

UNDERGRADUATE CATALOG 2022 - 2023 SPRING ADDENDUM





CLAREMONT LINCOLN
UNIVERSITY

Socially Conscious Education®

2022 – 2023
Undergraduate Catalog

Spring Addendum

Effective April 25, 2023

This addendum contains supplements and updates to the 2022-2023 Undergraduate Catalog.
For the full listing of Academic Programs and University Policies and Procedures
please refer to the 2022-2023 Undergraduate 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 accredited by the WASC Senior College and University Commission (WSCUC), 1001 Marina Village Parkway, Suite 402, Alameda, CA 94501, (510) 748-9001.

To learn more about Claremont Lincoln University's WASC accreditation, please click this link:
<https://www.claremontlincoln.edu/about-claremont-lincoln/student-achievement-and-accreditation/>

For more information email: cluaccreditationliason@claremontlincoln.edu



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

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

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HISTORY OF THE UNIVERSITY

Claremont Lincoln University (CLU) was formed by the vision and passion of philanthropists Joan R. and David C. Lincoln who joined together with renowned interfaith and higher education leader the Reverend Dr. Jerry Campbell to found a new kind of university. Accredited by the WASC Senior College and University Commission (WSCUC), the University specializes in offering socially conscious degrees. David C. Lincoln (1925-2018) was an engineer, entrepreneur, philanthropist, venture capitalist, education advocate, and non-profit leader. His companies and other interests have been tremendously successful due to his business acumen and management practices, but also his ethical commitment to advancing the common good. David often said, “Good ethics is good business.” David and his wife, Joan (1927- 2016), were particular advocates for education and healthcare.

David C. Lincoln and the Reverend Dr. Jerry D. Campbell together formed a vision that was committed to two complementary concepts: the idea of the Golden Rule as transformative for society and the teaching that culture and practice of ethics in any business or endeavor creates success for individuals, society, and the economy. They believed the outcome of this approach to education would be tolerance and respect, as well as the ability to better address global problems using collaboration and cooperation to reach solutions and help repair the world. In 2008, they laid the groundwork for a university – one that would support ethical and transformative leaders equipped to bring positive social change to their communities.

Building on that foundation, CLU partners with the Lincoln Institute of Land Policy, which is a premier research institution that seeks to improve the quality of life through education, research, and application in the effective use, taxation, and stewardship of the land. CLU offers programs that equip students with the knowledge and skills needed for facilitative leadership in policy, process, governance, and resource stewardship toward equitable, cross-sector solutions to complex societal problems. All CLU programs are supported by the four domains that make up the Claremont Core®; they include 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.

Claremont Lincoln University continues to be deeply committed to ethical leadership, dynamic organizations, and Socially Conscious Education®. Our students are changemakers who step up, take a stand, and initiate change as thoughtful and dynamic leaders. The students’ Senior Projects and Capstone Projects are the most immediate and visible example of this impact. CLU provides innovative undergraduate and graduate offerings with a global view while revolutionizing the online educational experience for students. The CLU curricula provide the keys to unlock students’ potential to build communities, bridge gaps, and solve complex problems. CLU was designed from the very beginning to create a student experience unlike other universities delivering programs through innovative educational technology and digital tools, combined with a signature high-touch engagement model, which sets CLU apart, providing deep, transformative teaching and learning.

PURPOSE OF THE UNIVERSITY

Mission Statement

Claremont Lincoln University unlocks the potential of current and future leaders who seek to address significant social, economic, and environmental challenges.

Adopted by the Board of Directors on February 24, 2023

Vision

A world transformed by ethical leaders and engaged communities.

Core Values

Excellence in Education and Student Success

- By fiercely supporting student success, we pioneer the future of learning and leadership.
- To promote excellence in teaching and learning, we champion scholar-practitioner expertise as vital to the effectiveness of our Claremont Core® and programs.
- Through our commitment to highly engaging curricula and teaching, we ensure that active learners become transformative leaders.

Catalysts for Change

- Committing to innovative thinking about the purposes and practices of learning, we champion our mission and educate for change, focusing on action and impact.
- Responding to current and future challenges, we embrace new ideas and novel solutions to transform the world through ethical leaders and engaged communities.

Ethical & Responsible

- Through mutual accountability and ownership, we educate and lead with ethics, integrity, and sustainable business practices.
- Dedicated to academic integrity and equity, we foster measured, reasonable, and intentional dialogue and collaboration.

Diversity & Inclusion

- To sustain CLU's distinctiveness, we cultivate a culture of inquiry, inclusion, and trust for robust dialogue and lasting collaboration.
- By valuing different perspectives, we encourage rich and expansive engagement that leads to creative, collective outcomes.

Institutional Learning Outcomes

By the end of a program, a learner will be able to:

1. Demonstrate personal, professional, and social agility in serving multiple perspectives through dialogue, collaboration, and decision-making.
2. Achieve constructive results in complex and dynamic situations.
3. Negotiate agreements for mutual gain and drive conflict resolution.
4. Apply key critical thinking skills, evaluate real-world problems, and implement successful solutions.
5. Practice the ethics of the Golden Rule as compassionate and transformative leaders.

