

STUDENT CATALOG

2024-2025

SPRING ADDENDUM





CLAREMONT LINCOLN
UNIVERSITY

Socially Conscious Education®

2024 – 2025
Student Catalog
Spring Addendum

Effective February 7, 2025

This addendum contains supplements and updates to the 2024-2025 Student Catalog. For the full listing of Academic Programs and University Policies and Procedures please refer to the 2024-2025 Student Catalog.

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 a private non-profit university accredited by the WASC Senior College and University Commission (WSCUC), 1080 Marina Village Parkway, Suite 500, 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 verify WSCUC accreditation, please go to:

<https://www.wscuc.org/institutions/claremont-lincoln-university/>



150 W. First Street, Claremont, CA 91711
(909) 667-4400 | www.ClaremontLincoln.edu

Administrative Office Hours:

Monday - Friday

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

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For the full listing of University Policies and Procedures please refer to the 2024-2025 Student Catalog.

UNIVERSITY ACADEMIC STANDARDS

Credit by Course Challenge Policy

Credit by Course Challenge or Credit by Local Examination allows students to demonstrate achieved learning in a specific course by completing an approved assignment demonstrating acquisition of the course learning outcomes. Successful credits earned are considered Claremont Lincoln University credits, and thus, applied to the degree residency requirement and toward degree completion. The credit and grade resulting from the course challenge are directly applied to the transcript.

Credit by Course Challenge is available if the course is identified as having the option for credit by paper. Course challenges are subject to the following requirements:

1. The course is approved for a course challenge and applies to the program the student is pursuing.
2. A non-refundable fee must be paid prior to gaining access to the course.
3. Undergraduate courses - \$250 per course
4. Graduate courses - \$550 per course
5. Residency requirements and graduate certificate course requirements may not be met through a course challenge.
6. The student completes the course challenge with a score or grade equivalent to a C- or better for undergraduate courses and B- or better for graduate courses.
7. The student has not previously failed the course at CLU.
8. The student has met the prerequisites for the selected course challenge.
9. The student is in good standing.
10. A maximum of two courses may be challenged.
11. Course challenges must be completed within one week of gaining access to the course module.
12. Course challenges may not be reattempted.

STUDENT FINANCIAL SERVICES

Tuition, Fees, Payments, and Refunds

Tuition*

All Undergraduate Degree Programs	\$250 per unit
All Graduate Degree Programs	\$550 per unit

Fees**

Undergraduate Prior Learning Assessment (PLA) Portfolio Review Fee	\$250 per submission
Graduate Prior Learning Assessment (PLA) Portfolio Review Fee	\$550 per submission
Undergraduate Course Challenge Fee	\$250 per course
Graduate Course Challenge Fee	\$550 per course
SHRM-CP/SHRM-SCP Certification Preparation Course Fee	\$750

*Tuition does not include textbooks or other required supplies. Students are required to obtain their own textbooks and any other supplies as directed or from the vendor of their choice.

** These fees only apply to students who are working through the PLA and/or Course Challenge process, and for Graduate HR students seeking the SHRM-CP/SHRM-SCP Certification.

All fees beyond tuition are non-refundable.

UNIVERSITY POLICIES AND PROCEDURES

Academic Honesty

Patchwriting

Patchwriting is an academic integrity violation that occurs when a student rephrases or rearranges another author's or several authors' text in minor ways, even if appropriate references, citations, quotations, and credits are provided. While patchwriting differs from direct plagiarism, it is still an inappropriate academic practice, as it fails to demonstrate genuine comprehension and independent thought, both of which are central to academic writing. Claremont Lincoln University considers patchwriting an academic honesty violation, and students are encouraged to develop their own understanding and expression of material to reflect authentic learning.

For more information refer to the university policies and procedures in the Student Catalog or contact your faculty for clarification prior to submitting any coursework.

Credit for Prior Learning Policy

Based on its commitment to socially conscious education and its mission to serve working adults, Claremont Lincoln University (CLU) enables students to apply transfer credit toward CLU programs and to earn credit for learning from prior experience. CLU accepts up to 75% of credits toward an undergraduate degree program and up to 50% of credits toward a graduate degree program, subject to CLU academic policy, accreditor, state, and federal requirements.

CLU's prior learning review process offers multiple ways for students to earn undergraduate and graduate credit for demonstrated learning acquired through work and volunteer experience; through corporate, military and industry training and certifications; through external credit evaluation and testing programs; through workforce development, professional training, and in-depth professional research; and through other experiences that demonstrate undergraduate or graduate-level learning equivalent. By offering both transfer credit and credit for experiential learning, CLU supports opportunities for substantial savings of time and tuition.

There are several ways that students can receive credit toward a CLU degree or demonstrate prior learning equivalent to the expected learning outcomes in CLU degree program courses. As part of the application process, applicants will be assisted in

submitting the appropriate documents for transfer credit, as well as be introduced to the processes for experiential learning credit. Students intending to pursue experiential credit will work directly with CLU's Experiential Learning Specialist through CLU's prior learning assessment processes.

