on a family systems perspective. Practical applications of this therapy are examined, and executive skills required of the cognitive-behavioral therapist are instilled. Students will demonstrate skills in this approach of counseling in class. These examinations are applied to a wide variety of problems in living and are framed within a Christian theological context.

CED7822: Psychodynamic Theories and Counseling

2 hours. Prerequisite: CED6133. Provides an opportunity to explore the contribution of psychoanalytic theory for the understanding of persons and the practice of counseling. Psychoanalytic traditions examined include classical drive theory, ego psychology, interpersonal theory, object relations theory, and self- psychology. Special attention also given to the contributions of psychoanalytic theory to the understanding of character pathology and clinical diagnosis.

CED7891: Professional Seminar in Clinical Mental Health Counseling

1 hour. Prerequisite: CED7932 or CED7962. Designed to assist students in the integration of their graduate experiences, to prepare them for clinical practice, and to assess their current level of competency across 14 content areas. To assess the students, the instructors will administer the Counselor Preparation Comprehensive Examination. Strengths and weaknesses will be identified. Remedial work may be assigned and required before graduation. Students are provided with information regarding professional identity with ACA and other professional societies.

Applied Clinical Training Curriculum

Counseling students must accumulate a minimum of 700 hours of on-site experience at their appointed clinical site. A minimum of 300 of these 700 hours must be direct, face-to-face counseling hours. Students must also gain a minimum of one hour per week of individual supervision and one and one-half hours per week of group supervision by an approved faculty member of the counseling practicum and the two internships.

CED6913: Applied Practicum and Treatment Planning Lab in Counseling

3 hours. Prepares students to conduct intake interviews, maintain appropriate documentation and conduct effective treatment planning, and maximize the supervision process. Special attention given to use of the DSM-5 for diagnosis, treatment planning, and practice. Emphasis placed on increased awareness of self/personality and the core conditions of a therapeutic relationship; practice of basic counseling skills in role-play; ethical issues; management of crises; making appropriate referrals; and other topics relevant to the counseling process including information on licensure and credentialing and professional involvement in the counseling profession through ACA and its associations such as IAMFC, ASERVIC and AMHCA. Information given on societies such as APA, AAMFT, and CAPS. Minimum grade for successful completion of this course is B-. Students must receive approval for continuance on the Student Performance and Dispositions Review. Advisor may recommend or require additional courses or other remedial work.

Prerequisites:

- CED6113: Helping Relationships (minimum grade B-)
- CED6123: Ethical, Legal and Professional Standards in Clinical Mental Health Counseling (minimum grade B-)

CED6922/6962: Counseling Practicum

2 hours. Under the guidance of a licensed Christian mental health professional, students become a part of a team that provides individual, couple, and family counseling. Includes weekly individual supervision on site and faculty group supervision. Students must accumulate 100 on-site hours, of which a minimum of 40 hours must be in face-to-face counseling. Graded Pass/Fail.

Prerequisites:

- CED6113: Helping Relationships (minimum grade B-)
- CED6123: Ethical, Legal, and Professional Standards in Clinical Mental Health Counseling (minimum grade B-)
- CED5112: Professional Identity of the Counselor, CED5122: Foundations in Counseling, or CED5612: Person of the Marriage and Family Therapist
- CED6913: Applied Practicum and Treatment Planning Lab in Counseling (minimum grade B-)
- Approval for continuance on the Student Performance and Dispositions Review
- CED6143: Psychopathology (minimum grade B-)
- CED7153: Social and Cultural Issues in Counseling
- At least one CED 800-level course
- Advisor may recommend or require additional courses or other remedial work.

CED7932/CED7962: Counseling Internship I

2 hours. Provides participation in the counseling process as counselor/co-counselor under supervision of licensed Christian mental health professionals. Includes weekly individual and group supervision. Additional experience will be obtained in an external setting. Students must accumulate 300 on-site hours, of which a minimum of 130 hours must be in direct service. A portion of the face-to-face counseling hours in either Internship I or Internship II must be in a group setting. Information on licensure and credentialing is provided, and professional identity with the clinical mental health counseling profession and marital and family counseling profession is discussed. Graded Pass/Fail.

Prerequisites:

- CED6922/CED6962: Counseling Practicum
- Approval for continuance on the Student Performance and Dispositions Review
- Advisor may recommend or require additional courses or other remedial work.

CED7942/CED7972: Counseling Internship II

2 hours. Continuation of CED7932/ CED7962: Counseling Internship I, with growing autonomy as appropriate to the student's developing skill level. The student participates in the counseling process as counselor/ co-counselor under supervision of licensed Christian mental health professionals. Weekly individual and group supervision. Information on licensure and credentialing is provided, and professional identity with the clinical mental health counseling profession and marital and family counseling profession is discussed. A portion of the face-to-face counseling hours in either Internship I or Internship II must be in a group setting. The student must accumulate a minimum of 300 hours on-site, of which a minimum of 130 hours must be in direct service to clients. Graded Pass/Fail. *Spring*

Prerequisites:

- CED7932/CED7962: Counseling Internship I
- Approval for continuance on the Student Performance and Dispositions Review
- Any three 800-level courses (third 800-level course may be concurrent with CED7942/CED7972)
- Advisor may recommend or require additional courses or other remedial work.

CED7952: Counseling Internship III

Variable credits: intended for students who need additional hours in an internship for licensure, and for those who need to extend their internship past one year. Students may enroll for this internship only with prior approval of the Dean or Assistant Dean of Clinical Affairs and request for academic exception. The student will participate in the counseling process as therapist/co-therapist under supervision of licensed Christian mental health professionals. Weekly individual and group supervision are required. Information on licensure and credentialing is provided, and professional identity with the clinical mental health counseling profession and marital and family counseling profession is discussed. Graded Pass/Fail. May be repeated for credit.

Advanced Clinical Counseling Intervention Curriculum

CED680x: Special Topics in Advanced Counseling Intervention

Hours may vary. Provides an opportunity for students to participate in additional studies in this content area that are not part of the standard curriculum schedule. Unless specifically noted in course announcements, special topics courses will not count toward degree requirements. Depending on the nature of the course offering, prerequisites may apply. May be repeated for credit.

CED6802: Trauma in Developmental Context

2 hours. Focuses on the impact of trauma exposures on the developing child and ways these impacts may continue to manifest through the lifespan. Includes a review of normative development and impact of trauma on developmental tasks; an overview of the attachment system and variations in attachment formation; and discussion of the functional nature of behaviors. Implications for treatment will be briefly discussed.

CED6812: Trauma and Biology

2 hours. Reviews physiological impacts of traumatic experiences, including psychobiology of the acute trauma response; impact of chronic traumatic stress on a functional and anatomical neurological level; and physiological markers of the chronic stress response and their behavioral manifestations. Reviews current research regarding the intersect between trauma and the body. Implications for treatment will be briefly discussed.

CED7802: Child Trauma Intervention

2 hours. Prerequisites: CED6802 and CED6812. Provides an overview of clinical assessment and treatment of children who have experienced traumatic stress. The process of clinical evaluation of this population will be discussed, with review of most commonly used evaluation tools. Treatment will be conceptualized in a core components manner, with identification of key goals of intervention with children who have experienced trauma. Reviews evidence-based and promising practices for treatment of child trauma, as well as the range of alternative interventions (i.e., expressive, body-based, sensory) which show promise for this population.

CED7812: Adult Trauma Intervention

2 hours. Prerequisites: CED6802 and CED6812. Provides an overview of clinical assessment and treatment of adults who have experienced traumatic stress. The process of clinical evaluation of this population will be discussed, with review of most commonly used evaluation tools. Reviews the construct of phase-oriented models of treatment and provides an overview of key goals and the range of practices which may be used to address these goals.

CED7832: Addictions: Treatment and Intervention

2 hours. Prerequisite: CED6833. This course is designed to help the student become more knowledgeable about counseling philosophy, techniques, interventions, and professional/ethical standards that are most effective in counseling clients who have been diagnosed with an addictive or compulsive disorder. Current research about the most effective and practical theoretical counseling models that foster personal growth, recovery, healing, and change are studied and critiqued. There will be a concentration on documentation/record-keeping, crisis intervention, treatment planning, and the important aspects of clinical supervision. Students will also have an opportunity to learn and critically examine how their intrapersonal awareness can enhance the counseling process.