THE CLAREMONT CORE®



To support the mission and vision of Claremont Lincoln University (CLU), the Claremont Core®, and its four domains of mindfulness, dialogue, collaboration, and change, were integrated throughout all programs. In an increasingly interconnected world, leaders who want to make positive, sustainable change need to develop the critical perspectives and collaborative skills necessary to reach across traditional barriers of ideology, culture, and economics. The Claremont Core® takes students through a process of personal and professional leadership skill development, beginning with self-awareness and building the skills needed to collaborate with others and society at large effectively. These transferable skills and resources support leadership and facilitation capacities that accentuate students' professional work and impact.

CLU's research methodology and signature assignments support the transferable leadership skills that will differentiate forward-thinking leaders needing to foster progress through exchanging ideas, building relationships, and using information effectively for the greatest impact. Often universities have been reluctant to teach these skills because they can be difficult to teach and measure. At CLU, the curricula design both teaches and measures these skills, which sets our programs – and graduates – apart.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

Claremont Lincoln University embraces diversity in its student body, faculty, and staff and views this as a critical component of the tenets of the Claremont Core®. Further, CLU strives to engage students, faculty, and staff in an optimally inclusive learning environment leading to the sense and confidence of belonging for all and anchored in the mission of the University. We hold ourselves accountable to the active pursuit of diversity and intentional, meaningful inclusion as integral to demonstrate equitable experiences and outcomes for all CLU students, staff, and faculty.

CLU does not discriminate on the basis of race, color, national origin, sex, gender, gender identity, gender transition status, pregnancy, physical or mental disability, medical condition, genetic information, ancestry, marital status, age, sexual orientation, citizenship, or service in the armed services, including protected veterans, or any other characteristic protected by law, in the administration of its educational programs, recruitment, activities, policies, or employment. Additionally, the University prohibits harassment based on the above protected characteristics of students, applicants, alumni, faculty members, employees, vendors, contractors, or any others participating in any educational program or otherwise associated with the University. The University complies with federal and state equal opportunity laws and regulations and finds harassment and discrimination to be antithetical to the University's mission, values, and educational goals.

Beyond our commitment to nondiscrimination and an environment free of harassment, CLU works proactively to invite the many and varied contributions of all faculty and staff as we support all students to bring their authentic selves to their educational experience. We understand that diversity is representation of difference, inclusion is embracing diverse representation and that all voices are valued, and equity requires us to build and maintain strategies to ensure access and opportunity regardless of any trait or characteristic.

OVERVIEW OF UNDERGRADUATE ACADEMIC PROGRAM

Claremont Lincoln University offers a Bachelor of Arts in Organizational Leadership degree completion program. For details, please refer to the degree program requirements later in this catalog. For graduate programs, refer to the Graduate Catalog.

Bachelor of Arts in Organizational Leadership Degree Completion Program

The Bachelor of Arts in Organizational Leadership (BOL) at CLU is a student-centered, fully online degree completion program with a strong focus on providing the necessary competencies needed by future leaders to be self-sufficient thinkers and lifelong learners. These competencies will support the student across four areas: leadership development, analytical thinking, collaborative relationships, and strategic leadership. This program has a comprehensive curriculum designed to allow students to learn skills that can be applied to lead organizations in a globally competitive environment. Through this program, students will learn to develop their leadership style by effectively practicing a variety of skills essential in organizational settings that will equip them to be open-minded, solve problems creatively, and lead with integrity. The Claremont Core® concepts of mindfulness, dialogue, collaboration, and change are integrated throughout the courses in various activities to support the CLU mission. The program includes foundational courses, a Senior Project, and the option of selecting between three concentrations.

Program Learning Outcomes (PLO's)

Upon completion of the Bachelor of Arts in Organizational Leadership, students will be able to demonstrate proficiency in the following areas:

1. **Leadership Development:** Implement key ethical leadership skills in personal and professional contexts.
2. **Analytical Thinking:** Evaluate information about organizational challenges to achieve manageable solutions or opportunities.
3. **Collaborative Relationships:** Facilitate collaboration by utilizing effective communication skills to foster a culture of support and community.
4. **Strategic Leadership:** Design strategies that include consideration of problems, opportunities, continuous learning, and research-based decision-making to achieve innovative solutions.
5. **Integrate the Claremont Core®:** Develop a compassionate leadership style that utilizes mindfulness and dialogue for collaboration and positive change.

ACADEMIC CALENDAR

2022-2023 Undergraduate Academic Calendar

JULY 2022 TERM

July 11	Term Start
July 11	Add Deadline
July 18	Last Day to Drop
August 12	Withdrawal Deadline
September 4	End of Term
September 5	University Holiday - Labor Day
September 9	Grades Post

AUGUST 2022 TERM (EARLY ENTRY)

August 22	Early Entry Term Start (New Full-time Students only)
August 22	Add Deadline
August 29	Last Day to Drop
September 5	University Holiday - Labor Day
September 23	Withdrawal Deadline
October 16	End of Term
October 21	Grades Post

SEPTEMBER 2022 TERM

September 12	Term Start
September 12	Add Deadline
September 19	Last Day to Drop
October 14	Withdrawal Deadline
November 6	End of Term
November 11	Grades Post

NOVEMBER 2022 TERM

November 14	Term Start
November 14	Add Deadline
November 21	Last Day to Drop
November 24-25	University Holiday - Thanksgiving Day
December 16	Withdrawal Deadline
December 23	University Holiday
December 26	University Holiday

