



CLAREMONT  
LINCOLN  
UNIVERSITY

*Engage in Positive Social Change.™*

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# Veterans Information Bulletin

2016-2017

**Name of Institution:** Claremont Lincoln University

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Claremont, CA. 91711

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## HISTORY OF THE UNIVERSITY

Claremont Lincoln University traces its inception to March 2008 when the Board of Trustees at Claremont School of Theology voted to embark on an ambitious plan to incubate a new interreligious graduate school. The innovative institution would invite leaders, scholars and practitioners of the world's great religious traditions to engage in dialogic education to decrease suspicion and foster collaboration in order to more effectively work toward positive social change. After over two years of planning, Claremont Lincoln University launched on May 16, 2011 with classes beginning the following fall.

In June 2013—only two years after its founding—Claremont Lincoln received Candidacy status from its regional accrediting body (WASC), which set it on a pathway to independence from its parent institution. In early 2014, Claremont Lincoln requested from WASC and was granted an independent accreditation process to continue its path toward initial accreditation. As part of this process, Claremont Lincoln assumed governance of its own educational programs and began charting a new path forward as a free-standing institution. In February, 2016 Claremont Lincoln University was granted accreditation by WASC Senior College and University Commission.

Today, Claremont Lincoln is expanding on its original vision to assemble diverse leaders, scholars and practitioners from across the social sectors to collaborate on our most persistent problems. The original interreligious focus is thriving at the University, through the newly designed M.A. in Interfaith Action. Another new degree, the M.A. in Social Impact, is designed to attract emerging leaders from the social sector who want to conceive, design and implement more effective initiatives for social change. The preexisting M.A. in Ethical Leadership, designed by faculty from the original consortium, continues to educate experienced professionals in a variety of sectors to be more ethical, effective leaders in their organizations. Students from each of these programs take a sequence of core classes together in order to learn about and from those working in other professional and social sectors. As a result, Claremont Lincoln graduates will be more knowledgeable about and able to work more effectively with leaders across the social sectors – non-profit, corporate, religious, civil – toward shared understandings for positive social change.

Claremont Lincoln's mission is to educate learners in new ways of understanding. It is a new kind of university that brings people of diverse cultural, religious and ideological backgrounds together so that all can flourish in this interconnected age. This is the transformative vision for Claremont Lincoln University, which we offer as a spark of optimism for the times in which we live: to be a postmodern, post-secular educational institution that seeks common threads amidst human diversity to better understand and more effectively address our perennial social problems. This is what we mean by "putting wisdom to work."

## **University Governing Body, Officials & Faculty**

A complete list of Claremont Lincoln University Governing Body, Officials & Faculty may be found starting on page 58 of the University Catalog.

## **Administrative Campus**

The Administrative Campus of Claremont Lincoln University is located 35 miles east of Los Angeles, in Claremont, California. The city of Claremont is situated at the eastern edge of Los Angeles County near the geographic region known as the Inland Empire (comprised of Riverside and San Bernardino Counties), a growing region characterized by an increasingly ethnically, economically, and religiously diverse population. Known as “the city of Trees and Ph.Ds.,” the city is home to the Claremont Colleges, an educational consortium that consists of two graduate and five undergraduate schools. This unique educational consortium attracts scholars, practitioners, and artists from around the world; about 5,200 students and 500 faculty members inhabit this town of 35,000 people.

## ACADEMIC CALENDAR

### July Term 2016:

Independence Day (Offices Closed) July 4	
Last Day to Receive 100% Refund for Dropped Classes	July 8
Classes Begin	July 11
Last Day to Add a Class	July 11
1/3 Tuition due for July Term	July 11
Last Day to Receive 75% Refund	July 15
Last Day to Receive 25% Refund	July 22
Last Day to Drop a Class	July 22
Last Day to Withdraw from a Class and Receive a W Grade	August 26
Labor Day (Offices Closed)	September 5
Final Tuition Payments due for July Term	September 16
Classes End	September 18
All work from April Term Incompletes Due	September 18
Registration Opens for October	September 19
Final Grades Posted	September 23

### October Term 2016:

Gathering Weekend and Orientation September 30 –	October 1
Last Day to Receive 100% Refund for Dropped Classes	October 7
Classes Begin	October 10
Last Day to Add a Class	October 10
1/3 Tuition due for October Term	October 10
Last Day to Receive 75% Refund	October 14
Last Day to Receive 25% Refund	October 21
Last Day to Drop a Class	October 21
Veteran's Day (Offices Closed)	November 11
Thanksgiving (Offices Closed)	November 24
Last Day to Withdraw from a Class and Receive a W Grade	November 25
Final Tuition Payments due for October Term	December 16
Classes End	December 18
All work from July Term Incompletes Due	December 18
Registration Opens for January	December 19
Christmas Day Observed (Offices Closed)	December 26
Final Grades Posted	December 23

