



CLAREMONT LINCOLN
UNIVERSITY

Socially Conscious Education™

2018 – 2019 Student Catalog

Addendum

*This addendum contains supplements and updates to the 2018-2019
Student Catalog.*

Issued: October 8, 2018

CLAREMONT LINCOLN UNIVERSITY ACADEMIC CATALOG: 2018-2019
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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:
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Administrative Office Hours:
8:30 a.m. – 5:00 p.m. Pacific Standard Time

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OVERVIEW OF ACADEMIC PROGRAMS

Claremont Lincoln University offers the following degree programs. For details, please refer to degree program requirements later in this catalog.

Master of Arts in Interfaith Action

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.

Master of Arts in Organizational Leadership.

The M.A. in Organizational Leadership prepares individuals to lead diverse organizations toward positive social change. Students in this degree program choose from concentrations in Ethics, Healthcare, Higher Education, Human Resources, or Civic Engagement. Leaders in these fields face the challenge to navigate diversity, think critically, manage complexity and meet strategic goals within a high ethical context.

Master of Arts 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.

ACADEMIC CALENDAR

July Term 2018:

Independence Day (Offices Closed)	July 4
Classes Begin	July 9
Last Day to Add a Class	July 9
1/2 Tuition Due for July Term	July 16
Last Day to Drop a Class	July 16
Last Day to Withdraw from a Class and Receive a W Grade	August 19
Last Day to Receive Any Refund of Tuition	August 19
Labor Day (Offices Closed)	September 3
Final Tuition Payments due for July Term	September 16
Classes End	September 16
Registration Opens for October	September 17
U.S. Constitution Day	September 17
Final Grades Posted	September 21
All work from July Term Incompletes Due	October 5

September Term 2018 (Fall Early Entry):

Classes Begin	September 10
Last Day to Add a Class	September 10
1/2 Tuition Due for September Term	September 17
Last Day to Drop a Class	September 17
Registration Opens for October	September 17
U.S. Constitution Day	September 17
Gathering Weekend	September 29
Last Day to Withdraw from a Class and Receive a W Grade	October 21
Last Day to Receive Any Refund of Tuition	October 21
Veteran's Day Observed (Offices Closed)	November 12
Final Tuition Payments Due for September Term	November 18
Classes End	November 18
Thanksgiving (Offices Closed)	November 22
Final Grades Posted	November 26
All Work from September Term Incompletes Due	November 30

October Term 2018:

Gathering Weekend	September 29
Classes Begin	October 8
Last Day to Add a Class	October 8
1/2 Tuition Due for October Term	October 15
Last Day to Drop a Class	October 15
Veteran's Day Observed (Offices Closed)	November 12
Last Day to Withdraw from a Class and Receive a W Grade	November 18
Last Day to Receive Any Refund of Tuition	November 18
Thanksgiving (Offices Closed)	November 22
Final Tuition Payments due for October Term	December 16

Classes End	December 16
Registration Opens for January	December 17
Christmas Day (Offices Closed)	December 25
Final Grades Posted	December 22
All work from October Term Incompletes Due	January 4

January Term 2019:

New Year's Day (Offices Closed)	January 1
Classes Begin	January 7
Last Day to Add a Class	January 7
1/2 Tuition Due for January Term	January 14
Last Day to Drop a Class	January 14
President's Day (Offices Closed)	February 18
Martin Luther King Day (Offices Closed)	January 21
Last Day to Withdraw from a Class and Receive a W Grade	February 18
Last Day to Receive Any Refund of Tuition	February 18
Final Tuition Payments due for January Term	March 17
Classes End	March 17
Registration Opens for April	March 18
Final Grades Posted	March 22
All work from January Term Incompletes Due	April 5

April Term 2019:

Gathering Weekend and Commencement	March 29 – March 31
Commencement	March 31
Classes Begin	April 8
Last Day to Add a Class	April 8
1/2 Tuition Due for April Term	April 15
Last Day to Drop a Class	April 15
Last Day to Withdraw from a Class and Receive a W Grade	May 19
Last Day to Receive Any Refund of Tuition	May 19
Final Tuition Payments due for April Term	June 16
Classes End	June 16
Registration Opens for July	June 17
Final Grades Posted	June 21
All work from April Term Incompletes Due	July 5

**Claremont Lincoln University reserves the right to add or cancel start dates as necessary. Students enrolling in start terms not currently published will receive an academic calendar supplement for their term of enrollment.*

ADMISSION

Admitted Students

Students who meet eligibility criteria for admission will be notified in writing of their acceptance into Claremont Lincoln University by the Dean of Student Affairs. Students are required to confirm their intent to enroll to finalize the admission process. Full admission is conditional upon submitting all required documentation. Title IV federal financial aid will not be disbursed until students are fully admitted.