December 30	University Holiday – New Year’s Eve Observed
January 2	University Holiday - New Year's Day Observed
January 8	End of Term
January 13	Grades Post

JANUARY 2023 TERM

January 16	University Holiday – Martin Luther King Jr. Day
January 16	Term Start
January 16	Add Deadline
January 23	Last Day to Drop
February 17	Withdrawal Deadline
February 20	University Holiday – President’s Day
March 12	End of Term
March 17	Grades Post

FEBRUARY 2023 TERM (EARLY ENTRY)

February 27	Early Entry Term Start (New Full-time Students only)
February 27	Add Deadline
March 6	Last Day to Drop
March 31	Withdrawal Deadline
April 23	End of Term
April 28	Grades Post

MARCH 2023 TERM

March 20	Term Start
March 20	Add Deadline
March 27	Last Day to Drop
April 21	Withdrawal Deadline
May 14	End of Term
May 19	Grades Post

MAY 2023 TERM

May 22	Term Start
May 22	Add Deadline
May 29	University Holiday – Memorial Day
May 29	Last Day to Drop
June 23	Withdrawal Deadline
July 4	University Holiday – Independence Day
July 16	End of Term
July 21	Grades Post

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 every accredited post-secondary institution attended
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 and include official transcripts from *all* colleges and universities attended. Send directly to:

Claremont Lincoln University Attn: Admissions
150 W. First Street Claremont, CA 91711
admission@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. After admission and receipt of official transcripts, evaluation of transferable credit will be completed.

Some schools participate in electronic transcript exchange; CLU will accept official electronic transcripts from approved service providers. CLU accepts electronic transcripts from eSCRIP-SAFE, National Student Clearinghouse, and Parchment. The school from which the transcript will be ordered can supply instructions if any of these services are in use. Submit all other official transcripts to:

Claremont Lincoln University
Attn: Admissions
150 W. First Street Claremont, CA 91711
admission@claremontlincoln.edu

Technical Requirements

By applying for university admission, students acknowledge that they meet the minimum technical requirements to complete coursework in CLU's 100% online learning environment, including suitable access to a computer with internet connectivity and a compatible web camera. Computers with a built-in camera are acceptable. For the full list of technical requirements, please visit <https://www.claremontlincoln.edu/admission/>.

ADMISSION REQUIREMENTS

Admission to a degree program at CLU is a holistic process. All aspects of a student's record are evaluated in making an admission decision, with an emphasis placed on a student's academic success and potential. Incomplete applications will not be reviewed. Final selection of students shall be made by CLU, which reserves the right to deny admission to any applicant for any lawful reason. Qualified students are admitted in compliance with federal and state non-discrimination laws. CLU complies with the Rehabilitation Act of 1973 and the Americans with Disability Act.

Admission to the Bachelor's Degree Completion Program

To be considered for admission into the Bachelor's Degree Completion Program applicants must meet university requirements and be considered an "upper-division transfer student." Applicants who have completed 60 transferable semester (90 quarter) credits of college coursework are considered upper-division transfer students. Transferable courses are those designated for baccalaureate credit by the college or university offering the courses and accepted as such by CLU. Most commonly, college level credits earned from an institution of higher education accredited by an agency recognized by the Department of Education or the Council for Higher Education Accreditation (CHEA) are accepted for transfer. International admission requirements are detailed separately in the Undergraduate International Admission section of this catalog.

Applicants will be considered for admission if they meet the following requirements. Applicants who do not meet all requirements may be denied admission:

- Have at least 60 transferable semester (90 quarter) credits including the necessary General Education requirements. Credits may be transferred from the following:
 - Accredited/recognized institutions
 - Approved testing agencies such as CLEP, AP, DSST, IB Higher Level
 - International coursework which must be evaluated by an approved credit evaluation service.
- Have earned a grade of "C" or better in all college-level courses accepted for transfer
- Have an overall minimum transferable cumulative grade point average of 2.00 or higher
- Be proficient in the English language. Students must obtain a minimum English Language Proficiency Exam score if:
 - They have not attended a high school/secondary level education institution where English was the principal language of instruction for at least three years full time OR
 - They have not completed a transferable college-level English Composition course from a recognized United States post-secondary institution, with a grade of "C" or better

Conditional Admission Requirements

Conditional admission may be granted to students who do not fulfill the standard admission requirement of 60 transferable semester credits. Students who possess a minimum of 45 transferable semester credits, with at least 18 credits meeting the general education requirements, may qualify for conditional admission. Conditionally admitted students may need to complete remaining general education at an institution outside of Claremont Lincoln University (CLU). All program, general education, and elective credit requirements must be satisfied before a degree is awarded by CLU. Additionally, all units must be completed within the degree completion time frame.

English Proficiency Exam Score

Regardless of citizenship, all applicants whose native language is not English and who do not qualify for a waiver are required to submit proof of English Language Proficiency before an admissions decision can be made.