Credit reviews and credits earned are subject to fees and subject to the policies and requirements of each process. Per Federal and accreditor regulations, CLU awards credit for demonstrated learning, knowledge, and skills acquired from prior experience, not for the experience itself.

The following guidelines apply to all transfer and experiential learning credit:

1. Credit recommendations result from CLU's admissions review and the university's prior learning assessment process, which includes the appropriate approvals from faculty and academic administrators.
2. Credit must be applicable to specific courses or learning outcomes of a CLU degree and cannot include credit that has already been applied to an earned, awarded degree or certificate.
3. A grade of 80% or higher or its equivalent is required for credit to be awarded in graduate courses through the prior learning assessment process and a grade of 75% or higher in undergraduate courses through the prior learning assessment process.
4. A grade of B- or higher is required for graduate transfer credit to be awarded, and a grade of C- or higher is required for undergraduate transfer credit to be awarded.
5. The agency or institution awarding credit must have been in good standing at the time of the award of credit and accredited by an agency recognized by the Department of Education, the Council for Higher Education Accreditation, or an appropriately recognized ministry or foreign agency, or its equivalent.
6. The learning, experience, or previous courses do not duplicate, overlap, or regress previous work for which credit was already awarded.
7. The credit was not applied toward an undergraduate degree with the exception of dual credit coursework, CLU's joint/dual degree option, or previously applied credit applied in a graduate degree.
8. 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 CLU programs.
9. Students must complete in-residency courses, the Claremont Core® courses, and the CLU Senior Seminar or Capstone as part of the degree progression with CLU. These are not subject to transfer or experiential learning credit.
10. Students must be enrolled at least part time to participate in the PLA/CPL process.
11. Intent to participate in the PLA/CPL process must be declared within the first two terms of enrollment at CLU.
12. PLA and course challenges do not apply to graduate certificate courses.

Claremont Lincoln University reserves the right to limit or exclude the transfer of credit or credit from prior learning if the course content, assessment process, or student learning outcomes do not meet CLU's academic standards. CLU uses the guidelines and standards of

the American Association of Collegiate Registrars and Admissions Officers (AACRAO), accreditors, and known professional agencies as the foundation for decisions on transfer and experiential learning credit.

Rare exceptions to this policy may be made by the Chief Academic Officer. All decisions regarding this policy or exceptions made by the Chief Academic Officer are final and cannot be appealed.

Nondiscrimination Policy & Notice of Nondiscrimination (§ 106.8(b)-(c))

Claremont Lincoln University does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in admission and employment.

Inquiries about Title IX may be referred to Claremont Lincoln University's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. Claremont Lincoln University's Title IX Coordinator is Nancy Barnes, Vice President of Administration, 150 W. First Street, Claremont, CA, 91711, nbarnes@claremontlincoln.edu, 909-667-4470.

Claremont Lincoln University's nondiscrimination policy and grievance procedures can be located at <https://www.claremontlincoln.edu/disclosures-policies-and-legal-notices/>.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to <https://www.claremontlincoln.edu/disclosures-policies-and-legal-notices/>.

UNDERGRADUATE PROGRAMS APPLICATION REQUIREMENTS

Application Process

Prospective Claremont Lincoln University (CLU) students must submit an application to be considered for admission, as well as the following:

1. All official transcript(s) from all post-secondary institutions attended that are accredited by an agency recognized by the Department of Education, the Council for Higher Education Accreditation, or an appropriately recognized ministry or foreign agency, or its equivalent
2. Current resumé
3. Additional documents may be requested as deemed necessary

Each applicant must disclose all previous college experience on their application or be subject to delay of admission, loss of credit, rejection of application, and/or cancellation or denial of admission. CLU reserves the right to request, access, and review academic history as deemed relevant. Please request official transcripts from all colleges and universities attended. Send directly to:

Claremont Lincoln University
Attn: Office of the Registrar
150 W. First Street
Claremont, CA 91711
registrar@claremontlincoln.edu

Applicant Integrity

Applicants who knowingly submit false information including, but not limited to, forged or altered transcripts will be permanently barred from admission and/or dismissed from the University. The Admissions Committee may review and/or deny admission to any applicant, including the following:

- Those who breach student conduct standards
- Those whose records indicate disciplinary censure or dismissal
- Those whose records indicate that they were not in good academic standing at prior institutions
- Those who demonstrate a lack of academic, personal, or technical ability required for success

Submitting Official Transcripts to CLU

Students applying for admission to CLU are responsible for submitting official transcripts from prior institutions they have attended. "Official" refers to both the transcript type as well as the delivery method. A transcript is considered "official" if it is printed on official transcript paper and sent directly from the issuing school to CLU in a sealed envelope. Transcripts that have been sent to the student and/or have been opened are not considered official.

All test scores and official transcripts must be sent directly to CLU from the issuing institution or organization. Photocopied or faxed documents will be considered unofficial. All application materials for applicants who decide not to enroll for the term in which they applied will be kept on file for one year. Documents and transcripts submitted as part of the application process will not be relinquished to applicants or students under any circumstances. Evaluation of transferable credit will be completed upon receipt of all official transcripts.