### January Term 2017:

New Year's Day Observed (Offices Closed)	January 2
Last Day to Receive 100% Refund for Dropped Classes	January 6
Classes Begin	January 9
Last Day to Add a Class	January 9
1/3 Tuition due for January Term	January 9
Last Day to Receive 75% Refund	January 13
Martin Luther King Day (Offices Closed)	January 16
Last Day to Receive 25% Refund	January 20
Last Day to Drop a Class	January 20

## ACADEMIC CALENDAR CONT'D.

President's Day (Offices Closed)	February 20
Last Day to Withdraw from a Class and Receive a W Grade	February 24
Final Tuition Payments due for January Term	March 17
Classes End	March 19
All work from October Term Incompletes Due	March 19
Registration Opens for April	March 20
Final Grades Posted	March 24

### April Term 2017:

Gathering Weekend, Orientation and Commencement	March 31 – April 2
Commencement	April 2
Last Day to Receive 100% Refund for Dropped Classes	April 7
Classes Begin	April 10
Last Day to Add a Class	April 10
1/3 Tuition due for April Term	April 10
Last Day to Receive 75% Refund	April 14
Last Day to Receive 25% Refund	April 21
Last Day to Drop a Class	April 21
Last Day to Withdraw from a Class and Receive a W Grade	May 26
Final Tuition Payments due for April Term	June 16
Classes End	June 18
All work from January Term Incompletes Due	June 18
Registration Opens for July	June 19
Final Grades Posted	June 23

## **TUITION AND FEES 2015-2016**

### **Tuition**

Master of Arts (M.A.) \$500 per unit

### **Application and Admission Fees**

Application for Admission \$50

Confirmation Deposit \$200

### **Student Budget**

The 2016/2017 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.

#### **2016/2017 Cost of Attendance (FT Student)**

- Tuition \$12,000
- Books & Supplies \$650
- Housing \$6,296
- Transportation \$1,982
- Personal & Misc. \$3,381
- Loan Fees \$220
- TOTAL \$24,529



## **EDUCATIONAL PROGRAMS**

### **Online Expectations**

The Master of Arts programs at CLU is online in modality which requires students to meet certain technology requirements before beginning the program. Every learning environment expects certain aptitudes, whether these include managing deadlines, using research resources, or negotiating transportation. Online learning expects students are comfortable with computer technology. You do not have to be a computer programmer to succeed in online learning, but you do need to know the standard conventions associated with modern computer use. Students taking courses online are responsible for providing their own equipment for accessing course materials. This equipment includes a computer fewer than two years old; a high-speed Internet connection; a working email address; a word-processing program able to produce and open .doc, .docx, and .pdf files; and a sound card with speakers (for courses requiring sound). Students may check the latest requirements posted within the learning management system and on the syllabus of each course.

### **M.A. IN ETHICAL LEADERSHIP**

The M.A. in Ethical Leadership teaches working professionals about leadership, ethics, and ethical leadership while transforming them into ethical leaders in a diverse, globalized world. You will be led through a unique series of online courses that integrates personal mindfulness, professional awareness, and global consciousness for skillful leadership in any organizational context.

The program begins with a professional assessment and introduces you to leading-edge practices for self-awareness and mindfulness. You then learn about leadership and decision-making from various ethical, economic, philosophical, cultural, religious, humanistic, and contemporary traditions. By the end of the program, you will develop concrete skills—such as collaboration, conflict resolution, communication, and managing in diverse settings—for putting this newfound wisdom to work in your professional context. As a graduate of this program, you will have the knowledge and skills to lead more effectively and influence your workplace in a diverse and changing world.

### **Learning Outcomes**

After completing the Master of Arts in Interfaith Action you will be able to:

- Apply awareness of self and the multi-faceted perspectives of others locally and globally.
- Articulate the major theories in ethics, conduct analysis, and recommend ethical action.
- Articulate the major theories and principles of leadership, conduct analysis, and recommend behavioral change strategies.

- Assess the cause of conflict in organizational settings and apply strategies to manage conflict in diverse environments.
- Research, design, develop, and implement a project plan to affect change in an organization.
- Demonstrate the interpersonal and engagement skills necessary for effective leaders in a global community or organization.

A complete description of the program, along with course descriptions may be found on pg. 32 in the student catalog.

## **M.A. IN INTERFAITH ACTION**

In an era characterized by religious pluralism and ideological polarization, the M.A. in Interfaith Action is intended for leaders in faith-based organizations, religious communities, and other public arenas in which religious multiplicity can simultaneously be a source of conflict and a rich resource for positive change. The degree will equip such leaders for deeper understanding and more effective engagement for individual transformation, effective organizational leadership and positive social change.