Provisional Admission

Students who do not meet the standard admission requirements may be eligible for provisional admission. Students who are granted provisional admission will only be limited to part-time registration in their first term. Students must complete their first term with at least a B average and must complete any other terms required as part of their provisional admission. Provisionally admitted students who successfully complete their first term will be granted full admission. Students who do not successfully complete their first term may appeal to continue on a provisional status for one additional term. Decisions regarding provisional admission are made on a case by case basis at the discretion of Claremont Lincoln University.

Deferral of Admission

At CLU we understand that issues may delay a student's start date. If a student chooses to defer to a later start date the student must speak with the Enrollment Manager and Financial Aid Representative (if applicable). Students may be required to submit additional documentation and course availability must be considered.

TUITION AND FEES 2018-2019

Delinquent Accounts

Students whose accounts are not paid in full are not eligible to register for the next term or to receive official transcripts, grades, enrollment verifications, or diplomas. Students who are currently enrolled in a term and not in compliance with their official payment plan or who have pending financial aid documents may be prohibited from accessing their courses until their financial obligations are satisfied. Once notified of course lockout students have fourteen (14) calendar days to satisfy their obligations to the Office of Student Finance and regain access to their courses. Students who have not complied with their payment terms or financial aid requirements within fourteen days will be administratively withdrawn from their courses. Students who are administratively withdrawn will be responsible for prorated tuition charges as per the Refund Policy.

In the event that Claremont Lincoln University deems it necessary to employ a collections agent or attorney to enforce payment, the student will be responsible for all reasonable collection costs and attorney fees.

ACADEMIC POLICIES AND PROCEDURES

Academic Honesty

All students are expected to adhere to basic standards of academic honesty and integrity. All work submitted is expected to be the student's own thought and expression unless another source is acknowledged and appropriately referenced. Violation of academic honesty is regarded as an extremely serious offense. Discovery of such a violation may result in an "F" grade for the course, and possible termination as a student at the University, or revocation of a degree previously granted. In any case, members of the Teaching Faculty are obligated to report all apparent violations of academic honesty to the Dean.

Plagiarism

Plagiarism is literary theft, or offering the words or ideas of another as if they were one's own, with no acknowledgment of the source. Whenever the ideas or words used are taken from a source, this source must be given credit. This applies not only to direct quotations, but also to indirect quotations (in which the original statement is paraphrased). Sources that must be given credit include published books, journals, magazines, newspapers, etc., as well as other types of media (such as Internet sources, film, video, television, radio, audio recordings, and other electronic resources, as well as lectures and the work of other students). The principle also holds true for less direct borrowings, if the ideas in question are distinctive to the source as opposed to being considered common currency. (This is often a matter of judgment; when in doubt, students are advised to err on the side of giving too many citations, rather than too few.) The prohibition of plagiarism applies to dissertations, theses, projects, term papers, class reports, take-home examinations, and any other work (whether in writing or in another media for communicating ideas) intended to fulfill requirements for a class or degree program.

The University recognizes that plagiarism is culturally defined. Consequently, students not experienced in the U.S. educational system may be asked to rewrite plagiarized work without the assumption of dishonest intent on the student's part. Nevertheless, under no circumstances is plagiarized work acceptable, and all students are expected to learn what constitutes plagiarism in the U.S. educational context.

Cheating involves the use of any kind of assistance (e.g., written, oral, aural, or visual) that has not been specifically authorized. Students are not to receive assistance from others with their coursework unless it has been clearly specified that a certain form of assistance is permissible (e.g., in the preparation for, as distinct from the actual writing of, the examination), or that an assignment is to be a collaborative effort.

Self-Plagiarism: All student work must be original and intended for the particular course for which the student submits an assignment unless previously approved by the course instructor. Turning in an assignment created for another course is a form of self-plagiarism and is subject to the university's plagiarism policies.

Consequences: If it is determined that cheating or academic dishonesty has taken place, consequences may be as follows:

The professor will report the incident to the Dean and the Student Relations Manager. A letter regarding the academic dishonesty will be placed in the student's file and a copy will be sent to the student.

The student may be penalized:

- For the first offense, the student receives a zero for the assignment.
- For the second offense, the student fails the course.
- For the third offense, the student may be dismissed from the University.

Appeal Process: Any appeal must be made in writing to the Academic Leadership Team (ALT) within two weeks of notification. The decision of ALT is final. If the instructor involved is currently serving on ALT, the Dean will appoint another faculty person to replace the instructor involved for the discussion and vote on the appeal. The Dean may be present during ALT's deliberations as an ex-officio member.

REGISTRATION AND ADVISING

Change of Degree Program

New students who would like to change their degree program may do so by contacting their Enrollment Manager and completing a Change of Degree Program request form.

Current students who wish to change their degree program may do so during their term break. Students must discuss their planned program change with the Dean for the new program to ensure academic preparedness. After meeting with the Dean students must submit a Change of Degree Program request form to the Office of Student Services. A student's degree program cannot be changed in the middle of a term. Additional coursework may be required which may extend the program cost and length of time to degree completion. Prior program courses will be evaluated for possible transfer, but course transfer and/or substitution cannot be guaranteed. Students who receive federal financial aid must consult with the Office of Financial Aid to ensure financial aid availability prior to changing their degree program.

