By matriculating, all students agree to abide by the University's rules and regulations. Claremont Lincoln University reserves the right to change the conditions of admission or the course of study; revise degree requirements, academic policies, and procedures; and/or change or cancel courses currently scheduled for the program of study without prior notification. Any changes in the conditions for admission or in the program of study will be communicated to the student in writing.

**Accreditation**

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

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

To obtain a copy of Claremont Lincoln University’s WASC accreditation, please contact:

Stephanie Varnon-Hughes  
Accreditation Liaison Officer  
SVarnon-Hughes@ClaremontLincoln.edu
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UNIVERSITY CONTACT INFORMATION

Address
250 West First Street, Suite 330
Claremont, CA 91711

Phone Numbers
Main   (909) 667-4400
Admission  (909) 667-4444
Billing    (909) 667-4433
Financial Aid  (909) 667-4428
Student Services (909) 667-4481

Fax Number
(909) 399-3443

Military & Veteran’s Services Representative
Cesar Perez
(909) 667-4428
cperez@claremontlincoln.edu
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. CLU programs are constructed around a core philosophy that emphasizes efficiency and efficacy through collaboration. Our proprietary Claremont Core® methodology enriches the learning experience with an ethical and socially conscious approach to career success. At CLU, students receive a Socially Conscious Education™. Academic programs are developed to equip students with the human interaction skills to address societal problems through mindfulness, dialogue, and collaboration to achieve sustainable change and a more sophisticated 21st Century management philosophy. Claremont Lincoln’s mission is to be a place where students learn how to treat others as they would like to be treated – the Golden Rule.

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 76 of the 2019 – 2020 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

## SUMMER 2019

<table>
<thead>
<tr>
<th>Priority Entry (MAY19)</th>
<th>Early Entry (JUN19)</th>
<th>Regular Entry (JUL19)</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 6</td>
<td>Classes Start</td>
<td>June 10</td>
</tr>
<tr>
<td>May 6</td>
<td>Last Day to Add</td>
<td>June 10</td>
</tr>
<tr>
<td>May 13</td>
<td>Last Day to Drop</td>
<td>June 17</td>
</tr>
<tr>
<td>June 7</td>
<td>Last Day to Withdraw</td>
<td>July 14</td>
</tr>
<tr>
<td>June 30</td>
<td>End of Term</td>
<td>August 4</td>
</tr>
<tr>
<td>July 5</td>
<td>Final Grades Post</td>
<td>August 9</td>
</tr>
<tr>
<td>July 19</td>
<td>Incomplete Deadline</td>
<td>August 23</td>
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<td></td>
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## FALL 2019

<table>
<thead>
<tr>
<th>Priority Entry (AUG19)</th>
<th>Early Entry (SEP19)</th>
<th>Regular Entry (OCT19)</th>
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<tbody>
<tr>
<td>August 5</td>
<td>Classes Start</td>
<td>September 9</td>
</tr>
<tr>
<td>August 5</td>
<td>Last Day to Add</td>
<td>September 9</td>
</tr>
<tr>
<td>August 12</td>
<td>Last Day to Drop</td>
<td>September 16</td>
</tr>
<tr>
<td>September 6</td>
<td>Last Day to Withdraw</td>
<td>October 6</td>
</tr>
<tr>
<td>Sept 27-28</td>
<td>The Gathering</td>
<td>November 3</td>
</tr>
<tr>
<td>September 29</td>
<td>End of Term</td>
<td>November 8</td>
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<tr>
<td>October 4</td>
<td>Final Grades Post</td>
<td>November 22</td>
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<tr>
<td>October 18</td>
<td>Incomplete Deadline</td>
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## WINTER 2019-2020

<table>
<thead>
<tr>
<th>Priority Entry (NOV19)</th>
<th>Early Entry (DEC19)</th>
<th>Regular Entry (JAN20)</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 4</td>
<td>Classes Start</td>
<td>December 9</td>
</tr>
<tr>
<td>November 4</td>
<td>Last Day to Add</td>
<td>December 9</td>
</tr>
<tr>
<td>November 11</td>
<td>Last Day to Drop</td>
<td>December 16</td>
</tr>
<tr>
<td>December 6</td>
<td>Last Day to Withdraw</td>
<td>January 5</td>
</tr>
<tr>
<td>December 29</td>
<td>End of Term</td>
<td>February 2</td>
</tr>
<tr>
<td>January 3</td>
<td>Final Grades Post</td>
<td>February 7</td>
</tr>
<tr>
<td>January 17</td>
<td>Incomplete Deadline</td>
<td>February 21</td>
</tr>
<tr>
<td></td>
<td></td>
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## SPRING 2020