CED7842: Neurobiology of Addiction

2 hours. Prerequisite: CED6833. This course provides students with an overview of the available and emerging approaches used to investigate the interpersonal neurobiology of addiction as well as the biological processes that happen in the brain during the course of addiction, and the theoretical background and results of neuroimaging studies as it relates to the neurobiology of addiction. It also explores the relationship between early adverse experiences of childhood stress and addiction.

CED7852: Eating Disorders: Etiology, Assessment, and Counseling Interventions

2 hours. Prerequisite: CED6133. Examination of the etiological and associated factors of eating disorders, diagnosis and assessment issues, and the treatments and general management strategies of the client with an eating disorder. Special emphasis placed on individual, family, and hospital-based intervention methods. *Every other Summer.*

CED7863: Advanced Social and Cultural Issues in Counseling

2 hours. Prerequisite: CED7153. Pre- or co-requisite: CED 6922 or 6962. This intensive course provides a deep dive into the cultural contexts of a selection of diverse populations including (but not limited to): Immigrant populations, LGBT, Muslim, Native American, Hispanic, and Black (African American, Caribbean, Hattian, African, other). Students will self-select to "population cohorts" where they will focus specifically on delving into the cultural context of mental health, family relational, and impacting socio-political issues and trends within the self-assigned population, with the goal of developing detailed understanding of culturally relevant clinical intervention. Students will actively apply theories of multicultural and social justice counseling, identity development, and family systems. The course includes clinical application of multicultural counseling and social justice competencies with the assigned population with the goal of experientially understanding the impact of varying forms of marginalization (e.g., gender and power issues; bias and

prejudice; and religious and spiritual issues), and learning how to provide culturally sensitive and effective intervention within these contexts. This course requires participation in the counseling process as counselor/co-counselor under the weekly group supervision of the instructor, in collaboration with population-specific community consultants. These hours will count towards required internship hours.

CEDI780x: Original Independent Study in Advanced Counseling Interventions

Hours may vary. Designed for advanced students who wish to create an independent study for a topic not offered by Richmond. Prerequisites determined by the professor guiding the study. Original independent studies follow the same proposal and approval procedures as other independent studies.

Research and Writing Curriculum

CED5062: Introduction to Graduate Writing Skills

2 hours. This course aims to provide a comprehensive overview of writing skills for graduate studies. Significant focus is placed on producing, evaluating, and revising written work that reflects the highest standards of grammar, composition, and APA style. For those students required to take this course, it will be used for evaluation to determine their readiness for additional graduate coursework. A grade of B- or higher is required to successfully complete this course.

CED670x: Special Topics in Research and Writing

Hours may vary. Provides an opportunity for students to participate in additional studies in this content area which are not a part of the ongoing curriculum schedule. Unless specifically noted in course announcements, special topics courses will not count toward degree requirements. Depending on the nature of the course offering, prerequisites may apply. May be repeated for credit.

CED7761: Research Group I

1 hour. Prerequisite: CED7713 and permission of instructor. Students in Thesis Track begin developing their research idea or determine how they will connect to ongoing research projects. By the end of the course, the proposal is approved by the Director of Research and, if needed, IRB. A faculty mentor for the project is identified. Students interested in gaining research experience but not prepared to commit to a full thesis project may elect to take this course to engage in aspects of the research process.

CED7771: Research Group II

1 hour. Prerequisite: CED7761 and permission of instructor. A continuation of Research Group I as the student begins data collection and continues writing of thesis. By the end of the course, most data are collected. The Introduction and Methods sections of the thesis have been written. If the thesis is theoretical, literature reviews of relevant topics have been written.

CED8711: Thesis I

1 hour. Prerequisite: CED7771. Data analyses are conducted. Results and Discussion sections of thesis have been written based on analysis of data. First full draft of the thesis is due to the mentor by the end of the course. If the thesis is theoretical, substantive syntheses of main topic areas have been written.

CED8721: Thesis II

1 hour. Prerequisite: CED8711. Thesis is reviewed by mentors and readers, finalized by the Director of Research, and printed. The thesis is presented in a Richmond Community Time, and most often in a presentation and/or poster at a counseling-related conference.

Family Studies and Marriage & Family Counseling/Therapy Curriculum

CED5612: Person of the Marriage and Family Therapist

2 Hours. This course is structured as an introductory course for the Marriage and Family Therapy curriculum, to acquaint graduate students with a broad view of the field of Marriage and Family Therapy, and to assist them in the development of their personal professional identity, including the Person of the Therapist model. The course provides a foundational knowledge about the history and philosophy of the marriage and family therapist. Students will also be exposed to current ethical, professional, and legal issues within the field of marriage and family therapy to include the roles and responsibilities of the therapist in working competently with diverse populations and to function effectively in specialized settings of agency, community, and emergency environments. Licensure, professional organizations, and opportunities for practice will be introduced.

CED660x: Special Topics in Family Studies

Hours may vary. Provides an opportunity for students to participate in additional studies in this content area which are not a part of the standard curriculum schedule. Unless specifically noted in course announcements, special topics courses will not count toward degree requirements. Depending on the nature of the course offering, prerequisites may apply. May be repeated for credit.

CED6632: Family Wellness in Society

2 hours. Designed as an introductory class for the Marriage and Family Therapy curriculum, this course pertains to the clinical treatment of individuals, couples, and families from a preventative, psychoeducational point of view covering family health and wellness across the lifespan, systemic assessment of familial health, functioning and wellness, and characteristics of healthy and resilient families. This course also covers the sociology and history of the family unit, the family structure in current society, and addressing issues pertaining to the family in current society. Additionally, students will examine the impact of stress on the family, including sexuality, trauma, crisis, addiction, interpersonal violence, unemployment, and career on family life, as well as ways of fostering family wellness with consideration for cultural issues. This course will assist MFT students in developing necessary skills to be psychoeducators and the foundational understanding of the sociology of family, marriage, and coupling.

CED7642: Couples, Marriage, and Family Therapy I

2 hours. Prerequisite for CED7643. This course is an introductory course for Marriage and Family Therapy Curriculum, the second course in the MFT certificate program. This course covers foundations of systemic and relational practice, theory, and technique, as well as systemic/relational assessment in MFT in mental health issues, and unique ethical and identity issues of the MFT. This course discusses the development, models, and theories of marriage, couple, and family counseling, case conceptualization from a systemic perspective, settings for MFTs, the structure of the family, assessment of the family unit, and conceptualizing and treating the family unit. Students study the foundational theoretical approaches relying heavily on systemic thinking and communication theory. This course assists MFT students in developing foundational aspects of systems theory necessary to assess, plan, and intervene systemically with a family.

CED7643: Couples, Marriage, and Family Therapy II

3 hours. Prerequisite: 7642. Prerequisite for CED7653. This course serves as an intermediate course in the MFT certificate program, and a secondary portion of the CMT I course. This course continues to cover foundational theories related to systemic and relational practice, theory, and technique, clinical treatment of marriages, couples, and families, as well as biopsychosocial health of the family. This course covers theories and models of MFT, assessments relevant to MFT, aging and intergenerational influence of the family, and techniques as well as interventions for working with

families of diverse populations. Students continue the study family theoretical approaches MFT relevant to treatment, including methods of assessment and intervention. This course continues to assist MFT students in developing necessary skills to assess, plan, and intervene systemically with a family as well as understand the influence of the family across the lifespan.

CED7653: Advanced Couples, Marriage, and Family Therapy

3 hours. Prerequisite: CED7643. This course serves as an advanced course in the MFT certificate program and covers information pertaining to clinical treatment of marriages, couples, and families, as well as biopsychosocial health of the family. This course also covers recent theories and models of MFT, interpersonal neurobiology, assessments relevant to MFT, and advanced techniques as well as interventions for working with families. Students study the most current intervention strategies and special issues related to couples counseling. This course assists MFT students in developing clinical skills to intervene with the most current research and methodology related to the MFT field.