Some schools participate in electronic transcript exchange; CLU will accept official electronic transcripts from approved service providers. CLU accepts electronic transcripts from National Student Clearinghouse and Parchment. The institution issuing the transcript will determine which, if any, of these services are in use. Please see your institution's website for ordering instructions. All official transcripts should be submitted to:

Claremont Lincoln University
Attn: Office of the Registrar
150 W. First Street
Claremont, CA 91711
registrar@claremontlincoln.edu

TRANSFER, ALTERNATIVE, AND DUAL CREDIT POLICIES

Evaluation for Transfer Credit

Part of CLU's mission is to increase access and affordability for higher education by removing obstacles for transfer students. Transfer credits may reduce tuition costs and time to degree completion. 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 transfer credits.

Specific details on courses and credits eligible for transfer are included in the admissions and general education sections in this catalog.

Credit will be reviewed for transfer to CLU upon submission of all official transcripts. Students may submit official undergraduate level transcripts for consideration of potential transfer credits with the conditions below. All students must complete a minimum of 30 credits (25% of the degree completion) at CLU which includes the Claremont Core® courses.

- CLU evaluates undergraduate credits for transfer from higher education institutions in good standing and accredited by an agency recognized by the Department of Education, the Council for Higher Education Accreditation, or an appropriately recognized ministry or foreign agency, or its equivalent
- Remedial and vocational/technical diploma courses will not be accepted
- The final grade posted for each potential transfer course is a "C-" grade (1.7) or higher
- The course work does not duplicate, overlap, or regress previous work
- In alignment with the American Council on Education (ACE) transfer credit guidelines, CLU supports the application of transfer and military credit for military and veteran students
- Credit from international institutions must be evaluated by an approved credit evaluation service
- Applicants must disclose all potential transfer credit at the time of admission. After matriculation begins, students must complete all required degree courses at CLU. Conditionally admitted students must be approved to complete outstanding general education requirements outside of CLU
- Students must complete the required residency courses at CLU
- When making substitutions for courses within the major or concentration, coverage of course outcomes should approximate a minimum of 70%
- CLU does not allow transfer of lower-division coursework into upper-division coursework
- Transfer grades and credits are not computed within the cumulative grade point average earned at CLU
- When transferring coursework that is transcribed in quarter hours, CLU will convert this to semester hours of credit. Earned credit for each course will be multiplied by 0.667
- Exceptions of transfer credit may be considered with the approval of the Chief Academic Officer (CAO)

Additional limitations on transfer credits may apply. The maximum transfer limit from a combination of all sources is 90 semester credits.

General Education Credits Eligible for Transfer

Up to 60 semester credits in general education may be transferred. Students must have completed a minimum of 33 accepted general education requirements within the categories listed below. If available, applicants are encouraged to complete their state's General Education Certification Plan. "Certification" is the official notification that a transfer student has completed courses fulfilling lower-division General Education requirements.

The general education requirements should demonstrate a breadth of areas as indicated below.

- English Language, Communication, and Critical Thinking - 9 semester credits
 - 3 credits fulfilled at CLU by BFC 3312 Writing for Impact
 - Courses such as Written and/or Oral Communication, Critical Thinking, etc.
- Scientific Inquiry and Quantitative Reasoning - 9 semester credits
 - Physical Sciences such as Astronomy, Chemistry, Physical Geography, Physics, etc.
 - Life Sciences such as Physical Anthropology, Biology, etc.
 - Must include one Quantitative Reasoning course such as Mathematics, Statistics, etc.
- Arts and Humanities - 9 semester credits
 - Includes Languages, Art, Religion, Music, Philosophy, etc.
- Social Sciences - 9 semester credits
 - History, Psychology, Political Science, Cultural Anthropology, Economics, Sociology, etc.
- Lifelong Learning and Self-Development - 3 semester credits
 - 3 credits fulfilled at CLU by BFC 3311 Learning Strategies for Career and Personal Growth

CLU honors any state's approved guaranteed general education transfer pathway with a cumulative GPA of 2.0 or higher.

Program Courses that are Eligible for General Education that are Non-Transferable

Six foundational student success credits must be taken at CLU:

- BFC 3311 Learning Strategies for Career and Personal Growth (3 credits)
- BFC 3312 Writing for Impact (3 credits)

Claremont Core® and Major Courses not Eligible for Transfer

In addition, students will complete CLU's Claremont Core® (a signature general curriculum on leadership skills), comprising 24 upper-division credits (including the Senior Project) that are required to be taken at CLU.

- BOL 3311 Awareness Techniques for Effective Leadership (3 credits)
- BOL 4311 Leadership through Innovation (3 credits)
- BOL 4314 Strategic Leadership for Collaboration (3 credits)
- BOL 4315 Research Methods for Strategic Decisions (3 credits)
- BOL 4316 Building Relations through Dialogue (3 credits)
- BOL 4317 Creating a Thriving Workplace (3 credits)
- BOL 4318 Leading Change in Dynamic Environments (3 credits)
- BOL 4310 CLU Senior Seminar (3 credits)

Undergraduate Alternative Credit Options

CLU makes every effort to provide students with opportunities to earn academic credits that contribute toward supporting student learning and accelerate degree completion. CLU accepts a variety of alternative credit options that enable students to earn their degree quickly and at reduced cost. Alternative credit options allow adult learners to demonstrate competency, knowledge, prior experience, and independent learning in a particular subject area.

