



CLAREMONT LINCOLN
UNIVERSITY

Socially Conscious Education®

2023 – 2024
Student Catalog
Winter Addendum

Effective January 8, 2024

This addendum contains supplements and updates to the 2023-2024 Student Catalog. For the full listing of Academic Programs and University Policies and Procedures please refer to the 2023-2024 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 obtain a copy of Claremont Lincoln University's WASC accreditation, please contact:

Joanna Bauer, EdD
Accreditation Liaison Officer
Executive Vice President/CAO
jbauer@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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STUDENT FINANCIAL SERVICES

Tuition, Fees, Payments, and Refunds

Tuition*

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

Fees**

Prior Learning Assessment (PLA) Portfolio Project Review Fee	\$250 per submission
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 process and for MHR students seeking the SHRM-CP/SHRM-SCP Certification.

All fees beyond tuition are non-refundable.

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 funding estimate 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.

Tuition 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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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 who are not seeking a degree or for-credit certificate are not eligible for Financial Aid.

UNIVERSITY POLICIES AND PROCEDURES

For the full listing of University Policies and Procedures please refer to the 2023-2024 Student Catalog.

Attendance Policy

Student participation will be assessed primarily through student interactions within the learning management system. Interactions are defined as submission of assignments or contributions in the discussion board. Students who miss ten consecutive calendar days of activity during the term will miss significant learning opportunities which will very likely result in a failing grade (see syllabus for expectations and accompanying grading rubric) or administrative withdrawal from the course. Students who fail to participate prior to the eighth day of the term may be administratively dropped from their course.