These students must submit one of the following to satisfy the English language proficiency requirement:

- The DuoLingo English test, with a minimum score of 90, completed within the last 5 years
- The Test of English as a Foreign Language (TOEFL) with a minimum score of 60 on the Internet exam, 173 on the computer exam, or 60 on the paper exam completed within the last 5 years
- The International English Language Testing System (IELTS), including the academic writing and academic reading modules, with a minimum score of 5.0 completed within the last 5 years
- An official transcript indicating a grade of “C” or higher (2.00 on a 4.00 scale) in a transferable English composition course from an accredited/recognized U.S. institution completed within the last 3 years
- An official transcript indicating the applicant has passed the U.S. General Education Development (GED) test within the last 5 years
- An official transcript indicating completion of an Associate of Arts or an Associate of Science degree from a U.S. accredited/recognized institution with an overall GPA of 2.00 (on a 4.00 scale) or higher
- An official transcript showing completion of a baccalaureate or master's level credential from an accredited/recognized U.S. institution with an overall GPA of 2.00 (on a 4.00 scale) or higher
- An official evaluation showing completion of a high school, baccalaureate, or master's level equivalent to an accredited/recognized U.S. institution from an English-speaking country listed on the CIA World Factbook website (<https://www.cia.gov/the-world-factbook>)

While alternative English proficiency measures may be considered, the DuoLingo English test, Test of English as a Foreign Language (TOEFL), or International English Language Testing System (IELTS) exams are preferred. Please note that CLU is not a certified Student and Exchange Visitor Program (SEVP) school, therefore, does not participate in the issuing or recertification of student visas.

Admission for those with AA or AS Transfer Degree

AA and AS transfer degrees are accepted in full as completion of the total number of credits as long as the degree contains 39 or more general education credits, 60 transferable semester (90 quarter) credits of college coursework, and/or is accepted by the student's state of residence as a transfer-equivalent degree.

Please note: AAS degrees are not accepted in full block transfer but evaluated on a course-by-course basis for program and general education transfer.

Admission for those with AAS or Lacking an AA or AS Transfer Degree

Applicants who do not have a transfer-focused AA or AS, but have completed 60 or more credits of coursework at accredited, Department of Education and CHEA recognized colleges or universities, may be eligible for admission.

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.

A maximum of 60 lower-division semester credits will transfer from accredited/recognized institutions.

- Have at least 60 transferable semester (90 quarter) credits including the necessary General Education requirements. Credits may be transferred from the following:
 - Accredited/recognized institutions
 - Approved testing agencies such as CLEP, AP, DSST, IB Higher Level (30 units maximum)
 - International coursework which must be evaluated by an approved credit evaluation service.

- Students must have completed at least 33 credits of general education courses to be admitted. Students without 33 or more general education credits will not be admitted until they have satisfied this admission requirement.
- Have earned a grade of “C” or better in all college-level courses accepted for transfer.
- Have an overall minimum transferable cumulative grade point average of 2.00 or higher.
- Credits are evaluated on a course-by-course basis for the major, concentration, and general education requirements.

CLU honors any state’s approved guaranteed general education transfer pathway (with a minimum GPA of 2.0 and a “C” in English Composition, Oral Communication or its equivalent, and college-level Mathematics courses).

Alternative Credit

Students may also qualify for specific or block credit through approved tests, credit from approved providers, ACE-certified military courses, training, or equivalent, or CLU’s credit for prior learning assessment and credit for experiential learning process. A maximum combination of credits that can be applied toward the degree may not exceed 90 credits or 75% of the total degree program. Transferable credits and credit for prior learning do not replace courses in the Claremont Core® (see additional information in the section below).

General Education Requirements for Admission and Completion

CLU’s Bachelor of Arts in Organizational Leadership (BOL) degree completion program requires a minimum of 39 semester credits of general education. Of these, 33 should be completed prior to admission. Six of the 39 required general education credits must be taken at CLU.

At entry, students will complete two (6 credits) foundational student success general education courses, which are required to be taken at CLU and cannot be exempted through transfer or other means. In addition to the general education requirement, the BOL includes the required Claremont Core®, a CLU signature general curriculum on leadership, ethics, and equity (see detail below).

The general education credits should represent the broad areas of general study, following the guidelines below.

- English Language, Communication, and Critical Thinking - 9 semester credits
 - 3 credits fulfilled at CLU by BFC 3302 Academic Writing and Research
 - 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 3301 Academic Success and the Claremont Core®

Once admitted, students must complete six credits of specific foundational general education courses at CLU with a “C” (2.0 GPA) or higher within the first three terms of CLU’s baccalaureate completion program.

- CLU Degree Completion Student Success Courses: 6 credits (non-waivable)
 - BFC 3301 Academic Success and The Claremont Core® (3 units)
 - BFC 3302 Academic Writing and Research (3 units)

Undergraduate International Admission

International applicants are defined as individuals who completed their coursework at an institution outside the United States.

Undergraduate applicants who have completed coursework at one or more institutions outside the United States must have their transcripts reviewed by an approved credit evaluation service in order to be considered for admission. Applicants should verify the credit evaluation service is an approved provider before ordering an official transcript evaluation. Official transcript evaluations must be sent directly from the evaluation service to CLU. As a minimum, the evaluation must indicate equivalency to the completion of a bachelor's degree from an accredited/recognized institution and include cumulative GPA.

Undergraduate applicants who have not completed an undergraduate degree from an accredited/recognized institution located in the United States or in one of the English speaking countries listed on the CIA World Factbook website (<https://www.cia.gov/the-world-factbook>) must also demonstrate an appropriate level of English language proficiency.