Alternative transfer credits can be used in addition to other transfer credits, but students cannot exceed the overall 90 semester credit transfer maximum. Alternative credit options include credit for experiential learning through Prior Learning Assessment (PLA). CLU abides by appropriate state, WSCUC, and other regulatory policies for the award of credit for experiential learning. PLA is limited to 30 credits or 25% of the total degree program and cannot be applied to residency requirement courses.

Alternative credit options are detailed below.

Prior Learning Assessment (PLA)

Prior Learning Assessment (PLA) allows bachelor's level, degree-seeking CLU students to demonstrate mastery of their prior professional experience to receive credit based on course equivalent learning outcomes.

The CLU PLA process consists of three parts:

- PLA Application - Students will submit the application for PLA and CLU will internally review eligibility requirements and all necessary documentation. If work experience does not reflect course content and outcomes, the student may be denied.
- PLA Declaration Form - Students who submit a PLA application must also complete a PLA declaration form indicating which courses they have identified as eligible and plan to apply for.
- Portfolio Submission - Students shall create a Portfolio for the targeted course(s). Portfolios are reviewed by a faculty committee. There is no guarantee of earned credit for Portfolios submitted for review.

Potential Target Courses

Any undergraduate course may be targeted for credit for experiential learning and PLA, with the exception of residency required courses, and courses considered to be general education. A total of ten courses (30 credits) can be earned through PLA.

Additional restrictions are as follows:

- Only upper-division bachelor's level CLU courses are eligible for the PLA option. Students targeting lower-division coursework are advised to review other options, such as alternative credits like CLEP, DSST, StraighterLine, Sophia Learning, and Study.com.
- Students may not seek PLA credit for a course in which credit was accepted in transfer
- Developmental, remedial, or self-help courses do not qualify as experiential knowledge
- The learning experience integrated into a Portfolio must have taken place following the student's graduation from high school
- Credits earned through Portfolio reviews are applied as transfer credit
- Credits earned through PLA do not meet eligibility for Federal Financial Aid qualification.
- Credit earned through a Portfolio review is not term-specific and, therefore, may or may not be transcribed on a student's transcript within a given term
- Credit awarded based on a Portfolio review does not qualify a student for loan deferment. Submission of a Portfolio is independent of continuous enrollment guidelines and will not update a student's attendance
- Credits earned through PLA are not guaranteed to transfer to another institution
- Included in the tuition for BFC 3311 Learning Strategies for Career and Personal Growth, students can apply for up to three portfolios that assess prior learning competencies related to eligible course outcomes at no additional cost. After completing the midterm for BFC 3311, interested students will be able to begin the portfolio completion process. The timeline for completing up to three portfolios at no cost ends 8 weeks from when the term for this course was completed. Additional portfolios can be submitted beyond this timeframe for an additional fee. BFC 3311 must be passed in order for the no-cost for the three portfolios to apply.

Contact the Experiential Learning Specialist for more information on the application process and timeline.

Grading of Portfolio Submission

If a student receives a grade of at least 75% ("C"), they will pass with a grade of "S" (Satisfactory). All credit earned through Portfolio review will be listed on the CLU transcript and noted as transfer credit (TR) and will not be calculated into the student's GPA.

A non-refundable \$250 Portfolio review fee must be paid before each submission.

In the instance of a failing score “U” (Unsatisfactory), the Portfolio may be resubmitted one time per targeted course for faculty re-evaluation. The second submission will be reviewed by the same faculty committee who reviewed the first submission. If the work remains unsatisfactory, no record will appear on the CLU transcript. Submitting further Portfolios based on that particular course is not permitted.

Credit by Course Challenge

Credit by Course Challenge allows students to demonstrate mastery of prior learning in a specific course by completing an approved assignment demonstrating acquisition of the course learning outcomes. For more information, please see the Credit by Course Challenge Policy.

Credit By Exams

Acceptance of credit is based on scores and when the credit was received. Exam credit options include but are not limited to:

Advanced Placement (AP)

Students who successfully complete Advanced Placement (AP) exams with a score of 3 or higher may be considered for credit. AP transcripts may be requested as follows:

- Official transcripts <https://apstudents.collegeboard.org/sending-scores>
- Archived scores over four years prior must be requested at <https://apstudents.collegeboard.org/sending-scores/send-or-get-archived-scores>

CLEP, DSST

College Level Examination Program (CLEP) and DANTES Subject Standardized Tests (DSST) will be reviewed for transfer credit to CLU upon submission of official transcripts. Students must submit an official score report showing they earned scores at or above the ACE recommended score. CLEP transcripts may be requested through the College Board at <https://clep.collegeboard.org/scores/send-scores-transcripts>. DSST transcripts may be requested at <https://www.getcollegecredit.com/scores-transcripts/>.

International Baccalaureate Diploma Program

Students who successfully complete International Baccalaureate (IB) Higher Level exams with a score of 5 or higher may be considered for credit. Credit will be reviewed upon submission of official transcripts which may be requested through [RRS.IBO.org](https://www.rrs.ibo.org).

