This addendum contains supplements and updates to the Claremont Lincoln University 2015 – 2016 Catalog. Revised on 04/14/2016
By matriculating, all students agree to abide by the University’s rules and regulations. Claremont Lincoln University reserves the right to change the conditions of admission or the course of study, revise degree requirements, academic policies and procedures, and/or change or cancel courses currently scheduled for the program of study without prior notification. Any changes in the conditions for admission or in the program of study will be communicated to the student in writing.

Accreditation

Claremont Lincoln University is accredited by the WASC Senior College and University Commission (WSCUC), 985 Atlantic Avenue, Suite 100, Alameda, CA 94501, (510) 748-9001.

The Commission has confirmed that Claremont Lincoln University has satisfactorily addressed the Core Commitments to Student Learning and Success; Quality and Improvement; and Institutional Integrity, Sustainability, and Accountability and is found to be in substantial compliance with the WSCUC Standards of Accreditation.

To obtain a copy of Claremont Lincoln University’s WASC accreditation, please contact:
Stephanie Varnon-Hughes
Accreditation Liaison Officer
SVarnon-Hughes@ClaremontLincoln.edu

250 W. First Street, Suite 330 Claremont, CA 91711
(909) 667-4400 | www.ClaremontLincoln.edu
FINANCIAL AID

At Claremont Lincoln University, we make it a priority to keep tuition at a level which we hope will allow students to complete their education without borrowing funds. While we are proud to offer scholarship opportunities and encourage the use of employer reimbursed tuition programs, we realize that some students require access to low interest student loan programs.

CLU offers the Federal Direct Loan to eligible students in our Master Degree programs and unlike the complex process of applying for financial aid at the undergraduate level, your application can be completed in a few easy steps. We also have seasoned Financial Aid team members who are available to discuss your own personal situation or walk you through the process so that you can quickly move towards starting your journey towards the completion of a Master’s Degree at Claremont Lincoln University.

Eligibility for Federal Financial Aid Assistance

- Student must be a U.S. Citizen, permanent resident, or other eligible non-citizen.
- Student must be enrolled in a graduate program at least ½ time. 3 units per term is considered ½ time enrollment at Claremont Lincoln University.
- Student must have a valid Social Security number.
- Student must not owe a refund from any federal grant program or loan or be in default on any federal loan.
- Students required to register with the Selective Service must have registered.
- Student must make satisfactory academic progress towards degree completion.

How to Apply for Federal Financial Aid

Step 1
Complete a FAFSA online at https://www.fafsa.ed.gov
(CLU School code is 042536)

Step 2
You will receive an award letter along with a Loan Request Form. To receive a Federal Direct Unsubsidized loan, students should complete the Loan Request Form indicating how much they would like to borrow. Completed forms may be faxed, scanned/emailed to the Financial Aid Office.

Email: financialaid@claremontlincoln.edu
Fax: (909) 339-3443

Step 3
Borrowers must complete a Master Promissory Note (MPN) and entrance counseling to receive a Federal Direct Unsubsidized loan.

Please visit www.studentloans.gov to complete entrance counseling and the MPN.

Types of Aid

Scholarships

Claremont Lincoln offers a variety of scholarship opportunities to assist students in their pursuit of putting wisdom to work. Visit https://www.claremontlincoln.edu/admission/financial-aid/scholarships/ for more information.

Loans

CLU participates in the Federal Direct Unsubsidized Loan Program. This loan is a low interest loan made available to eligible students in CLU Master Degree programs, to assist them with costs related to their education. The annual maximum Direct Unsubsidized loan is $20,500, however may be less depending upon your course load and enrollment period. The current interest rate for this loan is fixed at 5.84% for the 2015-2016 academic year. Repayment begins six months after the borrower graduates, leaves school or drops to less than half-time enrollment. Since the entire Direct Unsubsidized loan is unsubsidized, interest accrual begins once the loan is disbursed.
**Student Budget**

The 2015/2016 Cost of Attendance is used to calculate financial aid eligibility. Claremont Lincoln University utilizes annual cost of attendance figures provided by the College Board in conjunction with its own tuition costs. The COA for CLU students utilizes an average cost of tuition, books & supplies, transportation and living expenses.

2015/2016 Cost of Attendance (FT Student)

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$12,000</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>$650</td>
</tr>
<tr>
<td>Housing</td>
<td>$6,296</td>
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<tr>
<td>Transportation</td>
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<tr>
<td>Personal &amp; Misc.</td>
<td>$3,381</td>
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<tr>
<td>Loan Fees</td>
<td>$220</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$24,529</strong></td>
</tr>
</tbody>
</table>

**Contact the Admissions/Financial Aid Office**

250 West First Street, Suite 330  
Claremont, CA 91711

Phone: (909) 667-4485  
Fax: (909) 339-3443

Email: admissions@ClaremontLincoln.edu

**Return of Title IV Funds**

Return to Title IV Funds is a federally mandated policy that applies only to students who received federal financial aid and who fully withdraw, drop out or are dismissed prior to completing 60% of a term. The policy applies to all students who discontinue enrollment in all classes, on or after the first day of the term. Title IV financial aid funds are awarded under the assumption that a student will attend the institution for the entire period in which federal assistance is provided. When a student ceases academic attendance prior to the end of that period, the student may no longer be eligible for the full amount of federal funds that the student was originally scheduled to receive. Return to Title IV (R2T4) will be used to determine how much aid, if any, must be returned to Title IV programs. For Claremont Lincoln University, this would include any Federal Direct Unsubsidized loan funding.