These students must submit one of the following to satisfy the English language proficiency requirement:

- The DuoLingo English test, with a minimum score of 90, completed within the last 5 years
- The Test of English as a Foreign Language (TOEFL) with a minimum score of 60 on the Internet exam, 173 on the computer exam, or 60 on the paper exam completed within the last 5 years
- The International English Language Testing System (IELTS), including the academic writing and academic reading modules, with a minimum score of 5.0 completed within the last 5 years
- An official transcript indicating a grade of “C” or higher (2.00 on a 4.00 scale) in a transferable English composition course from an accredited/recognized U.S. institution completed within the last 3 years
- An official transcript indicating the applicant has passed the U.S. General Education Development (GED) test within the last 5 years
- An official transcript indicating completion of an Associate of Arts or an Associate of Science degree from a U.S. accredited/recognized institution with an overall GPA of 2.00 (on a 4.00 scale) or higher
- An official transcript showing completion of a baccalaureate or master's level credential from an accredited/recognized U.S. institution with an overall GPA of 2.00 (on a 4.00 scale) or higher
- An official evaluation showing completion of a high school, baccalaureate, or master's level equivalent to an accredited/recognized U.S. institution from an English-speaking country listed on the CIA World Factbook website (<https://www.cia.gov/the-world-factbook>)

While alternative English proficiency measures may be considered, the DuoLingo English test, Test of English as a Foreign Language (TOEFL), or International English Language Testing System (IELTS) exams are preferred. Please note that CLU is not a certified Student and Exchange Visitor Program (SEVP) school, therefore, does not participate in the issuing or recertification of student visas.

Undergraduate Admission Decision Appeals

Applicants who have been denied admission may appeal to the Chief Academic Officer (CAO) if they believe the Admissions Committee did not fully consider all factors regarding their qualifications. The CAO Admission Decision Appeal Form and additional documentation demonstrating the capacity for successful degree completion are required to appeal to the CAO. Admission appeals must be received within 3 weeks of the admission denial notification. The decision of the CAO is final.

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, including the CLU Claremont Core®.

- CLU evaluates undergraduate credits for transfer from higher education institutions in good standing and accredited by an agency recognized by the Department of Education or the Council for Higher Education Accreditation (CHEA)
- Undergraduate academic credit awarded by recognized institutions within the last ten years
- Remedial and vocational/technical diploma courses will not be accepted
- The final grade posted for each potential transfer course is a “C” grade (2.0) 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 students have matriculated and met the general education requirements, they must complete remaining required degree courses with CLU
- Students must complete the required residency required courses at CLU
- When making substitutions for courses within the major or concentration, coverage of 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. As indicated above, 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 3302 Academic Writing and Research
 - 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 3301 Academic Success and the Claremont Core®

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

General Education Courses not Eligible for Transfer

Six foundational student success credits must be taken at CLU:

- BFC 3301 Academic Success and The Claremont Core® (3 units)
- BFC 3302 Academic Writing and Research (3 units)

Claremont Core® and Major Courses not Eligible for Transfer

In addition, students will complete CLU's Claremont Core® (a signature general curriculum on leadership, ethics, and equity), comprising 24 upper-division Claremont Core® credits (including the Senior Project) must be taken at CLU.

- BOL 3301 The Mindful Leader (3 units)
- BOL 4301 Vision, Creativity, and Innovation (3 units)
- BOL 4304 Collaborative Leadership (3 units)
- BOL 4305 Organizational Research, Analysis, and Decision Making (3 units)
- BOL 4306 Organizational Dialogue (3 units)
- BOL 4307 Building Diversity, Equity, and Inclusion in Organizations (3 units)
- BOL 4308 Change Leadership (3 units)
- BOL 4310 CLU Senior Seminar (3 units)

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), approved third-party certified learning, and credit by exam. 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 their prior professional experience to receive credit based on course-equivalent learning.

The CLU PLA process consists of two 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 objectives, the student may be denied

- Portfolio Project Submission - Students shall create a Portfolio Project for the targeted course(s). There is no guarantee of earned credit for Portfolio Projects 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 with 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, and Straighterline
- 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 the Portfolio Project must have taken place following the student's graduation from high school
- Credits earned through Portfolio Project reviews are applied as transfer credit
- Credits earned through PLA do not meet eligibility for Federal Financial Aid qualification. Credit earned through Portfolio Project 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 Portfolio Project review does not qualify a student for loan deferment. Submission of a Portfolio Project 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
 - Students are strongly encouraged to complete their Portfolio Projects within 8 weeks of when permission is granted, as course content is updated regularly. Students have 16 weeks to complete their approved PLA Portfolio Projects

Contact the Student Success Coach for more information on the application process and timeline.

Grading of Portfolio Submission

If a student receives a grade of at least 73% ("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.

The non-refundable \$150 Portfolio Project review fee must be paid before each submission.

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

Additional PLA Reviews

Students must submit one PLA Program Application per course targeted and may be approved to target up to 10 courses. A student may seek approval to submit a Portfolio Project for a course for which they did not initially apply at a later date. In order to do this, the student must contact their Student Success Coach and complete an additional PLA Program Application.