<table>
<thead>
<tr>
<th>Priority Entry (FEB20)</th>
<th>Early Entry (MAR20)</th>
<th>Regular Entry (APR20)</th>
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<tbody>
<tr>
<td>February 3</td>
<td>Classes Start</td>
<td>March 9</td>
</tr>
<tr>
<td>February 3</td>
<td>Last Day to Add</td>
<td>March 9</td>
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<td>February 10</td>
<td>Last Day to Drop</td>
<td>March 16</td>
</tr>
<tr>
<td>March 6</td>
<td>Last Day to Withdraw</td>
<td>April 5</td>
</tr>
<tr>
<td>Mar 27-28</td>
<td>The Gathering</td>
<td>May 3</td>
</tr>
<tr>
<td>March 29</td>
<td>Commencement</td>
<td>May 8</td>
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<td>March 29</td>
<td>End of Term</td>
<td>May 22</td>
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<tr>
<td>April 3</td>
<td>Final Grades Post</td>
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</tr>
<tr>
<td>April 17</td>
<td>Incomplete Deadline</td>
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### Administrative Holidays (CLU Offices Closed)

<table>
<thead>
<tr>
<th>Date</th>
<th>Holiday</th>
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<tbody>
<tr>
<td>July 4</td>
<td>Independence Day</td>
</tr>
<tr>
<td>August 30</td>
<td>Labor Day (Fri)</td>
</tr>
<tr>
<td>September 2</td>
<td>Labor Day (Monday)</td>
</tr>
<tr>
<td>November 11</td>
<td>Veteran’s Day</td>
</tr>
<tr>
<td>November 28</td>
<td>Thanksgiving (Thur)</td>
</tr>
<tr>
<td>November 29</td>
<td>Thanksgiving (Fri)</td>
</tr>
<tr>
<td>December 25</td>
<td>Christmas Day</td>
</tr>
<tr>
<td>January 1</td>
<td>New Year’s Day</td>
</tr>
<tr>
<td>January 21</td>
<td>MLK Day</td>
</tr>
<tr>
<td>February 17</td>
<td>President’s Day</td>
</tr>
</tbody>
</table>

CLU reserves the right to amend the academic calendar as needed, including adding and/or cancelling start dates. If a student enrolls in an unpublished start date, the student will be provided with an academic calendar at the time of enrollment.
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:

<table>
<thead>
<tr>
<th>TEST</th>
<th>REQUIRED SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOEFL (paper based)</td>
<td>550</td>
</tr>
<tr>
<td>TOEFL (computer based)</td>
<td>213</td>
</tr>
<tr>
<td>TOEFL (internet based)</td>
<td>89</td>
</tr>
<tr>
<td>IELTS</td>
<td>5 (overall average)</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>SUBJECT AREA</th>
<th>REQUIRED SCORE</th>
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<tbody>
<tr>
<td>Reading Skills</td>
<td>102</td>
</tr>
<tr>
<td>Sentence Meaning</td>
<td>100</td>
</tr>
<tr>
<td>Language Usage</td>
<td>95</td>
</tr>
<tr>
<td>Writing Sample</td>
<td>5</td>
</tr>
</tbody>
</table>

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

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.

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

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

Hard copies of supporting documentation can be mailed to:

Claremont Lincoln University  
Office of Admission  
250 West First Ave., Suite 330  
Claremont, CA 91711
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

Student 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.

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.

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.

STUDENT FINANCIAL SERVICES

Tuition & Fees

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

Student Budget

The 2019-2020 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.

