



CLAREMONT LINCOLN

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UNIVERSITY

Socially Conscious Education™

2018-2019

Veteran's Information Bulletin

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## UNIVERSITY CONTACT INFORMATION

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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, the WASC Senior College and University Commission (WSCUC), which set it on a pathway to independence from its parent institution. In early 2014, Claremont Lincoln requested from WSCUC 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 March of 2016, Claremont Lincoln University received initial accreditation from WSCUC.

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 through three unique Master of Arts degree programs and various certificate offerings. The original interreligious focus is thriving at the University, through the newly designed M.A. in Interfaith Action and certificates in Interfaith Action and Navigating Interfaith. 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 pre-existing M.A. in Ethical Leadership, designed by faculty from the original consortium serves today as a concentration in our new M.A. in Organizational Leadership program. The M.A. in Organizational Leadership is home to four concentrations (Human Resources, Civic Engagement, Ethics, and Healthcare). Students from each of these degree programs take a sequence of core classes, named the Claremont Core®, together in order to learn about and from those working in other professional and social sectors. As a result, Claremont Lincoln graduates and certificate completers 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 "Engage in Positive Social Change."

## UNIVERSITY GOVERNING BODY, OFFICIALS, & FACULTY

A complete listing of the Claremont Lincoln University Board of Directors, faculty, administration, and staff can be found beginning on page 74 of the 2018-2019 Student 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 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    |

## October Term 2018:

|                                                         |                                |
|---------------------------------------------------------|--------------------------------|
| Gathering Weekend                                       | September 29 –<br>September 30 |
| 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 11                    |
| 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                                       | 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 July Term Incompletes Due                 | July 5              |

# ADMISSION

## 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) Completion of a bachelor's degree or master's degree from an accredited institution.
  - a) Graduates of foreign universities must submit an official course-by-course international transcript evaluation from one of the approved credential evaluation service agencies. Requests for an international transcript evaluation waiver are considered on an individual basis.
- 2) A minimum undergraduate grade point average in a completed bachelor's degree program of 2.50 is preferred.
  - a) Applicants with below a 2.50 will still be considered for acceptance, but may be required to provide additional documentation.
- 3) International students, defined as students who live outside of the United States and who are graduates of foreign universities, must provide proof of English language proficiency utilizing one of the following methods.
  - a) Provide official scores from the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) that meet the following criteria:

| TEST                   | REQUIRED SCORE      |
|------------------------|---------------------|
| TOEFL (paper based)    | 550                 |
| TOEFL (computer based) | 213                 |
| TOEFL (internet based) | 89                  |
| IELTS                  | 5 (overall average) |

- b) Provide evidence of completion of two semesters (or equivalent) of college level English (excluding ESL courses) with a grade of B (3.0) or higher at an accredited college or university whose language of instruction is English.
- c) Provide English language proficiency by completing the Accuplacer ESL English assessment exam with minimum scores that meet the following criteria:

| SUBJECT AREA     | REQUIRED SCORE |
|------------------|----------------|
| Reading Skills   | 102            |
| Sentence Meaning | 100            |
| Language Usage   | 95             |
| Writing Sample   | 5              |

d) Provide evidence that English was the classroom language of instruction for the majority of schoolwork for students from English speaking countries.

### 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.

**Additional information regarding Admission can be found in the 2018-2019 Student Catalog.**

## TUITION & FEES

### Tuition

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

### Student Budget

The 2018-2019 Cost of Attendance (COA) 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.

| <u>2018-2019 Cost of Attendance</u> |                 |
|-------------------------------------|-----------------|
| Tuition                             | \$12,000        |
| Books & Supplies                    | \$650           |
| Housing                             | \$8,867         |
| Transportation                      | \$3,011         |
| Other Educational Costs             | \$4,976         |
| <b>TOTAL</b>                        | <b>\$29,504</b> |

**Additional information about Student Financial Services including federal financial aid can be found in the 2018-2019 Student Catalog.**

# ACADEMIC PROGRAMS

## Degree Program Requirements

The M.A. degree offers breadth and depth of preparation in a variety of areas within a flexible structure that encourages student initiative and responsibility, supports vocational and intellectual exploration and development, and provides specific milestones for monitoring student progress through the degree. The program may be used to prepare for advanced graduate training in religious and/or theological studies, for various forms of leadership, and for general education and enrichment.