### **Learning Outcomes:**

After completing the Master of Arts in Interfaith Action you will be able to:

- Interpret religion in relation to structures of power and privilege and in the context of cultural, political, and economic histories.
- Construct and demonstrate an evolving literacy of major religious traditions and cultural identities.
- Appraise the function of religio-cultural identities and apply strategies to resolve moral-based conflicts in a way that is non-defensive, confident, and respectful.
- Research, collaborate, design, and implement high-impact strategies in a leadership action plan for social change
- Analyze and interrogate normative and popular categories of religion while developing a post-secular awareness to interpret the evolving role of religious and secular traditions in the public sphere.
- Demonstrate the interpersonal and engagement skills necessary for effective leaders in a global community or organization.

A complete description of the program, along with course descriptions may be found on pg. 35 in the student catalog.

## **M.A. IN SOCIAL IMPACT**

The M.A. in Social Impact teaches the capacities needed for mindful leaders—particularly, though not exclusively in the social and civic sectors—to envision, implement, and adapt efforts that generate positive and sustainable impact within and/or beyond their organizations and communities. It is intended for those emerging leaders with entrepreneurial spirits seeking the skills and perspectives to be *intrapreneurs* in their organizations and change-agents in their communities, or catalysts for new social endeavors.

### **Learning Outcomes:**

After completing the Master of Arts in Social Impact you will be able to:

- Function as mindful humanistic change agents and empathetic leaders skilled and knowledgeable about how to catalyze and sustain changes in social systems.
- Synthesize the history, heritage, and context of social change and innovation for application to current world problems.
- Apply resourcing strategies built on current market principles and procedures.
- Research, analyze, and determine appropriate methods and contemporary strategies for designing and implementing initiatives that generate positive social impact.
- Implement evaluation and learning approaches to gain visibility on and adapt efforts for systems change and social innovation.
- Demonstrate the interpersonal and engagement skills necessary for effective leaders in a global community or organization.

A complete description of the program, along with course descriptions may be found on pg. 38 in the student catalog.

# **POLICIES**

## **ADMISSION REQUIREMENTS**

### **Commitment to Inclusion**

Claremont Lincoln University admits qualified students of any race, color, national or ethnic origin, sex, age, disability, religious tradition, sexual orientation, and gender identity to all the rights, privileges, programs, and activities generally accorded or made available to students at the University. Admission is dependent upon the strength of the applicant's academic record, personal qualifications, professional goals, experience, and a demonstrated commitment to learning in a diverse community. Additionally, Claremont Lincoln welcomes applications from non-immigrant aliens and students outside the U.S. Consistent with its obligations under the law, Claremont Lincoln University prohibits unlawful discrimination on the basis of race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation, gender identity or expression, or any other characteristic protected by applicable law in the administration of the University's programs and activities. Claremont Lincoln University also prohibits unlawful harassment of any kind.

### **Eligibility Criteria**

To be considered for admission to the Master of Arts (M.A.) programs, prospective students must demonstrate the following requirements.

- 1) Bachelor's degree: Completion of a bachelor's degree from a regionally accredited institution. Graduates of foreign universities must submit an official course-by-course international transcript evaluation from one of the approved credential evaluation service agencies to the Office of Admission.
- 2) Cumulative Grade Point Average: A minimum undergraduate grade point average of 3.00 on a 4.00 scale is preferred.
- 3) English Proficiency: : Graduates of foreign universities at which English is not the primary language must submit valid, official, internet based (iBT) Test of English as a Foreign Language (TOEFL) scores. Computer based test (CBT) scores will only be accepted if applicant lives in a country that does not offer the iBT. Requests for a TOEFL waiver are considered on an individual basis.

Please see Pg. 16 of the University Catalog for additional information on admission procedures.

## **CREDIT FOR PRIOR EDUCATION & TRAINING**

Credit for prior education or training must be evaluated and reported to the U.S. Department of Veterans Affairs. Claremont Lincoln University evaluates credit for both military service and military coursework for academic credit using ACE guidelines. All VA beneficiaries are required to disclose prior postsecondary school attendance, military education and training, and provide official transcripts. After reviewing all submitted transcripts, Claremont Lincoln University will grant credit where appropriate, notify the student and shorten the program accordingly. The student is responsible for ensuring all transcripts are submitted to the University.

## **PARTICIPATION POLICY**

Student participation will be assessed primarily through student interactions within the learning management system, usually in the form of discussion forums. Students who miss more than two weeks of activity during the term will miss the significant learning opportunities and will very likely result in a failing grade

## **ACADEMIC CREDIT AND MINIMUM GRADE REQUIREMENTS**

Courses in the Master of Arts can only be taken for academic credit. Students may not register for these courses as an auditor or for Continuing Education Units. All courses in the program are required for graduation, and must be taken for a letter grade. In the M.A. program, grades lower than a C (2.0) will not count toward the degree and this class will need to be repeated. Students may not earn credit more than once for the same class, and a course can be repeated one time.