The portion of financial aid to be returned is determined by the percentage of financial aid not earned by the student. The percentage of unearned aid is calculated using the following formula:

\[
\% \text{ earned} = \frac{\text{# of days completed up to the withdrawal date}}{\text{Total # of calendar days in term}} \times 100
\]

Based on these federal guidelines, any student who receives federal financial aid and does not complete at least 60% of the term (6 weeks) would be responsible for repaying a portion of the aid they received. A student who remained enrolled beyond the 60% point is considered to have earned 100% of their financial aid.

The Return to Title IV Funds policy is separate from the university’s refund policy. A student who withdraws from the university prior this 60% completion point may be required to return unearned federal aid and still owe the university for tuition and fees.

**FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**

To be eligible for federal financial aid, graduate students are required by the U.S. Department of Education (34 CFR 668.34) to maintain Satisfactory Academic Progress toward their degree objectives. Claremont Lincoln University has
established this SAP policy to ensure student success and accountability and to promote timely advancement toward degree objectives. These standards are separate and distinct from the University’s Academic Degree Requirements and Policies as stated in the Catalogue.

**Definition of Satisfactory Academic Progress (SAP)**

At Claremont Lincoln University, to be eligible for financial aid as identified above, you must maintain Satisfactory Academic Progress as defined by all of the following three criteria:

- Meeting a minimum cumulative grade point average requirement
- Earning a minimum number of units for credit per term
- Completing the degree objective within a maximum number of terms enrolled and a maximum number of units attempted

The Financial Aid Office at Claremont Lincoln University monitors academic progress annually at the end of the April term.

Students who do not meet one or more of the above criteria will be considered to be SAP ineligible for financial aid without an approved, written SAP Appeal.

**Grade Point Average Requirement (Qualitative Standard)**

Students must maintain a minimum cumulative grade point average of 3.0. Grades of I, W & UW are not considered units successfully completed.

**Pace of Progression/Maximum time Frame Requirement (Quantitative Standard)**

Students must complete a minimum number of units each term to ensure completion of the degree within the maximum time frame.

Pace of Progression is calculated by dividing the cumulative number of credits the student has successfully completed by the cumulative number of credits the student has attempted.

\[ \text{Pace of Progression} = \frac{\text{Cumulative units Completed}}{\text{Cumulative units Attempted}} \]

Unit Completion Rate/Pace Requirement – Students are required to successfully complete (receive credit for or earn units in) a minimum of 67% of all attempted credits.

Maximum Time Frame Requirement – Students are limited to taking no more than 150% of the units, of the published length of their program.

**Withdrawal/Leave of Absence**

Students who withdraw from all coursework or take a leave of absence and later enroll in a subsequent term retain the SAP status held during their last term of enrollment.

**Transfer Credits**

Because the Master of Arts degree requires only 30 units of graduate credit and offers a unique set of courses, credits earned for other courses taken at Claremont Lincoln University or other institutions do not transfer into the program.

**Repeating Courses to Achieve a Passing Grade**

Students receiving Federal financial aid, who are deemed eligible to repeat a course in accordance with the Claremont Lincoln University Repeat Coursework policy, must follow the Repeat Coursework rules as defined by Federal regulations to be considered as meeting enrollment requirements for financial aid eligibility and satisfactory academic progress:

- A student may repeat a previously passed course once.
- A student may repeat a failed course until the student passes the course
- A student who passes a course but does not meet the grade requirement established by CLU may only repeat the course one time
• A student who earns a passing grade in a course and chooses to retake the course a second time earning a grade of “F” or “W” may not take the course a third time and that course be considered as enrollment of federal financial aid programs

FAILURE TO MAINTAIN SATISFACTORY ACADEMIC PROGRESS

Financial Aid Probation

If a student fails to meet satisfactory academic progress, they will no longer be eligible to receive financial aid. The student may submit a Satisfactory Academic Progress appeal to the Financial Aid Office. This appeal must detail why the student was unable to meet minimum satisfactory academic progress requirements and the steps being taken to meet the minimum requirements and regain eligibility. If the appeal is approved the student is placed on Financial Aid Probation for one term. Students who cannot meet the minimum requirements within one term must meet with their Program Director to prepare an academic contract which outlines the terms and period that will allow the student to meet the minimum requirements.

Financial Aid Termination

Any student still failing to meet either the qualitative or quantitative standards for maintaining satisfactory academic progress after completing their Financial Aid Probation term will be disqualified from receiving further financial aid. In addition, students are granted only one warning period while enrolled. Once a student has used his/her FA Warning Period and subsequently re-establishes eligibility, will automatically be disqualified if student ever falls below the required minimums again.

Regaining Eligibility after Payment Period of Ineligibility

A student who is not making SAP regains eligibility only when the student is in compliance with the University’s SAP requirements. Therefore, if a student loses eligibility for federal financial aid as a result of not meeting SAP requirements, the student must pay for the ineligible payment period using non-federal financial aid funds. If, after the ineligible payment period, the student meets all SAP criteria, the student’s financial aid eligibility will be re-established from that point forward. Students may re-establish eligibility only one time.

COMPLAINT POLICY

STATE OF CALIFORNIA INSTITUTIONAL COMPLAINT PROCESS

Students who have complaints that have not been resolved through contact with the University may seek advisement from:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400,
Sacramento, CA 95833,
www.bppe.ca.gov,
email: bppe@dca.ca.gov,
phone: 916.431.6959,
fax: 916.263.1897.