Credit by Course Challenge

Credit by Course Challenge allows students to demonstrate achieved learning in a specific course by completing an approved final examination or a culminating research, equivalent project, or assignment demonstrating acquisition of the course learning outcomes. Successful credits earned are considered Claremont Lincoln University credits and thus, applied 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 examination or credit by submission of required final project or paper. Students must meet the following requirements:

- The course is approved for a course challenge and applies to the program the student is pursuing
- The student completes the course challenge with a score or grade equivalent to a “C” or higher
- The student has not previously failed the course at CLU
- The student has met the prerequisites for the selected course challenge
- The student is in good academic standing
- The student may not course challenge any of the required residency courses

Students interested in Credit by Course Challenge should contact the Student Success Coach for further details.

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.ibo.org).

StraighterLine

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 American Council on Education benchmarks. Please note that not all tests are accepted and students who are interested should contact the Student Success Coach for more information. The transcript request process can be found at <https://www.straighterline.com/colleges/claremont-lincoln-university/>.

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. 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. Regarding Military Training and Occupational Listings: CLU may accept credit from a JST based on an official evaluation for Military American Council on Education approved courses, training, or equivalent.

Courses 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-force-transcripts>. 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 a regionally accredited institution.

Dual Credit toward a CLU Master's Degree

Students with a CLU cumulative GPA of 3.0 or higher may choose to substitute up to 9 credits or three Claremont Core® graduate courses for selected undergraduate Claremont Core® courses, thus accelerating the completion of a CLU Master's degree. All students will be informed of the option at program entry. The three undergraduate courses eligible for replacement with their graduate-level counterparts include:

- BOL 4305 Organizational Research, Analysis, and Decision Making (3 units)
- BOL 4306 Organizational Dialogue (3 units)
- BOL 4307 Building Diversity, Equity, and Inclusion in Organizations (3 units)

Students must earn a grade of "C" or higher in the graduate level course for the credit to be applied to the master's program.

STUDENT FINANCIAL SERVICES

Tuition, Payments, and Refunds

Tuition*

All Bachelor of Arts Degree Programs \$250 per unit

**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.*

Payment Policy for Tuition and Fees

Tuition at Claremont Lincoln University is billed after census date (eighth day of the term). Students do not incur any charges until this time. CLU encourages its students to engage in responsible borrowing. As such, we offer two methods for students to make cash payments toward their tuition. Students may either (1) remit full tuition for the term in one payment due on or before the eighth day of the term or (2) make two payments in installments as follows:

Payment 1: 25% of tuition due by the fifteenth day of the current term

Payment 2: Tuition balance on or before the last day of the current term

Students may make payments in increments that work best for them provided they adhere to the above schedule (e.g., a student may make biweekly payments throughout the term provided their entire balance is paid by the end of the term). If a student requires a personalized payment plan that deviates from CLU's standard installment plan, the student must contact the Student Accounts Office at studentaccounts@claremontlincoln.edu to discuss their options and sign a personalized payment plan agreement. All payment plans will require that students pay their term tuition balance in full by the end of the term.

Students who do not comply with the payment policy may have a hold placed on their current course restricting access or they may be administratively dropped or withdrawn from courses or the university. Students will be dropped from future classes if they have a balance due for a prior term's tuition.

Documentation of federal financial aid in the form of a signed award letter can be used to comply with the tuition policy. Students receiving outside scholarships or employer tuition assistance may be able to submit documentation of these funding sources to comply with the tuition policy.

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.

A 100% refund of tuition will be issued for students who drop through the eighth calendar day of the term.

Students who submit an official written request to withdraw from a course through the end of the withdrawal period noted on the academic calendar will be issued a refund based on their last date of interaction (LDI) in the course. Tuition charged will be equal to the percentage of the course attended and the remainder will be refunded. Refunds will be processed within 45 days of the date of determination (40 days for residents of Wisconsin).

Example:

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

Withdrawal requests will not be accepted after the end of the withdrawal deadline for the term regardless of the last date of interaction. After the withdrawal deadline students may no longer withdraw and will be charged full tuition for their course(s).

Students have several payment options. Payments may be made by check or online with a credit card (Visa, MasterCard, American Express).

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

A 100% refund of tuition will be issued for students who drop through the eighth calendar day of the term. Students who submit an official written request to withdraw from a course through the end of the withdrawal period noted on the academic calendar will be issued a refund based on their last date of interaction (LDI) in the course. Tuition charged will be equal to the percentage of the course attended and the remainder will be refunded. Refunds will be processed within 45 days of the date of determination (40 days for residents of Wisconsin).

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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).

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

Non-degree students are not eligible for Financial Aid.

FINANCIAL AID

Claremont Lincoln University prioritizes providing affordable tuition to all students. In addition to providing scholarship opportunities when funding is available, and participating in approved employer reimbursement programs, CLU offers Federal financial aid for the undergraduate level that comes in the form of grants, subsidized loans, unsubsidized loans, Parent PLUS loans, and military benefits. Students may contact the Office of Student Financial Services for information related to undergraduate education funding options.