Repeated Course Policy

Students may have to repeat a course for the following reasons:

- They received a grade lower than a "C" in a required course
- They received an Unofficial Withdrawal (UW) because they stopped attending a course, but did not officially withdraw
- Their cumulative GPA is below a 3.0 and they need to retake courses for which they received below a B in order to graduate

Although the original grade will remain on the student's permanent record and transcript, only the most recent grade will be considered when calculating the student's cumulative GPA. The repeated course will also count toward the student's maximum timeframe for completion.

Students who receive federal financial aid will only be allowed to receive Title IV funding for one retake of a previously passed course. The Department of Education defines *passed* as any grade other than an F. CLU considers a class to be passed if the student receives a C or better. Therefore, any student who must repeat a course in which they earned a C-, D+, D, or D- to meet CLU's grade requirements will be retaking a previously passed course per

the Department of Education and are subject to the one retake provision.

Dropping and Withdrawing from a Course

Students may drop a course up until the beginning of the second week (day eight) of the term by contacting the Office of Student Services. Students who drop by the eighth day of the term will receive a full refund of tuition charges for the term and no notation of the course will appear on the student's transcript.

Students may withdraw from a course following the end of the drop period until the last day of week six of the term. Requests for withdrawal must be made in writing by submitting a Course Withdrawal Request form to the Office of Student Services on or before the deadline for withdrawal. A withdrawal will show as a "W" on the student's transcript but will not impact their GPA. A student's date of determination, or withdrawal date, will be recorded as the date their official withdrawal request is received. Tuition charges for student who withdraw will be assessed according to their last date of interaction (LDD) in the course and will be based on the percentage of the course that was attended as outlined in the Refund Policy. Withdrawal requests are not accepted after the last day of the sixth week of the term.

Administrative Course Drop: Students who do not sign in to their course and engage in meaningful interaction by submitting an assignment on or before the eighth day of the term, but also do not submit a request to drop their course, may be administratively dropped from the course for non-participation.

Students may also be administratively dropped from a course through the eighth day of the term for failure to adhere to the University's Payment Policy. Please refer to the Payment Policy in the catalog for payment requirements.

Students who are administratively dropped from a course will receive a full refund of their tuition per the University Refund Policy. Administrative course drops do not appear on a student's transcript. However, students who have a pattern of repeated administrative course drops may be administratively withdrawn from the University.

Administrative Course Withdrawal: Students who fail to interact in class by submitting an assignment and who are non-responsive to outreach by their instructor or the Office of Student Services for two consecutive weeks may be administratively withdrawn from the course. Administrative course withdrawals may occur between the end of the drop period and the last day to withdraw from a course.

Students may also be administratively withdrawn from a course for failure to adhere to the University's Payment Policy. Please refer to the Payment Policy in the catalog or contact the Office of Student Finance for information about specific payment plan options.

Students who are administratively withdrawn from a course will receive a W on their transcript for the course in question. Students will also be assessed prorated tuition based on their last date of interaction in accordance with the Refund Policy.

Unofficial Withdrawal: Students who stop attending a course but who do not complete an official request to withdraw or who are not administratively withdrawn from a course will receive a non-passing grade of “UW” (Unofficial Withdrawal) in that course. This action will be noted on the transcript and will factor into the student’s cumulative GPA as a 0. Students who receive a UW are not entitled to a refund of tuition. Students who stop attending after the end of the sixth week of the term will receive a grade in the class based on the work they have submitted.

Students with a pattern of administrative course drops, administrative course withdrawals, course withdrawals, or unofficial withdrawals may be subject to suspension or dismissal.

Incomplete Deadline Extensions

In special circumstances students who are in good academic standing may request an extension of the incomplete deadline. Extenuating circumstances include medical emergencies, death in the family, or completion of Capstone Action Project. Supporting documentation may be requested from the student before an incomplete deadline extension will be approved.

Approval of an incomplete extension is made at the discretion of the instructor. Under no circumstances may a deadline later than the last date of the subsequent term be imposed. Upon approval incomplete extensions must be reported with the revised deadline to the Registrar by the instructor. Students who are not in good academic standing are not eligible for an incomplete extension.

Leave of Absence

Students who do not maintain continuous enrollment must petition the Office of Student Services for a leave of absence prior to the start of any term for which they do not intend to enroll in classes. This includes students who are out for more than 45 days due to part-time enrollment during an early entry start period. Students receiving University scholarships may be subject to strict terms of enrollment and should consult their award letter to avoid scholarship forfeiture.

A request for a leave of absence must be made in writing. This request must include the date, reason for the student’s request and the student’s signature. Because an approved leave of absence is dependent upon the school’s reasonable expectation that the student will return from the leave the student’s petition must include a date of return.