CED760x: Original Independent Study in Family Studies or Marital and Family Counseling

Hours may vary. Designed for advanced students who wish to create an independent study for a topic not offered by Richmond. Will require prerequisites as determined by the professor guiding the study. Original independent studies follow the same proposal and approval procedures as other independent studies.

Child and Adolescent Counseling Curriculum

CED640x: Special Topics in Child and Adolescent Counseling

Hours may vary. Provides an opportunity for students to participate in additional studies in this content area which are not a part of the standard curriculum schedule. Unless specifically noted in course announcements, special topics courses will not count toward degree requirements. Depending on the nature of the course offering, prerequisites may apply. May be repeated for credit.

CED6412: Child and Adolescent Psychopathology

2 hours. Prerequisite for CED6422, CED7432, and CED7442. Provides an overview of the etiology, diagnoses, and treatment of mental disorders in the childhood and adolescent years. Disorders specific to childhood and adolescence in the DSM-5 are reviewed along with other disorders manifested in youth. Particular attention is given to developmental psychopathology.

CED7452: Introduction to Play Therapy

2 hours. Prerequisites: CED6123, CED6412, and CED7113. This course will provide a history of play therapy, an overview of the essential theories and principles of play therapy, and a comparison of the major theoretical models of play therapy and their implications for treatment. Students will learn the role of the play therapist in different settings, the stages of the play therapy relationship, the basic play therapy skills and guidelines for becoming a Registered Play Therapist. An experiential component will focus on exposure to basic play therapy skills through observation of professionals, instructors, or videotaped experts performing play therapy. The course develops play therapy practice skills and an understanding of theoretical approaches of play therapy at the level required for eventual registration as a play therapist, and as required by the Association of Play Therapy.

CED7463: Advanced Techniques in Play Therapy for Children and Adolescents

3 hours. Prerequisite: CED7452. This course is designed for the advanced study of play therapy and builds upon material taught in Introduction to Play Therapy. The course will use a seminar format, and will include discussion, speakers, case presentations, demonstrations, and supervised skills practice to promote students' acquisition of the skills presented

during the lectures. Throughout the course emphasis is placed upon the development of a multicultural perspective and ethical considerations when working with this vulnerable population. This course prepares students to provide supervised Child Centered Play Therapy and Activity Therapy services in a variety of settings.

CED1740x: Original Independent Study in Child and Adolescent Counseling

Hours may vary. Designed for advanced students who wish to create an independent study for a topic not offered by Richmond. Will require prerequisites as determined by the professor guiding the study. Original independent studies follow the same proposal and approval procedures as other independent studies.

Psychopathology and Treatments Curriculum

CED6152: Personality Disorders: Diagnosis and Treatment

2 hours. Prerequisite: CED6143. Focuses on diagnosis, etiology, and treatment of personality disorders as delineated in DSM-5/ ICD-10. A continuation of CED6143: Psychopathology.

CED7162: Psychopharmacology for Counselors

2 hours. Prerequisite: CED6143. The purpose of this course is to provide knowledge to the field of psychopharmacology. This course will review the basic classes of medications, and their basic indications in treatment. Biological mechanisms of action, side effects, and potential interactions with other medications will be covered. Students will learn how to make an effective referral and work with the medical professional prescribing the medication. Medical conditions that potentially present as psychiatric problems will be covered and differential diagnosis offered. New medications seeking FDA approval will be covered. Alternative or holistic means of treating psychiatric conditions will be outlined. This class is designed to expand on the basic concepts taught in the first part of the course.

Christian Sex Therapy Curriculum

CED6512: Human Sexuality: A Therapeutic Integration

2 hours. Prerequisite for CED6522, CED7532, and CED7542. Provides a basic introduction to counseling for sexual issues. Students are introduced to a theology of sexuality, a foundational model of addressing sexual issues in counseling, basics of sexual biology and psychology, sexual development, sexual dysfunction, and intervention techniques for sexual problems. Students also are challenged in their own growth and development in this area.

CED6522: Basic Issues in Sex Therapy

2 hours. Prerequisite: CED6512. Designed to provide an introduction to the field of sex therapy. Focuses on the profession of sex therapy, exploring historical, ethical, social/cultural, and current research issues in human sexuality. Students also examine sex therapy with specific populations.

CED7532: Sexual Dysfunctions, Addictive, Compulsive, and Paraphilic Sexuality

2 hours. Prerequisite: CED6512. Teaches students classical and current theories and techniques in treating sexual dysfunction, sexual addiction and compulsivity, and paraphilias.

CED7542: Sexuality: Medical Issues, Trauma, and Abuse

2 hours. Prerequisite: CED6512. Covers the two main subject areas of advanced physiological issues (primarily hormones and medications) and counseling for sexual trauma and abuse. Students explore current theories and research in these subject areas as well as continue to develop their theory of sexuality in these subject areas. Special attention also is given to exploring the problem of pain and self-care of the therapist when working with trauma.

CEDI750x: Original Independent Study in Christian Sex Therapy

Hours may vary. Designed for advanced students who wish to create an independent study for a topic not offered by Richmond. Requires prerequisites as determined by the professor guiding the study. Original independent studies follow the same proposal and approval procedures as other independent studies.

Spiritual Formation in Counseling Curriculum

CED620x: Special Topics in Counseling and Spirituality

Hours may vary. Provides an opportunity for students to participate in additional studies in this content area which are not a part of the ongoing curriculum schedule. Unless specifically noted in course announcements, special topics courses will not count toward degree requirements. Depending on the nature of the course offering, prerequisites may apply. May be repeated for credit.

CED6232: Assessing Spirituality and Religion

2 hours. Focuses on assessing spirituality and religion both generally and as applied specifically to the intake process. Exposes students to both quantitative and qualitative methods of assessment. Includes the development of the skill of helping clients become more self-aware. Emphasizes the importance of the Christian tradition of the close relationship between the knowledge of God and the knowledge of self. It strongly connects the process of assessment to treatment planning toward the goal of spiritual formation. Graded Pass/Fail.

CED6282: Spiritual Development Across the Lifespan

2 hours. Considers the family context of spiritual and religious beliefs and values and how this context impacts individuals, with emphasis on the special impact of early experiences. Traces spiritual development across various phases of the lifespan, with particular attention focused on developmental challenges and opportunities contained in each. Examines spiritual interventions that can be helpful in resolving developmental issues and that promote spiritual formation. Graded Pass/Fail.

CED7212: Religion, Spirituality, and Mental Health

2 hours. Covers many areas of ACA competencies including: culture and worldview by looking at nature of religion/spirituality across cultures and groups; human and spiritual development by considering spirituality across the lifespan and its role in families and communities; and addresses spiritual experience and compares it to pathology, recognizing spirituality as potentially positive or negative. Graded Pass/Fail.

CED7222: Evidence-Based Interventions for Spiritual Formation

2 hours. Detailed training in using spiritual resources and disciplines in counseling that have been shown to have an evidence base for spiritual formation. Includes prayer, meditation, meaning, community, volunteering, forgiveness, learning from spiritual models, and appreciating the sacredness of life. Graded Pass/Fail.

CED7262: Integrating Spiritual Direction into Counseling

2 hours. This course provides a conceptual and practical understanding of a model of spiritual direction which places spiritual formation as its goal and builds on evangelical theology, yet draws freely from other Christian traditions. The format focuses on developing categories for understanding the vision of what the Spirit longs to accomplish in a Jesus follower, the obstacles posed particularly by the flesh (flesh dynamics), and the process of the Spirit in achieving His purposes - a process that directs spiritual direction. Class interaction illustrates the model of spiritual direction that is presented. Graded Pass/Fail.

CED7282: Church-Based Counseling

2 hours. This course provides training in a powerfully effective method of clinical service delivery. It is designed to bridge the gap between student preparation to be a spiritually integrative counselor, and practically using that preparation to deliver services in church-based settings. Students will be trained in the need for increased access to spiritually integrative counseling services, the calling upon that church to meet that need, and the practical, clinical, ethical, and advantageous aspects of providing church-based counseling services. Graded Pass/Fail.