StraighterLine, Sophia, and/or Study.com

CLU will accept credit for test scores that meet the American Council on Education (ACE) guideline standards and minimum score requirements on approved examinations. Students must submit an official score report showing they earned scores at or above established ACE benchmarks. Please note that not all tests are accepted and students who are interested should contact their Enrollment Manager for more information. The transcript request process for StraighterLine can be found at <https://www.straighterline.com/how-it-works/credit-transfer/>. Sophia and Study.com transcripts will be sent directly to CLU upon course completion.

Military Credit

CLU will review credits for military service that have been evaluated according to the American Council on Education (ACE) guidelines for Army, Navy, Coast Guard, and Marine Corps service members. Air Force credits will be reviewed upon receipt of a transcript from the Community College of the Air Force (CCAF). Content of credit accepted in transfer may not duplicate coursework previously taken.

The evaluation of previous postsecondary education and training is mandatory/required for VA beneficiaries. For students utilizing Veterans benefits who are approved for transfer credit as a result of this evaluation, the institution will grant appropriate credit, reduce the program length proportionately, notify the student and Veterans Affairs in writing of this decision, and adjust invoicing of the VA accordingly.

Army, Navy, Coast Guard, and Marine Corps service members should submit a Joint Services Transcript (JST). CLU may accept credit from a JST based on an official evaluation of the Military American Council on Education approved courses, training, or equivalent.

Courses and training documented on a Joint Services Transcript are evaluated according to the American Council on Education guidelines and recommendations.

- Army, Navy, Coast Guard, and Marine Corps service members should submit a Joint Services Transcript. To order a Joint Services Transcript, go to <https://jst.doded.mil>.
- Air Force service members should submit a Community College of the Air Force (CCAF) transcript. To order a CCAF transcript, go to <https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/community-college-of-the-air-forcetranscripts>. Please note: CCAF is a regionally-accredited institution and, therefore, is not considered a non-traditional source of credit. CCAF credits will count towards the 90 maximum credits CLU may accept in transfer.

Non-Collegiate Credit

Non-collegiate credit other than exam or military service credit, such as non-collegiate courses, corporate trainings, certifications, professional licenses, etc., may be reviewed for transfer if it meets the following criteria:

- It has been evaluated according to the American Council on Education (ACE) guidelines – <https://www.acenet.edu/national-guide/Pages/default.aspx>
- It has been reviewed by National College Credit Recommendation Service (NCCRS)– <http://www.nationalccrs.org>

**Please note: Certain training and certifications may be considered technical and/or vocational and subject to transfer credit limitations. Additional documentation or requirements of re-certification may need to be met in order for credit to be awarded.

Non-Acceptance of Credit

Transfer credit will not be accepted for courses that duplicate or significantly overlap each other in content and learning outcomes. Courses which by name, content, or description are developmental, remedial, or preparatory in nature will not be accepted in transfer. This may include courses which have been evaluated by faculty content experts and are found to have learning outcomes that do not match expectations for college level learning.

CLU does not accept continuing education courses unless they have been reviewed by the American Council on Education (ACE) or are degree applicable at an institution accredited by an agency recognized by the Department of Education, the Council for Higher Education Accreditation, or an appropriately recognized ministry or foreign agency, or its equivalent.

CATALOG OF UNDERGRADUATE ACADEMIC COURSES

BOL 4310 CLU Senior Seminar (3 credits) As the culminating course in a student's Bachelor of Arts in Organizational Leadership (BOL) program, this CLU Senior Seminar provides learners the opportunity to demonstrate the integration of the program and institutional learning outcomes. Students can choose between a real-world project in their professional capacity or a reflective project that will support their future leadership practice. The specific content in the student's degree program includes the Claremont Core® as a foundation for leadership development, analytical thinking, building collaborative relationships, and strategic thinking. In this course, students start by submitting a proposal for their Senior Project. They then complete a literature review on a leadership topic and expand their project into a new challenging area. Finally, they complete the Senior Project, which is a comprehensive essay that includes an updated review of the collected research, an in-depth analysis of the project, strategic recommendations, and a reflection of learning.

For the Senior Project, students can choose between the two options shown below:

Option 1: Experiential Learning Senior Project

The experiential learning option allows students to focus their Senior Project on a real-world issue or opportunity within their current organization and professional capacity.

Option 2: Future Preparation Senior Project

The future preparation option provides students with the opportunity to explore a topic of interest for their Senior Project that will prepare them to lead in a future professional setting.

Course Prerequisites: BFC 3311, BFC 3321, BOL 3311, BOL 4311, BOL 4314, BOL 4315, BOL 4316, BOL 4317, and BOL 4318.