Office of Student Financial Services

Office Hours: Monday – Friday 8:30 a.m. – 5:00 p.m. Pacific Time

150 West First Street Claremont, CA 91711
Ph: (909) 667-4428
Fax: (909) 399-3443
Email: financialaid@claremontlincoln.edu

Eligibility for Federal Financial Aid Assistance

- Demonstrate financial need by submitting a Free Application for Federal Student Aid (FAFSA)
- Student must be a U.S. Citizen, permanent resident, or other eligible non-citizen
- Have a high school diploma or General Education Development (GED)
- Student must be enrolled in an undergraduate program at least half-time. Six credits per term is considered half-time enrollment for undergraduate students at CLU
- Student must have a valid Social Security number
- Student must not owe a refund from any federal grant program or loan or be in default on any federal loan
- Student must make satisfactory academic progress towards degree completion

How to Apply for Federal Financial Aid

Step 1: Once a student has confirmed their enrollment, the Office of Student Financial Services will present funding options.

Step 2: Students who intend to use federal financial aid must complete a Free Application for Student Aid (FAFSA) online at <https://www.fafsa.ed.gov>. (CLU School Code: 042536).

Step 3: The Office of Student Financial Services will set up a financial aid counseling appointment to review options.

Step 4: The student will receive an award offer letter, credit balance delivery option form, and an informational packet regarding undergraduate financial aid.

Step 5: All borrowers must complete a Master Promissory Note (MPN) and entrance counseling at www.studentloans.gov. (CLU School Code: 042536).

Types of Aid

Scholarships

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

Students who receive a scholarship must maintain Satisfactory Academic Progress (SAP). Students who withdraw from classes or the program, earn less than a passing grade in any class, or who fail to maintain good academic standing are subject to loss of their scholarship.

Federal Pell Grant

Pell Grants are only awarded to undergraduate students working on their undergraduate degrees. The Pell Grant, unlike a loan, does not need to be repaid and it is eligibility based on need. To be considered for the Pell Grant a student must complete a Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov annually.

The Federal Pell Grant amount is determined by the Expected Family Contribution (EFC) listed on the Student Aid Report and the student's enrollment status each term. Students who attend full-time (at least 12 credits per term)

would receive their full annual Pell Grant in four terms at CLU. Pell Grants are re- evaluated each federal award year that runs July 1 through June 30.

Federal Stafford Loans

Claremont Lincoln University participates in several loan programs designed to offer low-interest funding to students who need to borrow money to cover the costs of education. This consists of the Federal Stafford loan program, which requires students to be enrolled at least half-time (at least 6 credits) in order to qualify.

Subsidized and Unsubsidized Stafford Loans

- A subsidized loan is awarded on the basis of financial need. The federal government pays the interest while a student is in school and during grace and deferment periods
- An unsubsidized loan is not awarded on the basis of need. You'll be charged interest from the time the loan is disbursed until it's paid in full. If you allow the interest to accrue while you're in school or during other periods of nonpayment, it will be capitalized—that is, the interest will be added to the principal amount of your loan, and additional interest will be based on that higher amount

CLU has not partnered with any lending institutions and does not offer private student loans. Students may seek additional funding through various private loans sources on their own and are subject to the terms and conditions set forth by their lender.

Academic Terms

CLU offers undergraduate programs year-round with bi-monthly start dates and eight-week courses within a semester framework. Courses are typically three semester-based credits, requiring 10-12 hours of direct instruction and student work per week, per course. For financial aid purposes, CLU follows a borrower’s based academic year, which encompasses 32 weeks of instructional time with year-round terms. This definition applies to all programs and is greater than the minimum requirement set forth by Federal Student Aid (FSA). Payment periods are determined by terms. Course syllabi detail student participation and student-faculty engagement expectations.

Student Budget

The 2021-2022 Cost of Attendance (COA) is used to calculate financial aid eligibility. CLU 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.

2021-2022 Cost of Attendance (4 Terms/8 Months)*

	w/Parent	Off-Campus
Tuition	\$6,000	\$6,000
Books & Supplies	\$800	\$800
Room & Board	\$7,000	\$10,000
Miscellaneous	\$8,000	\$8,000
	TOTAL \$21,800	TOTAL \$24,800

* All price data is sourced from the 2021/2022 U.S. Department of Education National Center for Education Statistics survey.

Disbursement of Federal Financial Aid Funds

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

Credit Balances and Refunds

When financial aid is disbursed and/or payments are made, the funds will be applied toward the student's allowable costs on their student account. If the amount of credit to the student's account totals more than the billed amount, the excess funds will be refunded. Federal regulation requires a credit balance to be issued directly to the student within 14 days.

The University processes refunds based on a published refund processing schedule and in a manner that complies with the Department of Education requirements for refunding federal financial aid funds.

When payments are made on behalf of a student via a private donor (benefactor, private scholarship fund, etc.), any applicable refunds will be issued to the original source.

Return of Title IV Funds

"Return to Title IV Funds" is a federally mandated policy that applies to students who receive federal financial aid and who withdraw, drop, or are dismissed prior to completing 60% of a term. Title IV financial aid funds are awarded under the assumption that a student will attend the institution for the entire period in which federal assistance is provided. When a student ceases academic attendance prior to the end of that period, the student may no longer be eligible for the full amount of federal funds that the student was originally scheduled to receive. Return to Title IV (R2T4) will be used to determine how much aid, if any, must be returned to Title IV programs. At CLU, this would include any Federal Direct Unsubsidized loan funding. CLU will return any Title IV funds no later than 45 days from the date of determination.