CED7292: The Spiritual Formation of the Counselor

2 hours. Provides a retreat experience of historic and contemporary spiritual formation principles in Christianity, as applied to the life of the counselor. Explores the spiritual disciplines as the basis for spiritual formation, taking into account individual differences that influence the practice of the spiritual disciplines. Examines the relationship between lifestyle and the practice of the spiritual disciplines, including the influence of psychological issues upon lifestyle choices. Course content ultimately designed to apply the skills for facilitating spiritual formation in counseling. Graded Pass/Fail.

CEDI720x: Original Independent Study in Counseling and Spirituality

Hours may vary. Designed for advanced students who wish to create an independent study for a topic not offered by Richmond. Will require prerequisites as determined by the professor guiding the study. Original independent studies follow the same proposal and approval procedures as other independent studies. Graded Pass/Fail.

SCHOOL OF COUNSELING PREREQUISITE GUIDE

Students are responsible to ensure that all requirements for degrees and certifications are met in accordance with their degree catalog. Please pay particular attention to prerequisites and courses required to begin the clinical sequence. For more information or questions regarding prerequisites for your degree program, please contact your academic advisor or the Records Office for more information.

Core Counseling Curriculum

<i>Course Number and Title</i>	<i>Prerequisite(s)</i>
CED1010: Enrich	No prerequisite
CED5122: Foundations in Counseling	No prerequisite
CED6112: Personal and Spiritual Life of the Counselor	CED7362 and CED7312
CED6113: Helping Relationships	No prerequisite
CED6123: Ethical, Legal, and Professional Standards in Clinical Mental Health Counseling	No prerequisite
CED6133: Counseling Systems and Interventions	No prerequisite
CED6143: Psychopathology: Diagnosis and Treatment of Mental Disorders	No prerequisite
CED6153: Helping Relationships for Pastoral Care	No prerequisite
CED6162: Crisis Response and Intervention	No prerequisite
CED6163: Clinical Appraisal and Assessment	No prerequisite
CED6233: Relating Faith and Spirituality in Counseling	No prerequisite
CED6612: Family Systems Theory	No prerequisite
CED6833: Addictions: Theory and Clinical Assessment	CED6143 (pre- or co-requisite)
CED7113: Human Growth and Development	No prerequisite
CED7123: Group Counseling Theory and Practice	CED6113
CED7132: Theodicy and Trauma Counseling	CED7362 and CED7312
CED7143: Lifestyle and Career Development	No prerequisite
CED7153: Social and Cultural Issues in Counseling	No prerequisite
CED7713: Methods of Research	No prerequisite

Clinical Intervention Curriculum

<i>Course Number and Title</i>	<i>Prerequisite(s)</i>
CED6813: Cognitive Behavioral Therapy	CED6133
CED7822: Psychodynamic Theories and Counseling	CED6133
CED7891: Professional Seminar in Clinical Mental Health Counseling (taken in last spring semester of degree program)	CED7932 or CED7962

Applied Clinical Training Curriculum

<i>Course Number and Title</i>	<i>Prerequisite(s)</i>
CED6913: Applied Practicum and Treatment Planning Lab in Counseling	CED6113 (min. grade B-) and CED6123 (min. grade B-)
CED6922/6962: Counseling Practicum	CED6113 (min. grade B-), CED6913 (min. grade B-), CED6123 (min. grade B-), CED5112 or CED5122 or CED5612, CED6143 (min. grade B-), and CED7153 and at least one CED 800-level course
CED7932/CED7962: Counseling Internship I	CED6922/CED6962
CED7942/CED7972: Counseling Internship II	CED7932/CED7962 and three 800-level courses (third 800-level course may be concurrent with CED7942/CED7972)

Advanced Clinical Counseling Intervention Curriculum

<i>Course Number and Title</i>	<i>Prerequisite(s)</i>
CED6802: Trauma in Developmental Context	No Prerequisite
CED6812: Trauma and Biology	No Prerequisite
CED7802: Child Trauma Intervention	CED6802 and CED6812
CED7812: Adult Trauma Intervention	CED6802 and CED6812
CED7832: Addictions: Treatment and Intervention	CED6833
CED7842: Neurobiology of Addiction	CED6833
CED7852: Eating Disorders: Etiology, Assessment, and Counseling and Intervention	CED6133
CED7863: Advanced Social and Cultural Issues in Counseling	CED7153 and Pre- or co-requisite: CED6922 or 6962

Counseling and Theology Integration Curriculum

<i>Course Number and Title</i>	<i>Prerequisite(s)</i>
CED6342: Faith Traditions with Implications for Counseling	No prerequisite
CED7312: Biblical Interpretation and Application for Counselors	No prerequisite
CED7362: Integrative Theology for Counselors	No prerequisite

Research and Writing Curriculum

<i>Course Number and Title</i>	<i>Course Number and Title</i>
CED5062: Introduction to Graduate Writing Skills	No prerequisite
CED7761: Research Group I	CED7713
CED7771: Research Group II	CED7761
CED8711: Thesis I	CED7771
CED8721: Thesis II	CED8711

Family Studies and Marriage and Family Counseling/Therapy Curriculum

<i>Course Number and Title</i>	<i>Course Number and Title</i>
CED5612: Person of the Marriage and Family Therapist	No prerequisite
CED6632: Family Wellness in Society	No prerequisite
CED7642: Couples, Marriage, and Family Therapy I	No prerequisite
CED7643: Couples, Marriage, and Family Therapy II	CED7642
CED7653: Advanced Couples, Marriage, and Family Therapy	CED7653

Child and Adolescent Counseling Curriculum

<i>Course Number and Title</i>	<i>Course Number and Title</i>
CED6412: Child and Adolescent Psychopathology	No Prerequisite
CED7452: Introduction to Play Therapy	CED6123 and CED6412 and CED7113
CED7463: Advanced Techniques in Play Therapy for Children and Adolescents	CED7452

Psychopathology and Treatments Curriculum

Course Number and Title

CED6152: Personality Disorders: Diagnosis and Treatment
CED7362: Psychopharmacology for Counselors

Course Number and Title

CED6143
CED6143

Christian Sex Therapy Curriculum

Course Number and Title

CED 6512: Human Sexuality: A Therapeutic Integration
CED6522: Basic Issues in Sex Therapy
CED7532: Sexual Dysfunctions, Addictive, Compulsive, and Paraphilic Sexuality
CED7542: Sexuality: Medical Issues, Trauma, and Abuse

Course Number and Title

No Prerequisite
CED6512
CED6512
CED6512

Spiritual Formation in Counseling Curriculum

Course Number and Title

CED6232: Assessing Spirituality and Religion
CED6282: Spiritual Development Across the Lifespan
CED7212: Religion, Spirituality, and Mental Health
CED7222: Evidence-Based Interventions for Spiritual Formation
CED7262: Integrating Spiritual Direction into Counseling
CED7282: Church-Based Counseling
CED7292: The Spiritual Formation of the Counselor

Prerequisite(s)

No prerequisite
No prerequisite
No prerequisite
No prerequisite
No prerequisite
No prerequisite
No prerequisite

SCHOOL OF MINISTRY COURSE DESCRIPTIONS

Bible History and Theology Curriculum

MIN/MINO5113: Hermeneutics and Exegesis

3 hours. This course provides an introduction to biblical interpretation. The course explores the roles and relationship of author, text, and reader in the interpretive process. Special attention is given to the Bible's numerous literary genres and various research and reading strategies that can illuminate interpretation.

MIN/MINO5133: Church History

3 hours. This course is a survey of church history from the New Testament period to today. The focus will be both on the historical and doctrinal developments of the Church. Special attention will be given to the many ways that Christian thought contributed to the development of societies, including the distinctives of American Christianity. The Church's monumental leaders and thinkers will be examined through both secondary and primary sources, from the early Church Fathers to twentieth century voices.

MIN/MINO6113: Biblical Themes

2 hours. This class investigates some of the major theological themes of the Bible. In addition to exploring several key themes as a class, students have the opportunity to explore in greater depth themes which are of particular interest to them. In line with the School of Ministry goal of becoming whole and holy people, students apply what they learn about these various themes to their personal spiritual formation, including their personal theology, and their ministry setting.

