



CLAREMONT LINCOLN  
UNIVERSITY

Socially Conscious Education™

2019 – 2020  
Student Catalog  
*Spring Addendum*  
*Effective February 10, 2020*

*Pending adoption by the Claremont Lincoln University Board of Directors*

CLAREMONT LINCOLN UNIVERSITY STUDENT CATALOG: 2019 – 2020 SPRING ADDENDUM  
©2020 by Claremont Lincoln University

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:

Dr. David Carter  
Accreditation Liaison Officer  
[dcarter@claremontlincoln.edu](mailto:dcarter@claremontlincoln.edu)



250 W. First Street, Suite 330 Claremont, CA 91711  
(909) 667-4400 | [www.ClaremontLincoln.edu](http://www.ClaremontLincoln.edu)

Administrative Office Hours:  
8:30 a.m. – 5:00 p.m. Pacific Standard Time

# TABLE OF CONTENTS

<b>TABLE OF CONTENTS</b> .....	<b>2</b>
<b>UNIVERSITY CAMPUS</b> .....	<b>3</b>
<b>ADMISSION</b> .....	<b>3</b>
APPLICATION PROCESS AND MATERIALS .....	3
<b>STUDENT FINANCIAL SERVICES</b> .....	<b>4</b>
TUITION, PAYMENTS, AND REFUNDS .....	4
FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY .....	5
<b>STUDENT SERVICES</b> .....	<b>6</b>
DROPS AND WITHDRAWALS .....	6
ACADEMIC PROBATION .....	7
CHANGE OF DEGREE PROGRAM .....	8
GRADUATION AND COMMENCEMENT.....	8
<b>REGISTRAR</b> .....	<b>9</b>
GRADE POLICIES AND PROCEDURES .....	9
TRANSFER CREDIT .....	9
<b>POLICY STATEMENTS</b> .....	<b>10</b>
STUDENT RECORDS AND THE FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA) .....	10
<b>FACULTY</b> .....	<b>11</b>
PROGRAM FACULTY .....	11
FACULTY CHAIRS .....	11
<b>ADMINISTRATION AND STAFF</b> .....	<b>12</b>
<b>BOARD OF DIRECTORS</b> .....	<b>14</b>

## UNIVERSITY 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.

Claremont Lincoln University’s programs are entirely online by design. With a commitment to providing an affordable and accessible *Socially Conscious Education*™, the online modality allows us to reach as many students as possible.

## ADMISSION

### *Application Process and Materials*

Individuals may apply for admission to a specific degree program by submitting the online application and providing the necessary supporting documentation. Applications are accepted through the first day of the term during which the applicant would like to begin their program

#### **Complete Applications include:**

- Application: Available online at [www.claremontlincoln.edu](http://www.claremontlincoln.edu)
- Official Transcript(s): Official, sealed or electronic, transcripts from the bachelor’s degree granting institution are required. Students who have completed a master’s degree with an accredited institution may submit those official transcripts in lieu of undergraduate transcripts. Applicants may submit unofficial transcripts for admission review, but official transcripts must be submitted by the end of the first term. CLU reserves the right to request transcripts from other institutions attended.
- Proof of English Proficiency: As indicated in the Eligibility Criteria for international students

Claremont Lincoln University does not charge an application or registration fee.

The University does not retain application materials beyond three years and requires new materials from applicants who exceed that timeframe. Please be aware that all application materials become the property of Claremont Lincoln University and will not be returned to the applicant nor released to a third party (e.g., educational institution).

Electronic copies of supporting documentation can be emailed to [admission@claremontlincoln.edu](mailto:admission@claremontlincoln.edu)

Hard copies of supporting documentation can be mailed to:

Claremont Lincoln University  
Office of Admission  
150 West First Street  
Claremont, CA 91711



Withdrawal requests will not be accepted after the end of the withdrawal deadline for the term regardless of the last date of interaction.

After the withdrawal deadline students may no longer withdraw and will be charged full tuition for their course(s).

### **Non-Degree Student Payment and Refund Policy**

The total tuition charge for the term is payable before the first day of class each term. Non-degree seeking students who have not paid the balance in full will be dropped from their course(s) on the day the term starts.

Students have several payment options. Payments may be made by check or online with a credit card (Visa, MasterCard, American Express). Non-degree students are not eligible for Financial Aid.