Claremont Lincoln University continually assesses our academic offerings for effectiveness and relevancy.

### CLAREMONT CORE®

The Claremont Core® is a proprietary sequence of classes that all Claremont Lincoln students take in common. Students from all M.A. programs will complete the Claremont Core® and interact with and learn from each other in the courses of Mindfulness, Dialogue, Collaboration, and Change.

#### **Courses**

- MCC 5301 Mindfulness (3 units)
- MCC 5302 Dialogue (3 units)
- MCC 5303 Collaboration (3 units)
- MCC 5304 Change (3 units)

### 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.

#### **Program Learning Outcomes**

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

- Explore and interpret religion in relation to structures of power and privilege and in the context of cultural, political, and economic histories.
- Demonstrate an integrated knowledge of research and construct 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.

#### **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>  |
| <b>TOTAL</b>                         | <b>30 units</b> |

### **Required Degree Courses & Capstone Action Project**

- MIA5301 Power and Privilege in Self and Society (3 units)
- MIA5302 Approaching Religion (3 units)
- MIA5303 Negotiating Moral Conflict (3 units)
- MIA5304 Interfaith Leadership in a Global Context (3 units)
- MIA5305 Religion in the Public Sphere: Faith, Politics & Rhetoric (3 units)
- MIA5306 Capstone Action Project (3 units, final term registration only)

## 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 Ethics* teaches working professionals how to guide organizations toward purposeful and responsible decisions in a diverse, globalized world.
- *The Concentration in Healthcare* is designed for leaders who want to foster success in the team-based, complex, fast changing and diverse settings within healthcare.
- *The Concentration in Human Resources* is designed to enhance the management leadership skills of those with human resource responsibilities in the organization.
- *The Concentration in Civic Engagement* is designed to develop leaders in the public and political arena who want to transform communities, neighborhoods and regions by facilitating collective, innovative decision making and inclusive initiatives.

### *THE CONCENTRATION IN CIVIC ENGAGEMENT*

The Concentration in Civic Engagement is designed to develop leaders in the public and political arena who want to transform communities, neighborhoods and regions by facilitating collective, innovative decision making and inclusive initiatives.

### **Program Learning Outcomes**

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

- Evaluate the strengths and limitations of government, civic engagement, and public participation and the distinct roles of each in a representative democracy.
- Identify the elements of and develop the capability to, craft sound policy and programs driven by citizen participation
- Analyze the strategies of engagement and apply appropriate strategies to lead people to effectively work together for sustainable results in the civic arena.

**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>  |
| <b>TOTAL</b>                               | <b>30 units</b> |

**Required Degree Courses & Capstone Action Project**

MLC5301 Civic Leader Assessment (3 units)  
 MLC5302 Leading in the Public Sector (3 units)  
 MLC5303 Trends in Governance (3 units)  
 MLC5304 Creating Public Policy (3 units)  
 MLC5305 Community Engagement (3 units)  
 MLC5306 Capstone Action Project (3 units, final term registration only)

*THE CONCENTRATION IN ETHICS*

The Concentration in Ethics teaches working professionals how to guide organizations toward purposeful and responsible decisions in a diverse, globalized world.

**Program Learning Outcomes**

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

- Articulate the major theories of ethical thinking and assess their implications in a contemporary, global context.
- Analyze the spaces on the continuum between the corruptive nature of power and social responsibility.
- Evaluate and resolve multiple ethical perspectives and their impact on organizational effectiveness.