MIN/MINO6122: The Trinity

2 hours. Historic Christianity proclaims the nature of the God revealed in history and Scripture as Holy Trinity. This course examines this doctrine, from its formation amid the controversies over the relationship of Jesus to the Father to its application in lives for worship and witness as the distinctively Christian understanding of God. Detailed attention will be given to selected Trinitarian reflections in the patristic periods of the Church.

MIN/MINO6123: The Trinity

3 hours. Historic Christianity proclaims the nature of the God revealed in history and Scripture as Holy Trinity. This course examines this doctrine, from its formation amid the controversies over the relationship of Jesus to the Father to its application in lives for worship and witness as the distinctively Christian understanding of God. Detailed attention will be given to selected Trinitarian reflections in the patristic, medieval, and modern periods of the Church.

Ministry Skills and Leadership Curriculum

MIN/MINO5313: Authentic Leadership

3 hours. This course will underscore foundational aspects of authentic Christian leadership including: embracing the person and model of Jesus as the ultimate model of leadership; identifying and utilizing one's strengths; understanding both personality of a leader and the importance of finding one's voice; and planning and taking intentional steps to increase one's capacity and explore one's potential.

MIN/MINO5323: Pastoral Care

3 hours. This course is an introduction to basic counseling methods with an emphasis on the helping skills of attending, responding, and personalizing. Empathy and self-awareness skills essential to the helping relationship are developed. Additionally, this course provides an introduction to understanding the life span and the issues that may arise—with an emphasis on spiritual transformation through the student's effective servant leadership and pastoral care.

MIN/MINO5333: Practical Aspects of Ministry

3 hours. Ministry is a unique calling and a high privilege. It can be thrilling, invigorating, and rewarding as one senses God at work in and through individuals. Much of ministry, as in life, is a walk of faith, requiring growth in leadership and continual self-management. This course will focus on several practical aspects of the life of a minister that are critical to his or her effectiveness in life and ministry. Selected leadership ideas/models, both those that are explicitly Christian as well as others, will be examined and each student will be asked to apply these ideas/models to their own ministry setting.

MIN/MINO6323: Communication in Ministry

3 hours. The course aims to understand the importance of communication in Christian leadership. The good news of Jesus must be communicated. "Faith comes by hearing the message of Christ" (Romans 10:17). Students will learn how to prepare public presentations for preaching, teaching, and training; explore the dynamics of effective communication; and study creative methods of communication through technology and media resources.

Spiritual Formation Curriculum

MIN/MINO5213: Essentials of Spiritual Formation

3 hours. Prerequisite for MIN/MINO5223, MIN/MINO6213, and MIN/MINO6223. This course emphasizes the following themes: 1) Spiritual formation into Christlikeness is God's intention for us—and it is possible and suited to human nature; 2) Living in the Kingdom of the Heavens here and now; and 3) Application of these understandings from Christ to the realities of the human self and of actual existence in our circumstances.

MIN/MINO5223: Practices of Spiritual Formation

3 hours. Prerequisite: MIN/MINO5213. This course emphasizes the following themes: 1) Learning how to hear God; 2) Christian spiritual disciplines—concept and history; and 3) Salvation is a Life— with special emphasis given to the "Fruit of the Spirit" as foundation and framework of eternal living.

MIN/MINO6213: Traditions of Spiritual Formation

3 hours. Prerequisite: MIN/MINO5213. This course emphasizes the following themes: 1) Gaining an experiential understanding of the Six Great Traditions of Christian faith; 2) Coming to a deeper appreciation of the importance of classical devotional literature; 3) Learning to better experience God and His character in Scripture; and 4) Developing a deeper appreciation of the Bible's presentation of 15 ways of "being with" God.

MIN/MINO6223: Applications of Spiritual Formation

3 hours. Prerequisite: MIN/MINO5213. This course emphasizes the following themes: 1) Being with God in Prayer; 2) Living as an Apprentice to Jesus; and 3) Spiritual Formation in all the Roles of our Life.

MIN7263: Spiritual Direction: Practice and Application

3 hours. This course provides a conceptual and practical understanding of a model of spiritual direction that builds on evangelical theology but draws freely from other Christian traditions. The format focuses on developing categories for understanding the vision of what the Spirit longs to accomplish in a Jesus follower; the obstacles posed particularly by the flesh (flesh dynamics); and the process of the Spirit in achieving His purposes, a process that directs spiritual direction. Class interaction illustrates the model of spiritual direction that is presented.

Personal Growth Curriculum

MIN/MINO5231: Spiritual Formation Retreat

1 hour. The weekend retreat is built around the following four themes: 1) lectio divina as transforming prayer; 2) life as prayer; 3) the integration of prayer, leadership, and Christian community; and 4) the integration of theology and biography in the student's life. Special emphasis will be given, across all four themes, to prayer as "our response to a divine invitation to encounter" (David Benner) and to learning by experiencing. These themes will be explored in a retreat setting and format with opportunities for Christian community woven throughout. Graded Pass/Fail.

MIN/MINO5411: Mentored Growth and Development I

1 hour. Working under the supervision of a mentor, the student will have intentional opportunities for the integration of biblical and theological principles with spiritual, personal, and vocational practice. Assessments, reflection, and evaluation activities are designed to provide affirmation, support, and feedback to the student.

MIN/MINO5421: Mentored Growth and Development II

1 hour. This course is a continuation of MIN/MINO5411. Working under the supervision of a mentor, the student will have intentional opportunities for the integration of biblical and theological principles with spiritual, personal, and vocational practice. Assessments, reflection, and evaluation activities are designed to provide affirmation, support, and feedback to the student.

MIN/MINO6231: Final Integrative Project

1 hour. Through review and reflection, students will synthesize and use their understanding of the three core areas of study in the School of Ministry: Knowing, Being, and Doing. Using this information, the students will write an integrative paper that will both summarize their learning experience and formulate a plan to use this learning. The students will also make an oral presentation describing their results.

Spiritual Direction Curriculum

SPD7253: Perceiving a Holy Invitation

3 hours. The purpose of this course is to introduce students to the foundations of the practice of spiritual direction. Special emphasis will be given in this course to the clarification of terms, spiritual direction's relationships with both theology and scripture, and discerning one's call to spiritual direction. This class will also focus on historical roots of spiritual direction and the role of spiritual direction within the Kingdom of God. This course has both residency and on-line components. Graded Pass/Fail.

SPD7263: Preparing an Available Self

3 hours. The purpose of this course is to develop students' understanding of the nature of spiritual formation and invite them to pursue significant self-reflection. Particular emphasis on the Ignatian Exercises continues the program's focus on historical roots and the role of spiritual direction within the presently available Kingdom of God. Attention will be given in this course to spiritual formation, the role of personality, and psychometric assessment tools. This course is taught in an online format. Graded Pass/Fail.

SPD7273: Developing a Listening Ear

3 hours. The purpose of this course is to help students develop the practical listening skills of spiritual direction. Special emphasis will be given in this course to practicing spiritual direction as a director, and participation in individual and peer supervision. This class will continue the program's focus on historical roots of spiritual direction and the role of spiritual direction within the Kingdom of God. This course has both residency and on-line components. Graded Pass/Fail.

SPD7283: Discerning and Knowing God

3 hours. The purpose of this course is to help students know God more intimately and develop their ability to discern God's communication. Special emphasis will be given in this course to the process of knowing God, methods of prayer, awareness and surrender in the discernment process, and the Ignatian rules of discernment. This class will continue the program's focus on historical roots of spiritual direction and the role of spiritual direction within the Kingdom of God. This course has both residency and on-line components. Graded Pass/Fail.

SPD7293: Arranging a Sacred Space

3 hours. The purpose of this course is to prepare students to offer the ministry of spiritual direction with integrity. Special emphasis will be given in this course to identifying the needs of various constituencies, ministering within different contexts, and addressing special issues that arise in spiritual direction. This class will continue the program's focus on historical roots of spiritual direction and the role of spiritual direction within the Kingdom of God. This course is taught in an on-line format. Graded Pass/Fail.