Non-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 withdrawal period noted on the academic calendar 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. Refunds will be processed within 45 days of the date of determination (40 days for residents of Wisconsin).

*Example:*

Student's LDI is day 22 of a 56 day term =  
22/56 days completed = 40% of term completed  
Tuition due is 40% with remaining 60% refunded

Withdrawal requests will not be accepted after the end of the withdrawal deadline for the term regardless of the last date of interaction

After the withdrawal deadline students may no longer withdraw and will be charged full tuition for their course(s).

### ***Financial Aid Satisfactory Academic Progress (SAP) Policy***

To be eligible for federal financial aid, graduate students are required by the U.S. Department of Education to maintain Satisfactory Academic Progress (SAP) toward their degree objectives. CLU has established this SAP policy to ensure student success and accountability and to promote timely advancement toward degree objectives. SAP guidelines are based on reasonable expectations of academic progress towards a degree and are separate and distinct from the University's Academic Degree Requirements and Policies as stated in the catalogue.

### **Financial Aid Programs Subject to Financial Aid SAP Policy**

Federal Direct Unsubsidized Loan Program

### **Definition of Satisfactory Academic Progress**

At CLU, Satisfactory Academic Progress is defined by the following 3 criteria:

- Meeting a minimum cumulative grade point average requirement (GPA) in the program of study
- Earning a minimum number of units for credit per semester (Pace of Progression)
- Completing the degree objective within a maximum number of terms enrolled and a maximum number of units attempted (Maximum Time-Frame Allowance)

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

#### 1. Grade Point Average Requirement:

Students must maintain a minimum cumulative grade point average of 3.0 in their program of study.

The following grades are counted in your cumulative grade point average:

A, B, C, D, F (+/-)

UW (unofficial withdrawal)

#### 2. Pace of Progression Requirement:

You must complete a minimum number of units each semester (pace) to ensure completion of the degree within the maximum time frame. To calculate the Pace of Progression, divide the cumulative number of units you have successfully completed by the cumulative number of units you have attempted.

You are required to successfully complete a minimum of 67% of all attempted units to remain eligible for Federal financial aid.

#### 3. Maximum Time-Frame Allowance

You must complete your degree objective within a specified amount of time. Federal regulations limit financial aid eligibility to 150% of the published length of the education program. 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.

## STUDENT SERVICES

### *Drops and Withdrawals*

#### **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 through the end of the withdrawal period (generally, once sixty percent of the course is completed) as noted on the academic calendar. 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. Students who stop participating are subject to the administrative course withdrawal policy. 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 (LDI) in the course and will be

based on the percentage of the course that was attended as outlined in the Refund Policy. The student's final termination date will depend on the type of withdrawal initiated. Withdrawal requests are not accepted after the withdrawal deadline.

### **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 ten consecutive days 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 who cease participation after the withdrawal deadline will be charged full tuition and receive a final grade in the course based work submitted throughout the 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.

### **University Withdrawal or Transfer**

A student who wishes to transfer to another school or otherwise withdraw from enrollment must notify the Office of Student Services by turning in a completed University Withdrawal Form. Claremont Lincoln University cannot advise on which courses may transfer to another school as this decision is always at the discretion of the receiving institution.

### **Administrative University Withdrawal**

Students who do not maintain continuous enrollment by registering for classes each term or petitioning for a Leave of Absence will be considered inactive and will be administratively withdrawn from Claremont Lincoln University. Students who are administratively withdrawn from the university and wish to return may contact the Office of Admission to apply for readmission.

## *Academic Probation*

### **Satisfactory Academic Progress (SAP) Guidelines**

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

- Students must maintain a cumulative grade point average of 3.0 in their program of study
- 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.

*Example based on continuous enrollment in 6 units per term or 3 units per term (for illustrative purposes only):*

Full-Time Student (2 classes per term)  
45 units / 2 classes per term = 22.5 months

Half-Time Student (1 class per term)  
45 units / 1 class per term = 45 months

## *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. Only courses that are part of the student's new program of study will be calculated into their grade point average. 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.