<table>
<thead>
<tr>
<th>2019-2020 Cost of Attendance (3 Term/9 Months)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
</tr>
<tr>
<td>Room &amp; Board</td>
</tr>
<tr>
<td>Transportation</td>
</tr>
<tr>
<td>Miscellaneous</td>
</tr>
<tr>
<td>Loan Fees</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
</tr>
</tbody>
</table>

Additional information about Student Financial Services including federal financial aid can be found in the 2019 – 2020 Student Catalog.
DEGREE PROGRAM REQUIREMENTS

The Claremont Lincoln University M.A. Degrees offer depth and breadth of preparation in a variety of areas within a flexible online structure that encourages student initiative and responsibility, supports practitioner and intellectual exploration and development, and provides the knowledge base and skillset for student progress through the degree. The program may be used to prepare for various forms of leadership, and for general education and enrichment.

Claremont Lincoln University continually assesses academic offerings for effectiveness and relevancy. Detailed course descriptions may be found in the Catalog of Academic Courses section.

The 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 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)

MASTER OF ARTS IN ORGANIZATIONAL LEADERSHIP

Claremont Lincoln University offers an online M.A. 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. Students may select from the following concentrations:

- Civic Engagement
- Ethics
- Healthcare
- Higher Education
- Human Resources
- Professional Studies
- Technology Management

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

Claremont Core (4 courses) 12 units
Required Degree Courses (5 courses) 15 units
Capstone Action Project (1 course) 3 units
TOTAL 30 units

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

Claremont Core (4 courses) 12 units
Required Degree Courses (5 courses) 15 units
Capstone Action Project (1 course) 3 units
TOTAL 30 units

Required Degree Courses
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)

*Detailed course descriptions may be found in the Catalog of Academic Courses section.*

**The Concentration in Ethics**

The M.A. in Organizational Leadership with an Ethics concentration teaches working professionals how to guide organizations toward purposeful and responsible decisions in a diverse, globalized world. Students are led through a unique series of online courses that integrate personal mindfulness, professional awareness, and global consciousness for skillful leadership in any organizational context. By the end of this online organizational leadership master’s degree program, students will develop concrete skills in collaboration, conflict resolution, ethical decision-making, and inspiring diverse teams towards common goals. As a graduate of this program, students will have the knowledge and skills to lead more effectively and courageously influence organizations in making ethical decisions that have a positive impact.

**Program Learning Outcomes**
After completing the Master of Arts in Organizational Leadership with a Concentration in Ethics students 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**
Claremont Core® (4 courses)  12 units
Required Degree Courses (5 courses)  15 units
Capstone Action Project (1 course)  3 units
**TOTAL 30 units**

**Required Degree Courses**
MLE5311 The Purposeful Leader (3 units)
MLE5312 Ethical Decision Making (3 units)
MLE5313 Leadership Literacy (3 units)
MLE5314 Global Ethics and Leadership (3 units)
MLE5315 Leadership: The Toxic and the Trustworthy (3 units)
MLE5306 Capstone Action Project (3 units, final term registration only)

*Detailed course descriptions may be found in the Catalog of Academic Courses section.*

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

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<thead>
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Required Degree Courses
MLH5301 The Effective Healthcare Leader: Professional Assessment (3 units)
MLH5302 Exceptional Leadership in Healthcare (3 units)
MLH5303 The Landscape of Healthcare Operations (3 units)
MLH5304 Healthcare Leadership for Transformation and Change (3 units)
MLH5305 Ethics in Healthcare (3 units)
MLH5306 Capstone Action Project (3 units, final term registration only)

*Detailed course descriptions may be found in the Catalog of Academic Courses section.*

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

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Required Degree Courses
MOL5301 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 Catalog of Academic Courses section.

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

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<tr>
<th>Course Category</th>
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Required Degree Courses
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)

Detailed course descriptions may be found in the Catalog of Academic Courses section.

The Concentration in Professional Studies

Learning Outcomes
After completing the Master of Arts in Organizational Leadership with a Concentration in Professional Studies you will be able to:

- Critical Thinking: Apply analytical and imaginative conclusions to solve an issue or problem.
- Strategic Planning: Demonstrate the ability to apply strategic planning in a field of study.
- Professional Skills: Apply disciplinary competence to lead people to effectively work together for sustainable results.

**Program Overview**

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**Required Degree Courses**

Approved transfer credits or MOL courses (15 units)*
MLP5306 Capstone Action Project (3 units, final term registration only)

*Students can transfer up to 15 graduate credit hours into the program to create a unique area of interest. Credits must meet degree requirements and be applicable to the degree program plan.