Anglican Studies Curriculum

MINO5413: Anglican History & Identity

3 hours. This course details the historical roots of the Anglican tradition, examines the various developments and controversies that have attended that history, and describes the Anglican Communion as it exists as a global reality today. In investigating these topics, students are exposed to the underlying ethos of Anglican thought as well as the distinctive nature of Anglicanism among Christian traditions.

MINO5423: Formation in Spiritual Disciplines & Rule of Life

3 hours. This course introduces students to an applied outlook on spiritual formation within the distinctive parameters of the Anglican tradition. Special attention is given to the practice of spiritual disciplines, utilizing the Book of Common Prayer in personal formation, and reflecting on a Rule of Life for ongoing and regular spiritual practice.

MINO6413: Ministries of the Church: Liturgy, Sacraments, Worship

3 hours. This course exposes students to an in-depth understanding of distinctive ecclesial ministries within the Anglican tradition. Through a three-part intersectional focus on liturgy, sacraments, and worship, the course allows students to understand the interwoven nature of liturgical theology, sacramentology, and communal worshiping experiences. The cumulative impact of the course brings students to a deeper understanding of the dynamics of Anglican ministry and its communal manifestations.

MINO6424: Missional Theology

4 hours. This course brings students into conversation with a key component of contemporary Anglican thought: missional theology. Particular focuses include: contextual hermeneutics in biblical interpretation; cultural analysis in the service of relevant ministry; critical theologizing in the midst of emergent social issues; and applied ecclesial ethics. This course contains a summative project where students must synthesize distinctive elements of the Anglican tradition with a missional approach to the church's place in the modern world.

Doctor of Ministry Counseling Care Curriculum

DMIN7113: Helping Relationships

3 hours. Prerequisite for DMIN7713 and 7223. This course is an introduction to basic counseling methods with an emphasis on the helping skills of attending, responding, and personalizing as presented in the Carkhuff model. Empathy and self-awareness skills essential to the helping relationship are developed. Additionally, this course provides an introduction to pastoral counseling for addictions, marital distress, depression, anxiety, and divisive personalities—counseling issues that are most commonly encountered in ministry—with an emphasis on spiritual transformation through the student's effective servant leadership and pastoral care.

DMIN8113: Relating Faith and Spirituality in Counseling

3 hours. Prerequisite for DMIN8223. Prerequisite DMIN7233. This course trains students in the practical integration of spirituality into counseling with specific application to ministry. It examines the life impact of religion and spirituality and explores the crucial concepts of spiritual formation and soul care for spiritual leaders. It tackles the issues arising from several models of integrative counseling and surveys a variety of tools used.

DMIN8123: Theodicy and Trauma Counseling

3 hours. Prerequisite for DMIN8223. Prerequisite: DMIN8213 and 8113. Examination of theodicy and its application to counseling and ministry, with special attention given to trauma and recovery. Impersonal aspects of theodicy and the application of a theology of hope are emphasized. Philosophically and biblically explores the nature of the problem of evil and examines ways of coping with evil and suffering in human experience and in Christian life. Treats the theological and philosophic effects of crises, disasters, and other trauma-causing events on persons of all ages, as embodied in the theological/philosophical problem of theodicy.

Doctor of Ministry Spiritual Formation Curriculum

DMIN7213: Spiritual Formation and Scripture

3 hours. Prerequisite for DMIN7223 and 7713. This course begins the Doctor of Ministry in Spiritual Formation and Leadership by rooting the field within the overarching metanarrative of the Bible. As a result of this course, students will be able to articulate a biblical theology of spiritual formation from the Torah, the Historical Books, the Prophets, the Poetic Literature, the Gospels, the New Testament Letters, and the Apocalyptic Books, respectively. The practical emphases of the course include preaching for personal and corporate transformation and programmatic discipleship / congregational formation.

DMIN7223: Spiritual Formation and Culture

3 hours. Prerequisite for DMIN7233. Prerequisites: DMIN7213 and 7113. This course examines the dynamic intersections between culture and spiritual formation. Through interaction with key historical movements of the church, emphasis is given to the spectrum of Christian responses to culture and how those responses drive variegated approaches to spiritual formation.

DMIN7233: Spiritual Formation and Theology

3 hours. Prerequisite for DMIN8213 and 8113. Prerequisites: DMIN7223 and 7713. This course leads students into an exploration of the diverse thematics in Christian theology, varied theological perspectives across the contemporary church, and the intersections between theology and spiritual formation. Special focus will be given to the theological imagination as a resource for spiritual formation and how the doing of theology is itself a spiritually formational act.

DMIN8213: Spiritual Formation and the Gospel of Grace

3 hours. Prerequisite for DMIN8123 and 8223. Prerequisite: DMIN7233. This course examines the dynamic intersections between culture and spiritual formation. Through interaction with key historical movements of the church, emphasis is given to the spectrum of Christian responses to culture and how those responses drive variegated approaches to spiritual formation.

DMIN8223: Spiritual Formation and Mission

3 hours. Prerequisite for DMIN8713. Prerequisites: DMIN8213 and 8113. This course charts the history of spiritual formation expressing itself in the context of contemporary Western/American evangelicalism. This course begins with a broad survey of pre-modern, to modern, to postmodern spirituality, focusing attention on the First Great Awakening until today. Special emphasis will be on the twentieth century and the recent shift toward postmodern understandings of life. Practical application will be focused on developing a personal and church Rule of Life, or Soul Health Plan, recognizing the tension between Catholic and Protestant paradigms of spiritual formation, modern discipleship vs. pre-modern apprenticeship, and exploring spiritual formation within a variety of contemporary evangelical frameworks.

Doctor of Ministry Research and Capstone Project Curriculum

DMIN7713: Foundations of Doctoral Research and Writing

3 hours. Prerequisite for DMIN7233. Prerequisites: DMIN7113 and 7213. This course begins to lay the foundations for the Capstone Ministry Project by preparing students to execute research, writing, and logic at the doctoral level. Emphasis is placed on selecting quality sources, research methodology, collating research for writing success, fluency with Turabian citation, and writing mechanics. This is an online course in the standard School of Ministry 8-week format.

DMIN8713 Capstone Ministry Project Proposal

3 hours. Prerequisite for DMIN8720. Prerequisite: DMIN8223 and 8123. This course engages students in constructing the prescribed sections of the Capstone Ministry Project Proposal. This includes selecting the project type, a list of research sources, and chapter outlines/descriptions. The goal is for the student to work with their Project Advisor in order to gain official proposal approval from the Director of the Doctor of Ministry program and the Dean of the School of Ministry. This is an online course in the standard School of Ministry 8-week format.

DMIN8721: Capstone Ministry Project

1 hour. Prerequisite: DMIN8713. The course can be taken up to three times to allow for completion of the proposed project approved in DMIN8713.

DMIN8720: Capstone Ministry Project (Continuing Relations)

0 hours. Prerequisite: DMIN8721. The course can be taken multiple times to allow for completion of the proposed project approved in DMIN8713. This course has a 700 dollar fee per enrollment.

SCHOOL OF MINISTRY PREREQUISITE GUIDE

Students are responsible to ensure that all requirements for degrees are met in accordance with their degree catalog. For more information or questions regarding prerequisites for your degree program, please contact your academic advisor.

Spiritual Formation Curriculum	
Course Number and Title	Prerequisite(s)
MIN/MINO5213: Essentials of Spiritual Formation	No Prerequisite
MIN/MINO5223: Practices of Spiritual Formation	MIN/MINO5213
MIN/MINO6213: Traditions of Spiritual Formation	MIN/MINO5213
MIN/MINO6223: Applications of Spiritual Formation	MIN/MINO5213
MIN7263: Spiritual Direction: Practice and Application	MIN/MINO5213

Personal Growth	
Course Number and Title	Prerequisite(s)
MIN5231: Spiritual Formation Retreat	MIN/MINO5213 OR MIN/MINO5223 OR MIN/MINO6213 OR MIN/MINO6223
MINO5411: Mentored Growth and Development I	No Prerequisite
MINO5421: Mentored Growth and Development II	MINO5411
MINO6231: Final Integrative Project	This course may be taken in final semester of coursework or after all coursework is completed.