Normally, a leave of absence is granted for a maximum of one term. The student may petition for an extension of one additional term. If after two terms the student does not return from the leave, the student will be withdrawn from the program and her/his record closed. To re-enter the program, the student must reapply through the Office of Admission

Term 1: The student must petition and receive approval from the Office of Student Services for a leave of absence.

Term 2: The student must petition and receive approval from the Dean for an extension of the leave.

Term 3: If the student does not return, s/he is withdrawn from the program and record closed. The student must reapply to enroll.

Students who do not follow the process outlined above and fail to enroll in subsequent terms will be administratively withdrawn from the university.

Taking a leave of absence will impact a student's Title IV federal financial aid, and students utilizing financial aid must contact the Office of Financial Aid when applying for and returning from a Leave of Absence.

Readmission

Students who previously attended Claremont Lincoln University but withdrew or were administratively withdrawn before program completion may apply for readmission by contacting the Office of Admission. Students applying for readmission must apply for enrollment into a currently offered degree program which may necessitate completing additional courses. Courses completed more than eight (8) years ago will not count toward degree program requirements. Students with an account balance or who have been sent to collections must satisfy their financial obligations prior to apply for readmission.

Students who were not in good academic standing at the time of their withdrawal must appeal to return to the University on a probationary status. If readmission is approved, probationary students will be required to abide by a SAP contract and may be readmitted on a provisional basis subject to additional requirements.

Students who were dismissed due to academic standing, academic honesty violations, or code of conduct violations may be considered for readmission in some circumstances. Dismissed students may be asked to take additional steps and show proof of completion of those steps prior to applying for readmission. Students may also be asked to provide evidence of significant change relative to the issue that led to dismissal as part of their readmission appeal. If readmission is approved, depending on the circumstances surrounding dismissal, these students may be required to come back on a probationary status with a SAP contract or may be provisionally readmitted and subject to additional requirements.

All applications for readmission should be submitted through the Office of Admission and are reviewed by the Dean of Student Affairs. Students who are not in good academic standing or who are requesting to return after dismissal must provide their appeal for review by the Readmission Committee which includes designated representatives from Student Affairs as well as the Dean and/or Faculty Chair of the program to which the student is applying for readmission. In the case of a student who is not in good standing and is applying for readmission into a new program, the Dean and/or Faculty Chair from the previous program and the new program will both be included on the Readmission Committee. Readmission is not guaranteed and is subject to approval by CLU.

FINANCIAL AID

Scholarships

Claremont Lincoln may have scholarship opportunities available to assist students in pursuit of their master's degree. Students who wish to apply for a scholarship should consult with the Office of Admission before their term starts. Scholarships are not guaranteed and are contingent on the availability of award funding.

Students who receive a scholarship must maintain continuous full-time enrollment and maintain Satisfactory Academic Progress (SAP). Students who withdraw from classes or the program, enroll at a part-time status, earn less than a passing grade in any class, or who fail to maintain good academic standing will immediately forfeit their scholarship.

Disbursement of Federal Financial Aid Funds

Students must meet all requirements for full admission and complete all components of the financial aid process before financial aid funds can be disbursed. Federal financial aid funds will be disbursed after the eighth day of the term. Students with a staggered schedule will receive two disbursements, one in each term of enrollment after the eighth day of the term. Financial aid funds will be applied toward all eligible charges on a student's account. If a credit balance remains it will be released to the student in the form of a refund. If subsequent charges are applied to a student's account after a refund is processed for the term, the student will be responsible for paying these new charges.

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, 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. Claremont Lincoln University will return any Title IV funds no later than 45 days from the date of determination.

Claremont Lincoln University will return Title IV funds in the following order:

- Unsubsidized Direct Loans (other than Direct PLUS loans)
- Subsidized Direct Loans
- Federal Perkins Loans
- Direct PLUS Loans
- Federal Pell Grants for which a return of Title IV funds is required
- FSEOG for which a return of Title IV funds is required
- TEACH Grants for which a return of Title IV funds is required
- Iraq & Afghanistan Service Grant for which a return of Title IV funds is required

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:

$$\% \text{ earned} = \# \text{ of days completed up to the withdrawal date} \div \text{total \# of calendar days in term}$$

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.

VETERAN'S BENEFITS AND MILITARY TUITION ASSISTANCE

VA Basic Allowance for Housing

The Basic Allowance for Housing (BAH) is established by the Veteran's Administration. Students who participate in a distance education program may receive a reduced BAH benefit amount based on parameters set by the Veteran's Administration. For information about your benefits please consult with your School Certifying Official.