GRADUATE PROGRAMS GRADUATE ADMISSIONS

Application Process and Materials

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

Complete Applications include:

- Application: Available online at 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 or recognized 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.
- Resumé or CV.
- 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 six 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 registrar@claremontlincoln.edu

Hard copies of supporting documentation can be mailed to:
Claremont Lincoln University
Office of the Registrar
150 West First Street
Claremont, CA 91711

Evaluation for Transfer Credit

Students may submit official graduate level transcripts for consideration of potential transfer credits with the conditions below. All students must complete a minimum of 18 credits (50-55% of the degree completion based on program of study) at CLU which includes the Claremont Core[®] courses:

- CLU evaluates graduate credits for transfer from higher education institutions in good standing and accredited by an agency recognized by the Department of

Education, the Council for Higher Education Accreditation, or an appropriately recognized ministry or foreign agency, or its equivalent.

- Graduate credits are evaluated by program, must be within a similar discipline, and can be grouped together to create a specialization. CLU graduate programs accept varying levels of evaluated transfer credit.
- Graduate academic credit awarded by recognized institutions and not already applied toward an earned, awarded degree or certificate.
- 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 international institutions must be evaluated by an appropriate credit recommendation agency.
- 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 must complete all residency requirements.
- Students can transfer up to 15 graduate credit hours into their program of study.
- Additional exceptions of transfer credit may be considered with the approval of the Chief Academic Officer (CAO).

Students who have earned a master’s degree at CLU and wish to pursue a second degree may be awarded transfer credit and waivers for courses required in both programs. Students must complete a minimum of 12 additional credit hours including a Capstone course to complete the second degree program. The total credit hours required will be determined based on program requirements for each degree.

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

Graduate Alternative Credit Options

CLU makes every effort to provide students with opportunities to earn academic credits that contribute toward supporting student learning and accelerate degree completion. CLU accepts a variety of alternative credit options that enable students to earn their degree quickly and at reduced cost. Alternative credit options allow adult learners to demonstrate competency, knowledge, prior experience, and independent learning in a particular subject area.

Alternative credit options include credit for experiential learning through Prior Learning Assessment (PLA). CLU abides by appropriate state, WSCUC, and other regulatory policies for the award of credit for experiential learning. PLA is limited to 25% of the total degree program and cannot be applied to residency requirement courses.

Alternative credit options are detailed below.

Prior Learning Assessment (PLA)

Prior Learning Assessment (PLA) allows graduate level, degree-seeking CLU students to demonstrate their prior professional experience to receive credit based on course-equivalent learning.

The CLU PLA process consists of three parts:

- PLA Application - Students will submit the application for PLA and CLU will internally review eligibility requirements and all necessary documentation. If work experience does not reflect course content and outcomes, the student may be denied.
- PLA Declaration Form - Students who submit a PLA application must also complete a PLA declaration form indicating which courses they have identified as eligible and plan to apply for.
- Portfolio Submission - Students shall create a Portfolio for the targeted course(s). Portfolios are reviewed by a faculty committee. There is no guarantee of earned credit for Portfolios submitted for review.

Potential Target Courses

Any graduate course may be targeted for credit for experiential learning and PLA, with the exception of residency required courses, Claremont Core® courses, and the Capstone. A total of 25% of a program can be earned with PLA.

Additional restrictions are as follows:

- Students may not seek PLA credit for a course in which credit was accepted in transfer
- Developmental, remedial, or self-help courses do not qualify as experiential knowledge
- Credits earned through Portfolio reviews are applied as transfer credit
- Credits earned through PLA do not meet eligibility for Federal Financial Aid qualification.
- Credit earned through a Portfolio review is not term-specific and, therefore, may or may not be transcribed on a student's transcript within a given term
- Credit awarded based on a Portfolio review does not qualify a student for loan deferment. Submission of a Portfolio is independent of continuous enrollment guidelines and will not update a student's attendance
- Credits earned through PLA are not guaranteed to transfer to another institution
- PLA does not apply to graduate certificate courses when a certificate is in a student's academic plan.

Contact the Experiential Learning Specialist for more information on the application process and timeline.

Grading of Portfolio Submission

If a student receives a grade of at least 80%, they will pass with a grade of "S" (Satisfactory). All credit earned through Portfolio review will be listed on the CLU transcript and noted as transfer credit (TR) and will not be calculated into the student's GPA.

A non-refundable \$550 Portfolio review fee must be paid before each submission.

In the instance of a failing score "U" (Unsatisfactory), the Portfolio may be resubmitted one time per targeted course for faculty re-evaluation. The second submission will be reviewed by the same faculty committee who reviewed the first submission. If the work remains unsatisfactory, no record will appear on the CLU transcript. Submitting further Portfolios based on that particular course is not permitted.

Credit by Course Challenge

Credit by Course Challenge allows students to demonstrate achieved learning in a specific course by completing an approved assignment demonstrating acquisition of the course learning outcomes.

For more information, please see the Credit by Course Challenge Policy.

Military Credit

CLU will review credits for military service that have been evaluated according to the American Council on Education (ACE) guidelines for Army, Navy, Coast Guard, and Marine Corps service members. Content of credit accepted in transfer may not duplicate coursework previously taken.

The evaluation of previous postsecondary education and training is mandatory/required for VA beneficiaries. For students utilizing Veterans benefits who are approved for transfer credit as a result of this evaluation, the institution will grant appropriate credit, reduce the program length proportionately, notify the student and Veterans Affairs in writing of this decision, and adjust invoicing of the VA accordingly.