Bible History and Theology Curriculum	
Course Number and Title	Prerequisite(s)
MIN/MINO5113: Hermeneutics and Exegesis	No Prerequisite
MIN/MINO5133: Church History	No Prerequisite
MIN/MINO6113: Biblical Themes	MIN/MINO5113
MIN/MINO6122/6123: The Trinity	No Prerequisite

Ministry Skills and Leadership Curriculum	
Course Number and Title	Prerequisite(s)
MIN/MINO5313: Authentic Leadership	No Prerequisite
MIN/MINO5323: Pastoral Care	No Prerequisite
MIN/MINO5333: Practical Aspects of Ministry	No Prerequisite
MIN/MINO6323: Communication in Ministry	No Prerequisite

Spiritual Direction Curriculum	
Course Number and Title	Prerequisite(s)
SPD7253: Perceiving a Holy Invitation	No prerequisite
SPD7273: Developing a Listening Ear	SPD7253
SPD7263: Preparing an Available Self	SPD7273 and SPD7253
SPD7283: Discerning and Knowing God	SPD7263 and SPD7273 and SPD7253
SPD7293: Arranging a Sacred Space	SPD7283 and SPD7263 and SPD7273 and SPD7253

Anglican Studies Curriculum	
Course Number and Title	Prerequisite(s)
MINO5413: Anglican History and Identity	No Prerequisite
MINO5423: Formation in Spiritual Disciplines and Rule of Life	No Prerequisite
MINO6413: Ministries of the Church: Liturgy, Sacraments, Worship	No Prerequisite
MINO6424: Missional Theology	No Prerequisite

Doctor of Ministry: Counseling Care	
Course Number and Title	Prerequisite(s)
DMIN7113: Helping Relationships	No prerequisite
DMIN8113: Relating Faith & Spirituality in Counseling	DMIN7233
DMIN8123: Theodicy and Trauma Counseling	DMIN8213 and DMIN8113

Doctor of Ministry: Spiritual Formation	
Course number and Title	Prerequisite(s)

DMIN7213: Spiritual Formation and Scripture	No prerequisite
DMIN7223: Spiritual Formation and Culture	DMIN7213 and DMIN7113
DMIN7233: Spiritual Formation and Theology	DMIN7223 and DMIN7713
DMIN8213: Spiritual Formation and the Gospel of Grace	DMIN7233
DMIN8223: Spiritual Formation and Mission	DMIN8213 and DMIN8113

Doctor of Ministry: Research and Capstone	
Course Number and Title	Prerequisite(s)
DMIN7713: Foundations of Doctoral Research and Writing	DMIN7113 and DMIN7213
DMIN8713: Capstone Ministry Project Proposal	DMIN8223 and DMIN8123
DMIN8721: Capstone Ministry Project	DMIN8713
DMIN8720: Capstone Ministry Project (Continuing Relations)	DMIN8720

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Associate Professor of Counseling; Ph.D., Florida Atlantic University; M.A., Liberty University; B.S., University of Maine. Specializations: College and emerging adulthood; women's issues; divorce and separation; emotional, physical, financial, and spiritual abuse; faith integration. Member: ACA, ACES, MACES (Michigan Association of Counselor Education and Supervision), CAPS, MCA (Michigan Counseling Association), WMCA (West Michigan Counseling Association).

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Will Jones, M.I.

Technical Services Librarian. Instructor. M. I., Rutgers University; B. A., Bryan College.

ACADEMIC CALENDAR, 2022-2023

Fall 2022 Academic Calendar

Tuition & Fees Due: Last Day to Make Financial Arrangements	August 8, 2022
School of Counseling Faculty Workshop	August 12, 2022
Independent Studies: Final Approval Deadline for Fall Semester	August 12, 2022
Classes Begin	August 15, 2022
End of Add/Drop Period	August 19, 2022
Last day for 90% Refund on Withdrawal	August 24, 2022
Labor Day Holiday (Offices closed, No Class Meetings)	September 5, 2022
Last day to Withdraw from Weekly Classes with W on Transcript	September 9, 2022
Last day for 75% Refund on Withdrawal	September 9, 2022
Advisement Week	September 19-23, 2022
Deadline to Complete Summer 2022 Incompletes (Grades Due)	September 30, 2022
Last day for 50% Refund on Withdrawal	October 5, 2022
Spring Semester Registration Opens for Graduating Students	October 19, 2022
Spring Semester Registration Opens for Continuing Students	October 20, 2022
Spring Semester Registration Opens for New Students	October 24, 2022
Last Day to Withdraw from Classes with WP/WF on Transcript	November 4, 2022
Last Day of Classes	November 18, 2022
Thanksgiving Break (Offices closed Wednesday-Friday)	November 21-25, 2022
Exam Week	November 28 - December 2, 2022
Degree Conferral Date for December 2022 Graduating Students	December 2, 2022
Grades Due from Faculty (December 2022 Graduating Students)	December 5, 2022
Grades Due from Faculty (Continuing Students)	December 7, 2022
Student Performance and Dispositions	December 7, 2022
Christmas Break for Students	December 5 2022 - January 8, 2022
Offices Closed (This does not include counseling centers)	December 19, 2022-January 3, 2022
2022	

Spring 2023 Academic Calendar

Offices Open	January 3, 2023
Tuition & Fees Due: Last Day to Make Financial Arrangements	January 3, 2023
School of Counseling Faculty Workshop	January 6, 2023
Independent Studies: Final Approval Deadline for Spring Semester	January 6, 2023
Classes Begin	January 9, 2023
End of Add/Drop Period	January 13, 2023
Martin Luther King, Jr. Day (Offices closed, No Class Meetings)	January 16, 2023
Last day for 90% Refund on Withdrawal	January 19, 2023
Last day to Withdraw from Weekly Classes with W on Transcript	January 27, 2023
Last day for 75% Refund on Withdrawal	February 3, 2023
Advisement Week	February 13-17, 2023
Deadline to Complete Fall 2021 Incompletes (Grades Due)	February 24, 2023
Last day for 50% Refund on Withdrawal	March 1, 2023
Spring Break	March 6-10, 2023
Graduation Applications Due (Dec. 2023, May 2024, or	

Aug. 2024 graduates)	March 14, 2023
Summer Semester Registration Opens for Graduating Students	March 22, 2023
Summer Semester Registration Opens for Continuing Students	March 23, 2023
Summer Semester Registration Opens for New Students	March 27, 2023
Last Day to Withdraw from Classes with WP/WF on Transcript	March 31, 2023
Good Friday (Offices closed, No Class Meetings)	April 7, 2023
Last Day of Classes	April 21, 2023
Exam Week	April 24-28, 2023
Student Performance and Dispositions	April 26, 2023
Grades Due from Faculty (May 2023 Graduating Students)	May 1, 2023
Grades Due from Faculty (Continuing Students)	May 3, 2023
Graduation Commencement Ceremony	May 5, 2023

Summer 2023 Academic Calendar

Tuition & Fees Due: Last Day to Make Financial Arrangements	May 15, 2023
Independent Studies: Final Approval Deadline for Summer Semester Classes Begin	May 19, 2023
Fall Semester Registration Opens for Graduating Students	May 22, 2023
Fall Semester Registration Opens for Continuing Students	May 22, 2023
End of Add/Drop Period	May 23, 2023
Memorial Day (Offices Closed)	May 26, 2023
Last Day for 90% Refund on Withdrawal	May 29, 2023
Fall Semester Registration Opens for New Students	May 30, 2023
Last Day to Withdraw from Weekly Classes with W on Transcript	May 30, 2023
Last Day for 75% Refund on Withdrawal	May 30, 2023
Juneteenth Holiday Observed (Offices closed, No Class Meetings)	June 8, 2023
Last Day for 50% Refund on Withdrawal	June 19, 2023
Independence Day Holiday (Offices closed, No Class Meetings)	June 27, 2023
Last Day to Withdraw from Classes with WP/WF on Transcript	July 4, 2023
Deadline to Complete Spring 2022 Incompletes (Grades Due)	July 5, 2023
Last Day of Classes	July 14, 2023
Exam Week	July 28, 2023
Student Performance and Dispositions	July 31 – August 4, 2023
Degree Conferral Date for August 2022 Graduating Students	August 2, 2023
Grades Due from Faculty (August 2022 Graduating Students)	August 4, 2023
Grades Due from Faculty (Continuing Students)	August 7, 2023
	August 7, 2023