M.A. IN ORGANIZATIONAL LEADERSHIP

Claremont Lincoln University offers an online MA in Organizational Leadership for those who lead diverse organizations toward positive social change. Students in this degree program choose from concentrations in Ethics, Healthcare, Human Resources, or Civic Engagement. Leaders in these fields face the challenge to navigate diversity, think critically, manage complexity and meet strategic goals within a high ethical context. Key classes in the curriculum include courses in our Claremont Core: Mindfulness, Dialogue, Collaboration, and Change. Students in all four disciplines also receive foundational training in organizational leadership theories and professional assessment. In addition, all students must complete a Capstone Action Project. Our Master's degree is a scholar-practitioner degree and gives learners the opportunity to apply their leadership skills in a dynamic context.

This 15-month, online degree is designed for working professionals eager to grow their leadership skills and expertise, and apply their degrees in a global workplace.

- *The Concentration in Higher Education* is designed to enhance expertise in higher education trends related to leadership, diversity, strategic planning, ethics, finance,

legislation and governance.

Program Learning Outcomes:

After completing the Master of Arts in Organizational Leadership you will be able to:

- Apply awareness of self and the multi-faceted perspectives of others to lead in local and global contexts to reach common goals.
- Assess the cause of conflict in organizational settings and apply strategies to resolve and leverage conflict in diverse environments.
- Lead ethically and responsibly in positions of power in a workplace, community, or organization.
- Demonstrate the interpersonal and engagement skills necessary for effective leaders to achieve innovative and collaborative resolution to community and organization issues.
- Articulate and apply the major theories and principles of leadership, conduct analysis and recommend appropriate change strategies.
- Research, design, develop, and implement a capstone project plan to affect positive change in an organization.

Program Overview: 30 units

Courses are taught completely online in 10-week terms. The program can be completed in 15 months.

<u>Claremont Core</u> (4 courses)	12 units
<u>Required Degree Courses</u> (5 courses)	15 units
<u>Capstone Action Project (CAP)</u>	<u>3 units</u>
TOTAL	30 units

THE CONCENTRATION IN HIGHER EDUCATION

The Concentration in Higher Education is designed to enhance expertise in higher education trends related to leadership, diversity, strategic planning, ethics, finance, legislation and governance.

Program Learning Outcomes

After completing the Master of Arts in Organizational Leadership with a Concentration in Higher Education you will be able to:

- Apply research and theory to promote social change in higher education leadership.
- Develop communication strategies to meet the needs of diverse populations in higher education.
- Formulate decisions based on leadership theories that support inclusive higher education practices.

Program Overview: 30 units

Courses are taught completely online in 10-week terms. The program can be completed in

15 months.

<u>Claremont Core</u> (4 courses)	12 units
<u>Required Degree Courses</u> (5 courses)	15 units
<u>Capstone Action Project</u> (CAP)	<u>3 units</u>
TOTAL	30 units

Required Degree Courses & Capstone Action Project

MLU5301 Leadership in Action (3 units)

MLU5302 Supporting Diverse Populations (3 units)

MLU5303 Cultivating Educational Change (3 units)

MLU5304 Law and Ethics in Higher Education (3 units)

MLU5305 Higher Education Process and Practice (3 units)

MLU5306 Capstone Action Project (3 units, final term registration only)

Detailed course descriptions may be found in the course catalog section of the student catalog.

CATALOG OF ACADEMIC COURSES

ORGANIZATIONAL LEADERSHIP: HIGHER EDUCATION

MLU5301 Leadership in Action (3 units): Leadership in action is designed to support the exploration of leadership through self-reflection and assessment, including creating a personal mission statement and developing a leadership philosophy. Students will review a variety of leadership assessments, theories, and strategies on power dynamics, decision making, ethically addressing toxic leadership, conflict resolution, communication, and cultural awareness. Students will explore practical and experiential leadership styles and consider consequences of choices in the role of leading others. In addition, students will review and apply research strategies to develop knowledge and skills for action research preparing for the capstone action project. The course topics center around developing key leadership and action research skills to understand influencers in the social change process.

MLU5302 Supporting Diverse Populations (3 units): Educational leaders are able to affect change with strategies that support diverse student populations to meet the economic, social, developmental, and academic needs of students today and in the future. This course will introduce learners to frameworks and theories that guide the work of student affairs, review the importance of research, assessment, and evaluation in student affairs, learn the historical and foundational concepts of the student affairs profession, summarize the leadership environments for student affairs and the various organizational structures of student services, and evaluate how to transform student service organizations to better meet the needs of a diverse student population. By blending practical and theoretical perspectives with the goal of enhancing vision, this course will prepare students to create inclusive environments that promote collaboration and enhance the learning experience for all.

MLU5303 Cultivating Educational Change (3 units): Visionary educational leaders are inspired by what an institution can become. Through the use of strategic planning, they guide members of the educational community through times of uncertainty, transition, and success. This class provides students with an overview of the theories of educational leadership which can translate into effective curriculum development, faculty onboarding, faculty development, classroom management, program assessment, and strategic planning. By the end of the course, students will be able to apply strategies for effective assessment to promote an inclusive educational climate and effective change management.