Army, Navy, Coast Guard, and Marine Corps service members should submit a Joint Services Transcript (JST). CLU may accept credit from a JST based on an official evaluation of Military American Council on Education approved courses, training, or equivalent. Courses documented on a JST are evaluated according to the American Council on Education guidelines and recommendations.

- Army, Navy, Coast Guard, and Marine Corps service members should submit a JST. To order a JST, go to <https://jst.doded.mil>.

Non-Collegiate Credit

Non-collegiate credit other than exam or military service credit, such as non-collegiate courses, corporate trainings, certifications, professional licenses, etc., may be reviewed for transfer if it meets the following criteria:

- It has been evaluated according to the American Council on Education (ACE) guidelines – <https://www.acenet.edu/national-guide/Pages/default.aspx>
- It has been reviewed by National College Credit Recommendation Service (NCCRS) – <http://www.nationalccrs.org>

**Please note: Certain training and certifications may be considered technical and/or vocational and subject to transfer credit limitations. Additional documentation or requirements of re-certification may need to be met in order for credit to be awarded.

Non-Acceptance of Credit

Transfer credit will not be accepted for courses that duplicate or significantly overlap each other in content and learning outcomes. Courses which by name, content, or description are developmental, remedial, or preparatory in nature will not be accepted in transfer. This may include courses which have been evaluated by faculty content experts and are found to have learning outcomes that do not match expectations for college level learning. CLU does not accept continuing education courses unless they have been reviewed by the American Council on Education (ACE) or are degree applicable at an institution accredited by an agency recognized by the Department of Education, the Council for Higher Education Accreditation, or an appropriately recognized ministry or foreign agency, or its equivalent.

Graduate Program Requirements

Master of Arts in Organizational Leadership

The Concentration in Human Resources

The MA in Organizational Leadership with a Human Resources concentration is designed to enhance the leadership skills of those with human resource responsibilities in the organization. The purpose of this human resources online master's degree program is to equip students to become strategic partners in both for-profit and non-profit settings through the development of interpersonal competencies, critical thinking, and ethical reasoning as well as through the evaluation and analysis of the complex laws, policies, and organizational practices which govern and influence successful leadership in HR leadership.

Program Learning Outcomes

After completing the Master of Arts in Organizational Leadership with a Concentration in Human Resources students 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

Claremont Core® (3 courses)	9 credits
Required Program Courses (7 courses)	21 credits
Capstone Project (1 course)	3 credits
TOTAL	33 credits

Claremont Core®

MCC 5320 Invitation to Inquiry: Foundations of the Claremont Core® (3 credits)
 MSC 5310 Strategic Communication for Effective Leadership (3 credits)
 MCC 5321 Activating the Core: Research Methods (3 credits)

Required Program Courses

MFI 5300 Finance and Accounting for Managers (3 credits)
 MPM 5300 Project Management (3 credits)
 MHR 5302 The Strategic Role of HR in an Organization (3 credits)
 MHR 5303 Critical Issues in HR Ethics and Law (3 credits)
 MHR 5304 Workplace Diversity and Inclusion (3 credits)
 MHR 5307 Acquiring, Planning, and Retaining Human Capital (3 credits)
 MHR 5308 Training and Developing an Effective Workforce (3 credits)

Capstone Project

MCC 5332 Applying the Core: CLU Capstone (3 credits, final term registration only)
 OR
 MCC 5342 Applying the Core: CLU Capstone-SHRM (3 credits, final term registration only)

Graduate Certificates

Certificates at CLU include academic courses and are designed to extend and expand upon students' professional and academic experience. Students can receive credit for certificates, making them the building blocks for a degree program. In addition, students who already have earned a CLU degree may be able to add one or two courses to their degree plan and earn a certificate in a specialized content area. In this way, certificates are often career differentiators and leadership development opportunities.

The Lincoln Vibrant Communities Fellows Program

Executive CLU Core: Advanced Engagement for Exceptional Leaders – Lincoln Vibrant Communities (SOC 11-3131)

The Lincoln Vibrant Communities Fellows Program is a six-month, three-course graduate certificate in advanced public sector leadership with the transformative skills of the Claremont Core® (mindful, resilient leadership, strategic communication, collaboration, and change). The certificate begins and ends with immersive in-person training complemented by a fully online leadership curriculum, individual and group coaching,

expert webinars and training, and peer networking on emerging practices that help cities and counties grapple with vexing local challenges. Upon completion, fellows receive a nine-credit graduate certificate in advanced public sector leadership. Faculty includes experts with direct experience addressing issues such as infrastructure planning and finance, water management, affordable housing production and preservation, housing the unhoused, public health, climate preparedness and resilience, and more.