CLU will return Title IV funds in the following order:

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

The portion of financial aid to be returned is determined by the percentage of financial aid not earned by the student. The percentage of unearned aid is calculated using the following formula:

% earned = # of days completed up to the withdrawal date ÷ total # of calendar days in term

Based on these federal guidelines, any student who receives federal financial aid and does not complete at least 60% of the term is responsible for repaying a portion of the aid they received. A student who remains enrolled beyond the 60% point is considered to have earned 100% of their financial aid.

The Return to Title IV Funds policy is separate from the University's refund policy. A student who withdraws from the university prior to the 60% completion point may be required to return unearned federal aid and still owe the University for tuition and fees.

Annual Loan Limits for Stafford Loans

Federal Stafford loans have both annual limits and lifetime limits for what a student is permitted to borrow. These limits are based on an undergraduate's classification (e.g. 1st Year, 2nd Year, 3rd Year, and 4th Year) and whether a student is considered Dependent or Independent, based on results from the FAFSA application.

Dependent Undergraduate Student:

- 1st Year \$5,500 – only \$3,500 may be subsidized
- 2nd Year \$6,500 – only \$4,500 may be subsidized
- 3rd and 4th years \$7,500 – only \$5,500 may be subsidized
- Lifetime Maximum Limit \$31,000 – only \$23,000 may be subsidized

Independent Undergraduate Student:

- 1st Year \$9,500 – only \$3,500 may be subsidized
- 2nd Year \$10,500 – only \$4,500 may be subsidized
- 3rd and 4th years \$12,500 – only \$5,500 may be subsidized
- Lifetime Maximum Limit \$57,500 – only \$23,000 may be subsidized

Federal Plus Loan

CLU also participates in the loan program for Dependent students that can be borrowed by the student's parent. Awarding of this loan is subject to credit approval. Parents, step-parents, or adoptive parents may apply. Completion of the FAFSA is required for the PLUS loan. Yearly loan limits are calculated at the time the PLUS loan is awarded and are dependent on the student's Estimated Cost of Attendance. The interest rate and origination fees vary depending on the date of disbursement.

Financial Aid Exit Counseling

Students in their final term should complete exit counseling at www.studentaid.gov. This is a mandatory requirement for all Title IV recipients. Failure to complete exit counseling may result in a hold preventing conferral of a student's degree and/or issuance of diploma. Students should confirm completion of exit counseling with the Office of Student Financial Services.

Financial Aid Disclosures

- CLU does not currently participate in Study Abroad programs therefore federal financial aid is not awarded for that purpose
- Title IV recipient loan information will be submitted to the National Student Loan Data System (NSLDS) and will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system

Veteran's Benefits and Military Tuition Assistance

Veteran's Benefits

CLU is approved by the California State Approving Agency for Veteran's Education (CSAAVE) for the education of veterans, active-duty personnel, reservists, and eligible dependents under current law. Information about veteran's benefits is available at www.gibill.va.gov.

Information on applying for veteran's benefits and enrollment procedures may be obtained from the Department of Veterans Affairs <http://vabenefits.vba.va.gov/vonapp/>. All policies and procedures pertaining to Veteran's Benefits may be found in our Veteran Affairs Information bulletin at <https://www.claremontlincoln.edu/students/>.

Compliance with VA 3679(e)

In compliance with VA 3679(e), CLU does not charge additional fees or terminate enrollment for delays in processing funds if a student has provided a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33.

VA Basic Allowance for Housing

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

Military Tuition Assistance

CLU is approved by the U.S. Department of Defense for the education of military students utilizing their Tuition Assistance benefits. Each military branch has its own tuition assistance form and procedures. Please contact your local education center for eligibility information.

Complaint Policy

The Student Complaint & Grievance Policy in this catalog outlines the process for submitting a complaint or grievance with the University. 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
Ph: (916) 431-6924
Fax: (916) 263-1897

Students residing outside of California may find contact information for their state agency at <https://wcetsan.wiche.edu/resources/student-complaint-information-state-and-agency>.

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.

A 100% refund of tuition will be issued for students who drop through the eighth calendar day of the term. Students who submit an official written request to withdraw from a course through the end of the withdrawal period noted on the academic calendar will be issued a refund based on their last date of interaction (LDI) in the course. Tuition charged will be equal to the percentage of the course attended and the remainder will be refunded. Refunds will be processed within 45 days of the date of determination (40 days for residents of Wisconsin).

Example:

Student's LDI is day 22 of a 56 day term = 22/56
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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).

Non-Degree Student Payment and Refund Policy

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

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

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

A 100% refund of tuition will be issued for students who drop through the eighth calendar day of the term. Students who submit an official written request to withdraw from a course through the end of the withdrawal period noted on the academic calendar will be issued a refund based on their last date of interaction (LDI) in the course. Tuition charged will be equal to the percentage of the course attended and the remainder will be refunded. Refunds will be processed within 45 days of the date of determination (40 days for residents of Wisconsin).

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

ACADEMIC AFFAIRS

Joanna Bauer, EdD, Vice President of Academic & Student Affairs/ Chief Academic Officer

EdD, Capella University (Educational Leadership and Management)
Post-Masters Certificate, Capella University (Educational Leadership and Management) Post- Masters Certificate, Capella University (Leadership and Accountability)
MA, California State University, Northridge (Communication) BS, California State Polytechnic University (Communication)

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