MLU5304 Law and Ethics in Higher Education (3 units): In this course students will develop strategies to engage in and navigate through legal and ethical issues by exploring topics in the diverse and changing landscape of higher education. Course content includes the ability to identify legal versus ethical issues, articulate contemporary understandings of diversity, exclusion/ inclusion, bias, and multiple influences that exist in the higher education system. Students will identify major themes related to governance, research, employment, faculty, and students in a way that leverages informed and effective higher education leadership.

MLU5305 Higher Education Process and Practice (3 units): This course will explore the structure and practices of an educational organization. Students will discuss and analyze topics from many areas of academia including human resources, students and faculty, budgetary, governance, and academic affairs. The content includes discussing the ability to identify internal influencers, external influencers, and organizational structure to articulate contemporary understandings of the process and practices that exist in the higher education system.

MLU 5306 Capstone Action Project (3 units): The culminating course in the degree program is the Capstone Action Project (CAP) which provides learners the opportunity to demonstrate the application of the program learning objectives to a professional context. The Capstone Action Project topic and content is specific to Higher Education integrating professional knowledge and skills learned from the program specific courses along with additional information formulated from the Claremont Core® to exhibit ethical leadership for social change. *Must be taken during student's final term.*

POLICY STATEMENTS

Student Code of Conduct

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, 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. To fulfill its functions of imparting and gaining knowledge, the University retains the power to maintain order within the community and to remove those who are disruptive to the educational process. The policies listed below and contained within the Student Catalog describe and explain prohibited conduct as well as outline behavioral expectations.

Authority of the University

The Student Code of Conduct applies to all students and recognized student organizations. The University exercises jurisdiction over student behavior that occurs at University sponsored events as well as violations of the Student Code of Conduct that occur within the CLU email system, Canvas or other Learning Management System (LMS) utilized by the University, the student portal, or any other electronic means of communication prescribed by the University or an instructor as it pertains to classwork, research or communication.

Behaviors that are in violation of the Student Code of Conduct or that conflict with University expectations may be subject to a hearing pursuant to the Student Code of Conduct. Each student shall be responsible for their conduct from the time of application for admission through the awarding of a degree. Students may still be subject to Code of Conduct discipline after degree conferral if it is found that violations occurred during periods of active enrollment. Matters related to violations of the Student Code of Conduct and hearings will be overseen by the Office of Student Services and the Dean of Student Affairs.

Terms and Definitions

Academic Leadership Team (ALT): Designated members of the University's academic personnel who may be assigned to review Student Code of Conduct violations related to academic honesty and decide upon appropriate sanctions in lieu of the Disciplinary Committee.

Academic Record: Information relating to a student's academic performance including transcripts, narrative notes of the student's academic progress as documented by the student's instructors and the Office of Student Services, assessment and evaluation results, and results of any appeals filed by the student.

Admission of Responsibility: A respondent's willingness to acknowledge and accept responsibility for Student Code of Conduct violations, as well as the appropriate corresponding sanctions.

Cheating: Includes but is not limited to (1) creating or transmitting responses to assignments or projects if you have reason to know those responses may be submitted to CLU by someone else, (2) the use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials, (3) representing the work of others as your own without proper citation, (4) instances of plagiarism as defined in the Student Catalog.

Complainant: The individual(s) who bring forward a complaint or files a report alleging violations of the Student Code of Conduct.

Complicity: Helping, procuring, encouraging, and/or cooperating with another person in the violation of the Student Code of Conduct.

Dismissal: University initiated permanent separation of a student from the University.

Faculty Member: Any person hired by, or contracted with, the University to conduct instructional activities and/or assess student's work.

Harassment: The use of words, gestures, imagery, and other communication that creates a hostile and intimidating environment to the degree that other members of the University community would choose not to participate in communications, academic assignments, programs, or other activities. Any behavior that violates the Policy on Harassment and Sexual Harassment in the Student Catalog.

Impersonation: Assuming the identity of another through the use of false, stolen, or borrowed identification materials to obtain (1) admission to CLU, (2) access to student financial aid, or (3) access to CLU programs, courses, assignments, or other materials and/or activities.

Policy: The written regulations of CLU as found in, but not limited to the Student Catalog, Student Code of Conduct, course syllabi, and any other documents related to a specific CLU program. CLU policies are made available to students via the University website and the Learning Management System (LMS).

Respondent: The student alleged to have violated the Student Code of Conduct.

Sanction: A disciplinary action that may result from prohibited conduct. Disciplinary

actions may include one or more of the following: (1) non-acceptance of work submitted, (2) a grade penalty or failing grade on an assignment, (3) a grade penalty or failing grade in a course, (4) formal written warning, (4) cancellation of previously awarded academic credit or degree, (5) suspension from the University, and/or (6) dismissal from the University. This list of possible sanctions should not be considered comprehensive as the University reserves the right to assign sanctions on a case-by-case basis.

Standard of Proof: The burden of proof is on the University to show the student is responsible for the Student Code of Conduct violation. The rules of evidence applicable to civil and criminal cases do not apply. The decision will be made based on a preponderance of evidence – whether a violation of the Code was more likely to have occurred than not.