Certificate Overview

LMCC 5300 Invitation to Inquiry: Foundations of the Claremont Core® (3 credits)

LMSC 5300 Strategic Communication for Effective Leadership (3 credits)

LMCC 5320 Executive Leadership Skills (3 credits)

The Lincoln Vibrant Communities Teams Program Innovations and Trends in Public Administration – Lincoln Vibrant Communities (SOC 21-1099)

The Lincoln Vibrant Communities Team program is a six-month, three-course graduate certificate that brings the best of higher education and leadership to the critical work of public sector governance. It empowers leaders from public and private sector organizations to build the capacity of their teams to tackle their community's most pervasive, complex challenges. Teams of no less than five and no more than ten individual participants work alongside experts and mentors in this six-month program to build the expertise needed to achieve community-driven solutions to the challenges cities grapple with every day.

The program includes individual and group coaching, expert webinars, peer networking, and online curricula focused on public administration policies and advanced practices that are fully integrated with critical leadership skills for public sector professionals. Throughout the program, the team will focus on a specific topic of their choosing and develop a plan incorporating local solutions to some of the most challenging issues such as infrastructure planning and finance, water management, affordable housing production, and preservation, housing the unhoused, public health, climate preparedness and resilience, and more.

Certificate Overview

LMPA 5306 Change Management in Complex Organizations (3 credits)

LMPA 5307 Building Networks and Coalition Building (3 credits)

LMPA 5309 Masterplans and Policy Evolution (3 credits)

CATALOG OF GRADUATE ACADEMIC COURSES

LMCC 5300 Invitation to Inquiry: Foundations of the Claremont Core® (3 credits) In this university-wide foundational course, learners begin their engagement with the four domains that make up the Claremont Core® domains: Mindfulness, Dialogue, Collaboration, and Change. These four domains consist of transferable skills and resources that support leadership and facilitation capacities that accentuate students' professional work. Students become familiar with aspects of mindfulness and dialogue that will undergird their work. Concepts of collaboration and change leadership are also introduced, and students begin the process of locating their work in a community where positive social change can be facilitated. Finally, students also determine the scope and aim of their Capstone Projects and begin to use resources from the four Claremont Core® domains to build their research repertoire and leadership acumen.

LMSC 5300 Strategic Communication for Effective Leadership (3 credits) In Strategic Communication for Effective Leadership, students will reimagine what effective communication looks like and will build upon the principles learned in the Claremont Core® to create environments where difficult conversations can take place with both internal and external audiences. This course will equip students to tackle challenges with diverse teams using language which acknowledges and respects differences to create equitable outcomes. This course will also present students a historical perspective of the legacy and manifestation of structural inequities and other societal and cultural differences, including the unintended consequences of systemic exclusion in order to recognize and understand how to address them. In this course, students analyze self, personal strengths, and biases, and accumulate tools and communication skills in dialogue, collaboration, and bridging across divides in order to lead effectively.

LMCC 5300 Executive Leadership Skills (3 credits) In this advanced course, students build on the aspects of mindfulness and dialogue that undergird their work in fast-paced, diverse settings. Concepts of collaboration and change leadership are also enhanced. These domains move beyond knowledge into practices that will develop over time and become intrinsic parts of leadership and facilitation. This course has an action orientation that enables learners to apply their own work in these skills and facilitate mindful dialogue and collaboration in areas of greater diversity, increased conflict, and in higher-stakes settings.

The Advanced Core® course supports leaders' self-empowerment and marketability with rigorous skill-building by way of learning and applying self-empowerment practices and methods. Participants will expand their experience and knowledge with the attainment of competencies that support a purposeful and inclusive approach to real-life environments and relationships. These are elements that employers list as crucial for success: collaboration, dialogue, mindfulness, and change. Related skills that are addressed in this course include: advanced communication, negotiation/facilitation, conflict management, creativity and innovation, cognitive flexibility, and empathy.

LMPA 5306 Change Management in Complex Organizations (3 credits) This course introduces students to the study of organizational theory and change management. Students will be able to and the understanding of the functioning of complex organizations and agencies. Students will be able to understand how organizations function as whole credits and the role of individual leaders within the system. With the understanding of these complex systems, students will be able to talk about creating change to enhance diversity, equity, and inclusion. Students will gain guidance on how to prepare, equip and support individuals within the organization and the organization as a whole to successfully adapt to change in order to drive success and positive social outcomes.

LMPA 5307 Building Networks and Coalition Building (3 credits) Public Administration practitioners are consistently confronted with challenging social issues (e.g., homelessness, housing, poverty, healthcare, public safety, and mental health to name a few). Creating policy solutions in this environment requires a shift in mindset to prioritize relationships and recognize the webs of connection which allow the practitioner to recognize how people relate to the issues and organize to find solutions. In this course students will examine the history and current value of networks and the value of coalition building. They will be asked to select a case study to present where the policy outcome was driven by coalition support. Students will learn how to build and grow their professional networks to fulfill the power and potential of their policy making.

LMPA 5309 Masterplans and Policy Evolution (3 credits) In this course students will learn how to produce guiding documents for public agencies and non-profit organizations which state what the organization or other entity is and its value to the community, what the organization does, and why it does it. These planning documents provide the foundation for decision making and are an implicit contract between the public agency and the community it serves. This course will enable students to be effective strategists to meet organizational mandates and to provide frameworks for policy implementation. Students in this course will be asked to create and/or evaluate institutional strategic and master planning documents with the goal of being able to return to their organizations and leading planning efforts for the public good.

FACULTY

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