**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>  |
| <b>TOTAL</b>                               | <b>30 units</b> |

**Required Degree Courses & Capstone Action Project**

MLE5301 Professional Assessment (3 units)  
 MLE5302 Ethical Frameworks: From Theory to Practice (3 units.)  
 MLE5303 Leadership Literacy: From Theory to Practice (3 units.)  
 MLE5304 Ethics and Globalization (3 units)  
 MLE5305 Shadow Sides: Power, Money and Meaning (3 units)  
 MLE5306 Capstone Action Project (3 units, final term registration only)

*THE CONCENTRATION IN HEALTHCARE*

The Concentration in Healthcare is designed for leaders who want to foster success in the team-based, complex, fast changing and diverse settings within healthcare.

**Program Learning Outcomes**

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

- Evaluate and analyze leadership problems and solutions within the field of healthcare and develop an understanding of the current healthcare reform environment in the US.

- Identify effective practice in healthcare operations by analyzing the complexity of the finance functions and reimbursement systems and the laws governing regulations.
- Synthesize the major theories and principles of leadership and ethics, conduct personal and organizational analysis, and develop behavioral change strategies in healthcare organizations.

**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>  |
| <b>TOTAL</b>                               | <b>30 units</b> |

**Required Degree Courses & Capstone Action Project**

- MLH5301: The Effective Healthcare Leader: Professional Assessment (3 units, required)
- MLH5302: Exceptional Leadership in Healthcare (3 units, required)
- MLH5303: The Landscape of Healthcare Operations (3 units, required)
- MLH5304: Healthcare Leadership for Transformation and Change (3 units, required)
- MLH5305: Ethics in Healthcare (3 units, required)
- MLH5306: Capstone Action Project (3 units, required. Final term registration only)

*THE CONCENTRATION IN HUMAN RESOURCES*

The Concentration in Human Resources is designed to enhance the management leadership skills of those with human resource responsibilities in the organization.

**Program Learning Outcomes**

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

- Analyze the strategic role of Human Resource Management as a business function in an organization.
- Assess and apply strategies for successful management of a global and diverse workforce with shifting demographics and expectations.
- Analyze models for training and develop leaders throughout the organization and apply strategic plans for career development and training inside 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</u> (CAP)       | <u>3 units</u>  |
| <b>TOTAL</b>                               | <b>30 units</b> |

**Required Degree Courses & Capstone Action Project**

- MLR5301: The Strategic Role of HR in an Organization (3 units)
- MLR5302: Critical Issues in HR Ethics and Law (3 units)
- MLR5303: Leading Individuals and Teams (3 units)
- MLR5304: Training and Development (3 units)
- MLR5305: Connectivity, Culture, and the Future of Work (3 units)
- MLR5306: Capstone Action Project (3 units, final term registration only)

## 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.

### Program 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.
- Develop 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.
- Develop and employ evaluation and learning approaches to gain visibility on and adapt efforts for systems change and social innovation.
- Develop and demonstrate the interpersonal and engagement skills necessary for effective leaders in a global community or 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</u> (CAP)       | <u>3 units</u>  |
| <b>TOTAL</b>                               | <b>30 units</b> |

### Required Degree Courses & Capstone Action Project

MSI5301: Human Development for Social Leadership (3 units)

MSI5302: Foundations of Social Impact (3 units)

MSI5304: Action Design for Change (3 units)

MSI5305: Resource Models for Social Impact (3 units)

MSI5307: Storytelling and Marketing for Change (3 units)

MSI5306: Capstone Action Project (3 units, final term registration only)

**Additional information about all programs including detailed course descriptions can be found in the 2018-2019 Student Catalog.**

# UNIVERSITY POLICIES

## 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 (see syllabus for expectations and accompanying grading rubric). Students who fail to participate prior to the eighth day of the term may be administratively dropped from their course.

## Dropping and Withdrawal 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 do not sign-in to their course and engage in meaningful interaction by the eighth day of the term may be administratively dropped from the course. Students who drop or are administratively dropped by the eighth day of the term will receive a full refund of tuition charges for the term.

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 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 students who withdraw will be assessed according to their last date of interaction (LDI) 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.