INDEX

ACA.....	86, 89, 90, 97, 111, 113
Academic Calendar	1, 28, 29, 53, 58, 116, 117
Academic Calendar, 2021-2022	116
Academic Exception	32
acceptance	12, 16, 18, 20
Add/Drop/Withdrawal	
Registration	29, 58
Addictions Counseling.....	10, 74
Adjunct faculty	33
administration	3, 39, 44
admission	1, 15, 16, 17, 18, 39, 44
Admission Procedures	15
Advanced Clinical Counseling Intervention Curriculum	91, 99
Advanced Standing	19
Advertising	2
Advisement	
Advisor	116
Agent's Code of Ethics	2
Alumni	3, 14, 54
Alumni Association	14
Alumni Mentorship	14
American Association for Marriage and Family Therapy	
AAMFT.....	75
Anglican Studies Curriculum	103
Annual Notification	36
Application Deadlines	16
Application Fee	15, 18, 20, 21
Applied Clinical Training Curriculum.....	90, 99
Atlanta Campus.....	12
Authorization Statement	1
Bible History and Theology	78, 80, 81, 100, 107
Board of Trustees.....	10, 54
Braund Scholarship	61
Bridge Scholarship	62
Business Practices	1
CACREP.....	2, 38
Caldwell Scholarship	61
CAMS.....	28, 38, 47
Career Mapping	86, 88, 89
Career Services.....	14
Change in Name or Address	14
Chattanooga Bible Institute	
CBI	11
Chattanooga Campus.....	12
Child and Adolescent Counseling.....	85, 95
Christian Counseling Centers	10
Christian Sex Therapy	10, 74, 85, 96, 97, 100, 113

Christian Sex Therapy Curriculum.....	85
Clinical Qualifying Evaluation.....	90, 91
Commencement	12, 38, 53, 54, 55, 59, 117
Community Standards	45
Conditional admission	16
Conditional Admission	18
Contingent Admission.....	16, 18
Continuing Education.....	14, 15, 20, 45
Core Counseling Curriculum	84, 85, 98
Correction of Education Records	37
Council for Higher Education Accreditation	
CHEA.....	17, 31
Counseling and Spirituality Integration Curriculum	84
Counseling Centers	13
Counseling Internship	33, 56, 90, 91, 99
Counseling Practicum	33, 90, 91, 99
Counselor Preparation Comprehensive Examination	
CPCE	38, 89
Course Descriptions	20, 85
Course Numbering System	84
Deferred Admission	18
DeKay Scholarship.....	61
Director of Research	113
Directory Information	37
Disclosure of Education Records	36
Dismissal	18, 38, 39, 44, 45, 46, 47
Education records	
Academic records	36
Electronic Communications	14
Employment.....	60
Endorsement Policy	2
Enrichment Programs	15
Evangelical Council for Financial Accountability	
ECFA	2
Exit Requirements	
School of Counseling.....	38
Facilities	12
Family Educational Rights and Privacy Act	36
FERPA	36
Family Studies and Marriage & Family Counseling Curriculum.....	85
Fees	1, 15, 20, 29, 33, 57, 58, 59, 60, 61
Financial Accountability	2
Financial Aid	2, 20, 36, 55, 56
Financial Exceptions.....	59
Financial Information	29
Full Admission	17
Gateway Scholarship.....	61
Georgia Nonpublic Postsecondary Education Commission	
GNPEC	47

Graduate Catalog	1, 57, 58
Graduate Education	10
Graduation	1, 14, 38, 53, 54, 59, 62, 89
Graduation Fees	59
Graduation Requirements	53
Heritage.....	11
Independent Study	32, 33, 88, 89, 93, 95, 96, 97, 98
Independent Study Fee.....	57
Institute of Sexual Wholeness	20
Institutional Withdrawal	29, 30, 58
Intensive Courses	12, 29, 58, 92
Internal School Transfer Policy	19
Introduction to Graduate Writing Skills	19, 99
Late Payment Fee	57, 58
Late Registration Fee	28, 33, 58
Leave of Absence	29, 30, 58
Libraries.....	10, 12, 13, 60
Library Faculty.....	115
Library Fee.....	57
LMFT.....	74
Loans	55, 60
MA Ministry Degree Requirements	78
Malone Family Scholarship	61
Master of Arts in Clinical Mental Health Counseling.....	2, 10, 55, 60, 61, 75, 85
Master of Arts in Ministry	10, 55, 77, 78, 80
Master of Arts in Spiritual Formation and Direction	10, 55, 77, 81
Master of Science in Pastoral Care and Integration	10, 55, 86
McClure Memorial Scholarship	61
Ministry Skills and Leadership Curriculum.....	101, 107
National Board for Certified Counselors.....	38, 57, 113
National Counselor Examination (NCE)	38
Non-Degree	20
Non-Degree Students	20
Notice of Probation and Dismissal Decisions	45
Orientation.....	20
Overnight Transcript Delivery Fee	57
Personal Growth Curriculum	102
Preregistration	31, 33
Prerequisites	20, 77, 85, 88, 89, 91, 94, 95, 96, 97, 98, 106
President's Welcome	3
Presidential Scholarship.....	60
Probation Appeal	46
Probation Conditions	45
Probation Duration	46
Probation Policy	45
Procedure to Inspect Educational Records.....	36
Professional Seminar in Marriage and Family Counseling and Clinical Mental Health Counseling	38
Program of Study	28, 29
Programmatic Research.....	10, 15

Provisional Admission	16, 18
Psychological Studies Institute (PSI)	11
Psychopathology and Treatments Curriculum	96, 100
Readmission	18
Records	1, 14, 18, 19, 28, 29, 30, 31, 32, 33, 36, 37, 38, 44, 45, 46, 53, 56, 58, 59, 98
Refund Policy and Assessed Fees	59
Registration	28, 29, 57, 58, 116, 117
Registration Policies and Procedures	28
Replacement Diploma Fee	57
Research	3, 10, 11, 12, 15, 33, 36, 55, 87, 88, 89, 91, 92, 95, 96, 100
Research and Writing Curriculum	99
Retention and Dismissal Policies	44
SACSCOC Accreditation	2
SAP Appeal	56
Satisfactory Academic Progress	31, 32, 55, 56
Schedule Change Fee	57
Scholarships	60
School of Counseling Core Instructional Faculty	111
School of Counseling Distinguished Faculty	111
School of Counseling Emeritus Faculty	111
School of Counseling Faculty	111
School of Counseling Prerequisite Guide	98
School of Ministry Course Descriptions	100
School of Ministry Mission Statement	77
School of Ministry Prerequisite Guide	106
School of Ministry Program Goals	77
School of Ministry Vision	77
Schools of Richmond Graduate University	62
Self-Care	96
Service to the Church	10
Southern Association of Colleges and Schools Commission on Colleges	
SACSCOC	2, 3, 11, 17
Spiritual Direction Curriculum	103
Spiritual Formation Curriculum	101
Standards of Performance	39, 44
Statement of Faith	9, 15
Statement of Purpose	10
Student Community	14
Student Evaluation	
School of Counseling	38
School of Ministry	44
Student Qualifying Evaluations	116, 117
Technology Requirements	27
Tennessee Higher Education Commission (THEC)	1, 30
Thesis	54
TOEFL	16, 17
Transcript Evaluation Fee	57
Transcript Requests	37
Transfer of Credit	19, 30, 31, 32

Tuition and Fees.....	57
Tuition Refunds.....	59
Unofficial Transcripts.....	38
Veterans' Benefits and Vocational Rehabilitation.....	60
Waitlist Procedures.....	28
Walker Merit Scholarship.....	61
Willingham Rollinson Scholarship Fund.....	61
Withdrawals.....	30, 116, 117