## *Graduation and Commencement*

### **Graduation Application**

To be eligible for graduation, students must do the following:

- Successfully complete all coursework required for the program of study
- Complete the Capstone Action Project and required capstone paper
- Have a cumulative GPA of 3.0 or higher in their program of study
- Finish all program requirements within the maximum timeframe for degree completion
- Pay any student account balance
- Complete exit counseling with the Office of Student Financial Services
- Submit an Application for Graduation to the Office of Student Services

Degree conferral will not be processed until all of the outlined requirements have been completed.

# REGISTRAR

## *Grade Policies and Procedures*

### **Minimum Grade Point Average for Graduation**

The minimum cumulative grade point average required for graduation from the M.A. programs is 3.0. Only courses in the program of study are used to determine GPA. However, all attempted courses and final grades will remain on the student's official transcript.

## *Transfer Credit*

Students may submit official graduate level transcripts for consideration of potential transfer credits with these conditions:

- Graduate credits must be granted from a regionally accredited institution.
- The final grade posted for each potential transfer course is a B grade (or higher).
- The course work does not duplicate, overlap, or regress previous work which fulfilled an awarded degree.
- A maximum of 9 units may be transferred in from outside institutions.\*
- Credits awarded more than ten years before application for admission will not be accepted.
- Previous GPA does not transfer.
- The "Transfer Credit Practices" report published by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) will be the reference used for the evaluation of such credits.
- In alignment with American Council on Education (ACE) transfer credit guidelines, CLU support the application of transfer and military credit for military and veteran students.
- Credit from non-regionally accredited institutions may be considered for credit by petitioning for recognition of that credit.
- Additional exceptions of transfer credit may be considered with the approval of the Vice President of Academic Affairs.
- Applicants must disclose all potential transfer credit at the time of admission. After a student has matriculated, they must complete remaining required degree courses with Claremont Lincoln University.
- 

Students who have earned a master's degree at CLU and wish to pursue a second degree may be considered for transfer credit and waivers for courses required in both programs. Students must complete the Capstone Action Project for each program of study they pursue so the CAP is not eligible for transfer credit between programs.

Transfer credits may reduce tuition costs and time to degree completion.

*\* For transfer policy regarding the M.A. in Organizational Leadership Professional Studies concentration, see the program page.*

# POLICY STATEMENTS

## *Student Records and The Family Educational Rights & Privacy Act (FERPA)*

### **Retention and Disposal of School Records**

Records fall into two retention categories: permanent and limited. Permanent Retention Records are those records that the University is obligated to maintain permanently either directly by law or indirectly by the need of supporting documentation. These records are to be maintained in hard copy, on microfiche, or appropriate electronic format.

Permanent records include the following for any student who matriculates for at least one term:

- Claremont Lincoln University transcripts
- Official transcripts (non-CLU) for admitted students
- Grade reports
- Change of Grade forms
- Enrollment records
- Academic progress notifications
- Disciplinary actions
- Complaints and grievances
- Degree awards
- Billing details
- Address and contact information
- Catalogs and addenda

Limited Retention Records are those records, which the University is obligated, either directly by law or indirectly by the need for supporting documentation, to maintain on a limited basis. The length of time each type of document is to be retained is indicated.

- Admissions Documents, to be maintained separately in alphabetical order:
  - Files of those who applied but did not attend (either because they were denied admission or because they rejected our offer of admission): six years.
  - Incomplete admission files: six years.
  - Files of those who were admitted and then cancelled their enrollment: six years.

## FACULTY

### *Program Faculty*

**Joanna Bauer, Interim Dean of Programs**

M.A., California State University, Northridge (Communication)

B.S., California State Polytechnic University (Communication)

**Dr. David Carter, Vice President for Academic Affairs**

Ed.D., Summa Cum Laude, Benedictine University (Higher Education, Leadership & Organizational Development)

M.A., Featured in Norwich Record as Notable Alumni (2013), Norwich University (Military History)

B.A., Featured in UMUC Achiever Magazine (2013), University of Maryland-UC (History)

**Dr. Ashley Gimbal, Director of Research and Writing**

Ph.D., Arizona State University (Walter Cronkite School of Journalism and Mass Communication)

M.A., San Francisco State University (Broadcast and Electronic Communication Arts)

B.A., California State University at Chico (Journalism and Communication)

**Dr. Audrey Jordan, Jerry D. Campbell Professor of Civic Engagement**

Ph.D., Virginia Commonwealth University (Social Policy and Social Work)

M.S.W., Virginia Commonwealth University (Social Work)