Suspension: Separation of the student from CLU for a defined period of time or until certain conditions have been met. After the suspension period has elapsed or prescribed conditions have been met, suspended students may apply for re-admission following the procedure outlined in the Student Catalog.

Student: Any person taking courses at CLU, whether full-time, part-time, or as a non-matriculator. Includes individuals who are not enrolled but have an academic relationship with CLU such as those satisfying incompletes and on leave of absence (LOA). Persons who were enrolled for previous terms as well as those who are applicants or admits with the intent to enroll in future sessions are also considered students for the purpose of the Student Code of Conduct.

Student Conduct Committee: Any person or persons authorized by the Dean of Student Affairs and/or the Office of Student Services to determine whether a student has violated the Student Code of Conduct and to decide what sanctions should be applied in cases where a violation has taken place.

University: Claremont Lincoln University (CLU)

University Community: Any person who is a student, alumni, faculty member, staff member, administrator, Board member, or individual employed by CLU to conduct University business.

Conduct Rules and Regulations

Any student found to have committed, attempted to commit, or acted with complicity in any of the following is subject to disciplinary sanctions. While it is not possible to define every act which may give rise to a finding of misconduct, wherever possible the University has attempted to provide examples here and within the Student Catalog. Examples should be considered illustrative and not comprehensive.

- (1) Acts of dishonesty including but not limited to:
 - a. Cheating, plagiarism, or other forms of academic dishonesty
 - b. Impersonation
 - c. Furnishing false information to any CLU official, faculty member, or office

- d. Forgery, alteration, or misuse of any CLU document, record, or instrument of identification
 - e. Fraud – receiving, or attempting to receive payment, services, or academic credit under false pretenses.
- (2) Unprofessional conduct and/or abusive behavior including but not limited to:
- a. Harassment as defined by the CLU Harassment and Sexual Harassment Policy outlined in the Student Catalog
 - b. Verbal and written abuse intended to bully, tease, threaten, demean, humiliate, insult, or taunt; threats, intimidation, coercion, profanity which is derogatory and inflammatory and directed at another individual or group.
 - c. Stalking which includes repeated unwanted contact by a person toward another person. Contact includes but is not limited to communication in person, by phone, electronically, or via proxy; following or remaining in the physical presence of the other person; monitoring, threatening, or interfering with the other person’s property.
 - d. Hate behavior which is any occurrence that is intended to create emotional suffering, physical harm, or property damage to a person because of their perceived or actual race, ethnic background, national origin, religious belief, gender, gender identification, sexual orientation, or physical or mental disability.
- (3) Physical abuse, threats of physical abuse, and/or other conduct which threatens or endangers the health and safety of any person.
- (4) Possession of a firearm at the CLU administrative offices or at any CLU sponsored event is prohibited.
- (5) A violation of the University’s Copyright Policy and Acceptable Use Policy which can be found in the Student Catalog constitutes a violation of the Student Code of Conduct.
- (6) A violation of the University’s Drug-Free Campus Policy which can be found in the Student Catalog constitutes a violation of the Student Code of Conduct.
- (7) Failure to comply with directions of University officials including but not limited to faculty, staff and administrators, law enforcement officers, or contract service vendors acting in performance of their duties. This includes willfully resisting, delaying, or obstructing University officials in the discharge or attempts to discharge the duty of their office.
- (8) Theft, abuse, or misuse of CLU property and systems including but not limited to:
- a. Attempted or actual theft of and/or damage to CLU property or property of a member of the University community
 - b. Unauthorized entry into University resources to use, read, or change the contents, or for any other purpose
 - c. Unauthorized transfer of University resources
 - d. Use of another individual’s username and/or password
 - e. Use of University systems to interfere with the work of another member of the

University community

- f. Use of University systems to send obscene, threatening, or harassing messages
- g. Interfering with the normal operation of University systems and resources
- h. Unauthorized use of University systems and resources to obtain or disclose the personal details of another member of the University community
- i. Tampering with communications

(9) Disruption or obstruction of advising, facilitation, instruction, research, administration, disciplinary proceedings or other University activities.

(10) Abuse of the Student Code of Conduct system, including but not limited to:

- a. Failure to obey a notice from University administration acting in accordance with the terms of the Student Code of Conduct system to appear for a meeting or hearing
- b. Falsification, distortion or misrepresentation of information before the Student Conduct Committee, Academic Leadership Team, or other University official
- c. Disruption or interference with the orderly conduct of a Student Code of Conduct hearing
- d. Institution of a Student Code of Conduct proceeding in bad faith
- e. Attempting to discourage an individual's proper participation in or use of the Student Code of Conduct system
- f. Attempting to influence the impartiality of a member of the Student Conduct Committee, Academic Leadership Team, or other University official prior to, and/or during the course of the Student Code of Conduct proceedings
- g. Harassment, retaliation, and/or intimidation of a member of the Student Conduct Committee, Academic Leadership Team, University official, and/or witness or participant in a Student Code of Conduct investigation or hearing
- h. Failure to comply with the sanction(s) imposed under the Student Code of Conduct

(11) Violations of any other published University policies, rules, or regulations, including those implemented during the academic year.