Students who stop attending a course but do not complete an official written request to withdraw 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 course based on the work they have submitted.

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

## Refund Policy

Degree-seeking students who fail to complete the period of enrollment for a course may receive a refund. Students may receive a full refund, partial refund, or no refund of tuition depending on the date the student drops or withdraws or their last day of interaction in the course.

- 100% refund of tuition for students who drop through the eighth calendar day of the term
- Students who submit an official written request to withdraw from a course through the end of the sixth week of the term will be issued a refund based on their last date of interaction (LDI) in the course. Tuition charged will be equal to the percentage of the course attended and the remainder will be refunded.

*Example:*

Student’s LDI is day 28 of a 70 day term =

28/70 days completed = 40% of term completed

Tuition due is 40% with remaining 60% refunded

Withdrawal requests will not be accepted after the last day of the sixth week of the term regardless of the last date of interaction.

- After the last day of the sixth week of the term students may no longer withdraw and will be charged full tuition for their course(s).

## 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. 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.

## 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.

## 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, course grades lower than a C (2.0) will not count toward the degree and this course will need to be repeated. Students may not earn credit more than once for the same course, and a course can only be repeated one time.

## Satisfactory Academic Progress (SAP) & Probation

Students must maintain Satisfactory Academic Progress (SAP) by meeting the following criteria:

- Students must maintain a cumulative grade point average of 3.0
- Students must complete a minimum number of units each semester to ensure completion of the degree within the maximum time frame. Students are required to successfully complete a minimum of 67% of all attempted units.
- Students must complete their degree within a specified amount of time. The maximum timeframe is calculated by multiplying the minimum units required for the academic program by 150% to determine the maximum number of units. Students completing a master's degree at CLU that requires 30 units have a maximum timeframe of 45 units.

Failure to maintain all of the requirements for SAP will result in the following:

Term 1: The student will be issued a warning which will include the necessary steps required to make SAP.

Term 2: A hold will be placed on the student's account preventing future registration pending an approved SAP appeal. The student will meet with the Office of Student Services to complete a SAP Appeal Form. Students must include any supporting documentation as well as a letter addressing (a) What caused their work to fall below acceptable standards? (b) How have those conflicts been resolved? (c) How will they maintain good academic standards and progress toward the degree if the appeal is granted? (d) A provision schedule indicating that they will take any classes that must be repeated at their next available offering.

The SAP Committee will review all SAP appeals and will email the student with a decision. Students with an approved SAP plan will be able to continue on a probationary status and must sign a contract acknowledging and accepting the terms of their probation. Students who meet the terms of their SAP contract will be able to continue without a new appeal.

Term 3: Students who do not meet the terms of their SAP contract may submit a final appeal to the SAP Committee. Students with an approved SAP plan will be able to continue on a probationary status and must sign a contract acknowledging and accepting the terms of their probation. Students who fail to show improvement after a second term on probation will lose eligibility for federal financial aid. Students may submit an appeal to their program Dean to continue on probation on a cash pay basis. Ability to continue is not guaranteed and will be determined on a case-by-case basis. Additional provisions for continued enrollment may apply. Students whose appeal is denied will be dismissed from the University.

## Suspension & Reinstatement of Military Benefits

If a student who fails to make Satisfactory Academic Progress, they will no longer be eligible to receive further Veteran's benefits and/or financial aid without following the procedure for filing a SAP appeal and entering into an approved SAP contract.

Any student who fails to meet the terms of their SAP contract will be disqualified from receiving further Veteran's benefits and/or financial aid. 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 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 Code of Conduct

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.

- 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.

**A complete listing of University policies and procedures can be found in the 2018-2019 Student Catalog.**



CLAREMONT LINCOLN  
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## VETERAN'S INFORMATION BULLETIN PROOF OF ISSUE

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. The Veteran's Information Bulletin contains policies and information that is effective from July 1, 2018 – June 30, 2019. Any updates to policies and procedures will be provided via a catalog addendum and published on the Claremont Lincoln University website.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_