## **ACADEMIC PROBATION**

Students will be placed on academic probation if their cumulative grade point average drops below 3.0 in the M.A. programs.

In order to be removed from academic probation, students must develop a plan approved with the Dean to return to good academic standing and obtain a cumulative grade point average of at least 3.0 in the M.A. programs upon completion of the next enrolled term. A student who remains on academic probation for two consecutive terms may face dismissal. The Dean makes dismissal decisions.

Students on Academic Probation will be notified by the University and will need to obtain approval from the Dean in order to register for the subsequent term.

## **MILITARY STUDENTS CALLED TO ACTIVE DUTY-READMISSION OF SERVICE**

### **MEMBERS**

Active Duty Military students who left the University in order to perform military services will be readmitted with the same academic status that he/she had when last in attendance at Claremont Lincoln University. The length of absence from Claremont Lincoln University cannot exceed 5 years. The university may require students to adopt

the catalog year program requirements at the time of their return if a program has changed significantly or has been impacted by external regulatory agencies.

## **SATISFACTORY ACADEMIC PROGRESS**

Students receiving VA benefits, you must maintain satisfactory academic progress in their program of study. Students receiving VA benefits are held to the same criteria for maintaining satisfactory academic progress as all other students attending Claremont Lincoln University.

**The Satisfactory Academic Progress policy may be found in its entirety in the University Catalog Addendum starting on page 4.**

## **SUSPENSION & REINSTATEMENT OF VETERANS BENEFITS**

If a student who fails to meet satisfactory academic progress, they will no longer be eligible to receive further Veterans benefits and/or financial aid without submitting an SAP 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 SAP 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.

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

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 Veteran's benefits and/or 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 Veterans benefits and/or financial aid eligibility will be re-established

## **STUDENT CONDUCT POLICY**

Violation of standards of academic responsibility, integrity and truthfulness are subject to separate disciplinary policies.

Claremont Lincoln University places high value on, and is diligently committed to, the preservation of academic freedom. The basic significance of this commitment lies in the protection of intellectual freedoms: the rights of professors to teach, of scholars to engage in the advancement of knowledge, and of students to learn and to express their views, free from external pressure or interference. These freedoms can flourish only in an atmosphere of mutual trust, honesty, civility, and respect among teachers and students, and only when members of the community are willing to accept self-restraint and reciprocity as the condition upon which they share in its

intellectual autonomy. Academic freedom extends to all who share these aims and responsibilities. They cannot be violated by any who would subordinate intellectual freedom to any cause or ideology, or those who violate the norms of conduct established to protect that freedom. Moreover, willful disruption of the academic process simply cannot be tolerated. The University has a right to defend itself against any intrusions on the rights and privileges of the community of scholars and persons at the University.

- Individuals are liable for failure to comply with lawful directions issued by official representatives of the University acting in their official capacities.
- Theft or damage to the University premises or property, or theft of or damage to property of any person on University premises is prohibited. Permission from appropriate University authorities must be obtained for removal, relocation and use of University equipment, supplies, books, papers and research materials. Also, unauthorized use or examination of confidential records is prohibited.

### **STUDENT CONDUCT POLICY CONT'D.**

- Forcible interference with the institution's educational process or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services is prohibited. Any sort of abuse, physical, or otherwise, is also prohibited.
- No person may bring or possess firearms or other weapons on the campus.

Any member of the community engaging in any manner of conduct prohibited under Paragraphs 1 to 4 above shall be liable to actions by the University.

### **TUITION REFUND POLICY**

Students who withdraw or fail to complete the period of enrollment may receive a refund. Any student withdrawing from the University for medical reasons is required to submit a written statement from his or her medical doctor when requesting a refund.

Students may receive a full refund, a partial refund, or no refund of tuition depending on the date the course was dropped, as per the schedule below:

- 100% refund before Week 1
- 75% refund during Week 1
- 25% refund during Week 2
- 0% refund after Week 2

No refund will be given if a student drops or withdraws from classes after the second week of class in a given term.



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## **Veterans Information Bulletin**

### **Proof of Issue**

**Effective July 1, 2016 – June 30, 2017**

**I have received a copy of the Veterans Information Bulletin, which contains the rules, regulations, course completion requirements and costs for program in which I have enrolled.**

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**Veteran or Eligible Person (Print Name)**

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**Signature**

**Date**

**Note: Original will be kept in the student's official file at the University. A copy of this "proof of issue" may be given to student upon request by student.**