Student Code of Conduct Violation Procedures

1. Reporting. Any member of the University committee may file charges against a student for violations of the Student Code of Conduct. A charge must be submitted in writing to the Dean of Student Affairs. Reports should be submitted as soon as possible after the alleged violation(s) takes place or following discovery of the incident. Alleged violations of federal, state, and/or local laws will be reported to the appropriate authorities.

Students, faculty, and/or staff who believe they have been subject to sex/gender discrimination, sexual misconduct, harassment, domestic violence, dating or other related inappropriate behavior or violence should freely and without fear of retaliation report such misconduct or file a complaint under Title IX with the Dean of Student Affairs.

2. Investigation. The Dean of Student Affairs or an appointed University designee may conduct an investigation to determine if the charges have merit and/or request additional

support for the charges. This initial investigation is not an exhaustive examination of the facts. It is intended to allow a determination of whether there is some credible evidence, which is true, supports an allegation that would constitute a violation of the Student Code of Conduct.

a. If it is determined there is no credible evidence to support a violation of the Code of Conduct, such determination shall be final and there shall be no subsequent proceedings.

b. If it is determined there is credible evidence to support a violation of the Code of Conduct, the Dean of Student Affairs will arrange for a Student Conduct Committee hearing or refer academic violations to the Academic Leadership Team for a hearing.

3. Notification to Respondent. The Respondent will be notified of pending Student Code of Conduct violation charges in writing. Should the respondent issue an admission of responsibility and accept any sanctions that may be imposed, a hearing will not be necessary. In instances where the charges or sanctions are in dispute, a hearing will be scheduled. The Dean of Student Affairs will determine whether the hearing will be scheduled with the Academic Leadership Team or the Student Conduct Committee based on the alleged violation of the Student Code of Conduct. A time for the hearing shall be set with the Respondent. Hearings will occur within fifteen (15) calendar days after the student has been notified. Maximum time limits for scheduling of the hearing may be extended at the discretion of the Dean of Student Affairs.

4. Hearing. Hearings regarding Student Code of Conduct violations will be conducted via phone or Zoom. Only the Respondent and members of the Academic Leadership Team or the Student Conduct Committee will be in attendance at the hearing. Any written or physical evidence, including written statements from witnesses, should be provided to the Dean of Student Affairs at least 48 hours prior to the hearing. A witness is defined as someone who observed the actual incident and they may be contacted to discuss their statement in advance of the hearing.

The hearing will be presided over by a designated University official who will act as the chairperson. The details of the charges and any additional evidence will be presented. The Respondent will have an opportunity to present their case to the Academic Leadership Team or the Student Conduct Committee. The chairperson will preside over a period of questions and answers directed toward the Respondent. The Respondent has a right to decline to answer any question. If the Respondent fails to appear for the hearing, the hearing will be conducted in their absence and the Respondent forfeits their right to present testimony on their own behalf.

Once the hearing concludes, the Academic Leadership Team or the Student Conduct Committee will review the evidence and make a determination by consensus as to whether the violation was more likely than not to have occurred. If it is determined that a violation occurred, ALT or the SCC will review the student's full record as well as the Student Code of Conduct violations and determine appropriate sanctions. This determination is final.

5. Notice of Determination. Within five (5) business days of the hearing, the chairperson

will notify the student in writing of the determination of the Academic Leadership Team or the Student Conduct Committee. The student will also be notified of any sanctions being imposed. The student is expected to comply with any and all sanctions. Failure to do so may result in further sanctions up to and including dismissal. If the sanctions imposed on the student include suspension or dismissal, the student will be issued a refund of tuition in compliance with the Refund Policy outlined in the Student Catalog. Students who are suspended for Code of Conduct violations may apply for re-admission after the suspension period has elapsed or the conditions of re-admission have been met. Students who are dismissed are not eligible for re-admission.

Interpretation and Revision

Any questions regarding the interpretation or application of the Student Code of Conduct system should be addressed with the Dean of Student Affairs or their designee for final determination.

The Student Code of Conduct shall be reviewed annually under the direction or discretion of the Dean of Student Affairs. Any changes to the Student Code of Conduct will be published in the Student Catalog on July 1 of each year. In the interim the Student Code of Conduct may be amended at any time upon appropriate notice to students. Suggested revisions may be made to the Dean of Student Affairs to be reviewed by a panel of designated University officials.

ADMINISTRATION AND STAFF

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President

Diana Asaad

Dean, Student Affairs

Clair Baca

Student Relations Manager & Registrar

Nancy Barnes

Director of Administrative Services & Chief Human Resources Officer

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