Transfer guidelines and policy:

- Graduate credits must be granted from a regionally accredited institution.
- Graduate credits must be within similar discipline and can be grouped together to create a specialization.
- Remedial and technical/vocational courses will not be accepted.
- 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.
- The course was not applied toward an undergraduate degree with the exception of dual credit coursework.
- The program director/dean must approve the acceptance of the transfer course (s).
- 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, Claremont Lincoln University supports 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.

*Detailed course descriptions may be found in the Catalog of Academic Courses section.*

**The Concentration in Technology Management**

The Technology Management concentration for Organizational Leadership is designed for managers in engineering, IT, cybersecurity, computer programmers, and others with technical backgrounds to enhance skills in leading technical teams, integrating and managing technological advancements, balancing technology and leadership skills, innovation for strategic planning, policy development, and directing digital transformation efforts. The program will empower students to develop the management acumen for leading technical projects and aiming to achieve the competitive advantage by optimizing the use of technology. The content will expose students to artificial intelligence, IOTA, blockchain and digital transformation as well as ethical decision-making, managing innovations, and technology strategies and
policies. Students will learn how to lead teams, conduct technology assessments, manage projects, and address the adverse challenges encountered by leaders in the private and public sectors.

**Program Learning Outcomes**
After completing the Master of Arts in Organizational Leadership with a Concentration in Technology Management you will be able to:

- Analyze and formulate strategic organizational values and plans for effective management of technological innovation development and evolution.
- Apply research and theories to promote innovation, transformation, and ethics in technology management.
- Evaluate theories and practices to cultivate policy and ethical decision-making in leveraging technology

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

- Claremont Core (4 courses) 12 units
- Required Degree Courses (5 courses) 15 units
- Capstone Action Project (CAP) 3 units
  **TOTAL** 30 units

**Required Degree Courses**
- MOL5301 Leadership in Action (3 units)
- MLT5302 Management of Technology & Innovation (3 units)
- MLT5303 Technology Strategy & Policy (3 units)
- MLT5304 Technology & Ethics (3 units)
- MLT5305 Digital Transformation & Project Management (3 units)
- MLT5306 Capstone Action Project (3 units, final term registration only)

*Detailed course descriptions may be found in the Catalog of Academic Courses section.*

**MASTER OF ARTS IN PEACE AND SOCIAL JUSTICE**

The Master of Arts in Peace and Social Justice is designed for the person who is committed to the development of just, tolerant and mindful societies in which the basic human rights and aspirations of individuals and groups are valued. Central to the program is the emphasis on Interfaith Action, an emerging thought practice that transcends doctrine and dogma in an effort to maintain relevance, cooperation, and constructive consensus-building in the post-modern context. With its focus on Interfaith Action, the Master of Arts in Peace and Social Justice will help to refine your perspectives on social issues, religion and politics. It will also equip you with the collaborative engagement and self-reflection competencies that are essential for effecting meaningful change in society.

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 Interfaith Action

Program Learning Outcomes
After completing the Master of Arts in Peace and Social Justice with a Concentration in Interfaith Action you will be able to:

- **Power & Privilege** Explore and interpret religion in relation to structures of power and privilege and in the context of cultural, political, and economic histories.
- **Religious Literacy** Demonstrate an integrated knowledge of research and construct an evolving literacy of major religious traditions and cultural identities.
- **Conflict Resolution** 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.
- **Action Research** Research, collaborate, design, and implement high-impact strategies in a leadership action plan for social change.
- **Post-Secular Understanding** 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.
- **Interpersonal Communication** Develop and demonstrate the interpersonal and engagement skills necessary for effective leaders in a global community or organization.

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

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Required Degree Courses
- MPJ5301 Power and Privilege in Self and Society (3 units)
- MPJ5302 Approaching Religion (3 units)
- MPJ5303 Negotiating Moral Conflict (3 units)
- MPJ5304 Interfaith Leadership in a Global Context (3 units)
- MPJ5305 Religion in the Public Sphere: Faith, Politics & Rhetoric (3 units)
- MPJ5306 Capstone Action Project (3 units, final term registration only)

*Detailed course descriptions may be found in the Catalog of Academic Courses section.*

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

Claremont Core (4 courses)  12 units
Required Degree Courses (5 courses)  15 units
Capstone Action Project (1 course)  3 units

TOTAL 30 units

Required Degree Courses
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. Interactions are defined as submission of assignments or contributions in the discussion board. Students who miss more than two weeks of activity during the term will miss significant learning opportunities which will very likely result in a failing grade (see syllabus for expectations and accompanying grading rubric) or administrative withdrawal from the course. Students who fail to participate prior to the eighth day of the term may be administratively dropped from their course.