M.S., University of Virginia (Social Psychology)

B.S., Carroll College (Psychology)

**Dr. Stephanie Varnon-Hughes, Director of the Claremont Core®**

Ph.D., Claremont Lincoln University (Inter-Religious Education)

S.T.M., Union Theological Seminary (Church History)

M.A., Union Theological Seminary (Church History)

B.A., Webster University (English and Education)

### *Faculty Chairs*

**Dr. Nita Evans, Faculty Chair, Social Impact**

Ph.D., Stony Brook University (Sociology)

Executive Certificate, George Washington University (Sports Philanthropy)

Certificate, National African-American Women's Leadership Institute (Leadership)

Certified Holistic Life Coach, Spencer Institute

M.A., Queen City Bible College (Christian Counseling)

M.A., Stony Brook University (Sociology)

B.A., SUNY College at Old Westbury (Sociology)

**Dr. Heather Staples, Faculty Chair, Human Resources**

Ph.D., University of the Incarnate Word (Education & Organizational Leadership)

Education Specialist in Human Services, University of Central Missouri (Technology and Occupational Education Psychology)

M.B.A., St. Mary's University of San Antonio (Human Resources Concentration)

B.A., Chaminade University of Honolulu (Psychology)

**Dr. Lisa Wright, Faculty Chair, Healthcare**

Post-Graduate Certificate, Purdue University Global (Applied Behavior Analysis)

Ph.D., University of Missouri (Early Childhood Special Education)

M.Ed., University of Missouri (Early Childhood Special Education)

B.H.S., University of Missouri (Physical Therapy)

## ADMINISTRATION AND STAFF

Anthony F. DiGiovanni

President

Krystal Alston

Student Services Coordinator

Tracy Armas

Finance Support Coordinator

Clair Baca

Dean of Student Services & Registrar

Nancy Barnes

Director of Administrative Services & Chief Human Resources Officer

Joanna Bauer

Interim Dean of Programs

David Carter

Vice President for Academic Affairs

Cindy Cheng

Institutional Research & Marketing Specialist

Rina Dakanay

Marketing & Communications Manager

Sara Gertler

Director of Development

Katherine Goolsby

Academic Affairs Manager

Gabe Hannah

Executive Enrollment Manager

Karina Ixta

Academic Support Coordinator

Karen Kraker

Operations Manager

Yanira Llamas  
Executive Enrollment Manager

Amy Medina  
Financial Aid Coordinator

Judy Moravitz  
Executive Assistant to the President

Arbazz Nizami  
Marketing & Social Media Manager

Leslee Patterson  
Executive Enrollment Manager

Cesar Perez  
Director of Student Financial Services

Melissa Puls  
Vice President for University Advancement

Linda Rabitoy  
Chief Financial Officer

Donald Guy Robinson  
Digital Media Manager

Becky Rogers  
Development Coordinator

Joseph Sallustio  
Chief Operating Officer & Executive Vice President

Michelle Sanchez  
Executive Enrollment Manager

Amalia Sepulveda  
Production Assistant

Kristen Ureno  
Executive Enrollment Manager

Catalina VanAbel  
Executive Enrollment Manager

Stephanie Varnon-Hughes  
Director of the Claremont Core®

## BOARD OF DIRECTORS

**Marjorie A. Beale**

Director of Corporate and Foundation Relations, University of Texas – Austin

**Thomas Becker**

Retired, President, Chautauqua Institution

**Jerry Campbell**

President Emeritus, Claremont Lincoln University

**Steve Chanen**

President and CEO, Chanen Construction Co., Inc.

**Anthony F. DiGiovanni**

President, Claremont Lincoln University

**Keith Drake**

Senior Vice President and Regional Manager, Torrey Pines Bank

**Mel Gottlieb, Director Emeritus (non-voting)**

President, Academy for Jewish Religion, CA

**Elizabeth Griego**

Principal, Elizabeth Griego & Associates

**Kathryn Jo Lincoln, Chair**

Board Chair and CIO, Lincoln Institute of Land Policy

**James Manifold**

Retired, Vice President of Business Affairs and CFO, Scripps College

**Nolan Miura**

Vice Chair Board of Trustees, Trident University

**Lynn Priddy**

Provost and Chief Academic Officer, National American University

**Robert Williams**

Entrepreneur