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. 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. 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 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 withdrawal deadline 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.

**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.

**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 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.

**Example:**

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

\[
\frac{28}{70} \text{ days completed} = 40\% \text{ of term completed}
\]

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).

**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. Students may take a maximum of two leaves of absence in any twelve-month period.

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.
Satisfactory Academic Progress (SAP)

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
- 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 160% to determine the maximum number of units. Students completing a master’s degree at CLU that requires 30 units have a maximum timeframe of 48 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)
  - 48 units / 2 classes per term = 24 months
- Half-Time Student (1 class per term)
  - 48 units / 1 class per term = 48 months

Academic Probation
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

**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 Veteran’s benefits and/or financial aid eligibility will be re-established.

**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.

**Student Complaint & Grievance Policy**

Claremont Lincoln University is committed to treating all students justly and fairly. The University does not discriminate on the basis of race, color, religion, gender, marital status, identity, sexual orientation, national origin, disability, medical condition, or veteran status. To this end, Claremont Lincoln University strives to promote and maintain an environment in which students are protected from misconduct by any department or member of the University community.

A student with a complaint or grievance - a concern that a policy or procedure has been incorrectly or unfairly applied in his/her particular case, or a formal charge against a person's behavior -- has recourse through complaint and grievance procedures. All conversations and proceedings are strictly confidential. The University will not tolerate retaliatory or punitive action against a student who files a complaint or grievance.

Students initiating a complaint or grievance against a member of the staff, administration, study body or other non-academic personnel or representative should take the following steps:
1. As a first step, the student must seek to resolve the issue directly with the aggrieved University representative.

2. If a satisfactory resolution cannot be reached between the student and university representative, or if extenuating circumstances prevent direct communication between the student and university representative, the student should initiate a formal complaint/grievance in writing within 30 calendar days of the incident and submit it to the Dean of Student Affairs. The Dean of Student Affairs will act as the liaison between the student and the University representative and will facilitate the complaint/grievance resolution process.

3. A written appeal may be submitted to the President's Office within 10 days of the decision provided by the Dean of Student Affairs. Within 30 days of the appeal, the President's Office will issue a final decision on the matter. This decision may not be appealed.

For academic matters, students should follow the chain of command from instructor to department chair to academic dean.

1. The student should attempt to resolve the grievance informally by discussing the issue with their instructor. If a suitable solution cannot be reached through ordinary means, the student should file a written complaint or appeal detailing the issue to the instructor responsible for the issue.

2. If the grievance is not informally resolved or the student has not received a satisfactory response from the instructor within 10 working days of the date of the complaint or appeal, the student should file a formal complaint or appeal to their Dean. The Dean has 30 calendar days from the date of the formal complaint to resolve the issue.

3. If unresolved, the Dean will inform the Academic Leadership Team (ALT) who will assign a Grievance Sub-committee that includes ALT members (with the exception of the President and affected Dean) to rule on the grievance. The Grievance Sub-committee will present a ruling on the grievance within 30 calendar days of receipt of the complaint by the Dean. The Grievance Subcommittee will inform the student and instructor of ALT’s decision.

4. A written appeal of the decision may be submitted (within 10 working days) to the President who will determine whether the procedures of the dispute policy were properly followed. Within 30 calendar days of the receipt of the appeal, the President will issue a decision to the student and Dean. This decision is final and no further appeal is possible.

If an issue cannot be resolved internally, students may contact their state of residence to submit their complaint or grievance. Students residing in California should submit complaints to:

**Bureau for Private Postsecondary Education**
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
(916) 431-6924
(916) 263-1897 FAX

Students residing outside of California may find contact information for their state agency here.

A complete listing of University policies and procedures can be found in the 2019 – 2020 Student Catalog.
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, 2019 – June 30, 2020. 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: _________________