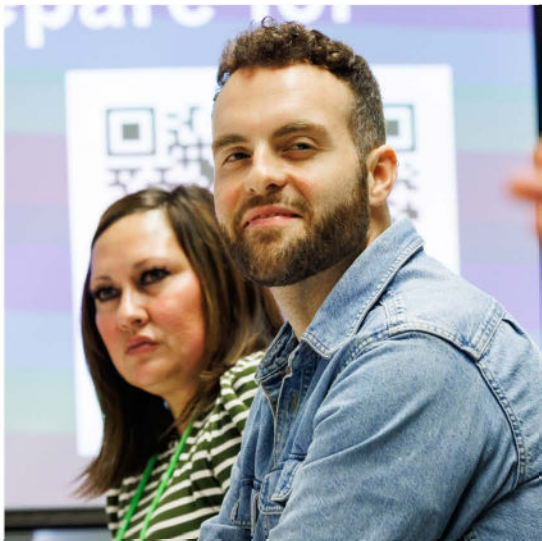
STUDENT CATALOG
2025-2026
FALL ADDENDUM

CLAREMONT LINCOLN UNIVERSITY



CLAREMONT LINCOLN UNIVERSITY

2025 – 2026
Student Catalog
Fall Addendum
Effective August 28, 2025

This addendum contains supplements and updates to the 2025-2026 Student Catalog. For the full listing of Academic Programs and University Policies and Procedures please refer to the 2025-2026 Student Catalog.

CLAREMONT LINCOLN UNIVERSITY STUDENT CATALOG: 2025-2026 FALL ADDENDUM

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 Time

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For the full listing of University Policies and Procedures please refer to the 2025-2026 Student Catalog.

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 and graduate levels in the form of grants, subsidized loans, unsubsidized loans, and military benefits. Students may contact the Office of Student Financial Services for information related to undergraduate and graduate 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) 667-4400
Fax: (909) 243-1666
Email: financialservices@claremontlincoln.edu

Student Budget

The 2025–2026 Cost of Attendance (COA) is used to determine a student's financial aid eligibility. Claremont Lincoln University (CLU) calculates the COA using a combination of its institutional tuition and fee structure, along with estimated allowances for books and supplies, transportation, and living expenses. These estimates are informed by national data provided by the College Board and reflect average annual costs for students enrolled at CLU.

2025-2026 Cost of Attendance*

	Undergraduate w/Parent	Undergraduate Off-Campus	Graduate
Tuition	$9,000	$9,000	$9,900
Books & Supplies	$1,200	$1,200	$900
Room & Board	$25,704	$36,960	$36,960
Personal Necessities	$8,652	$25,452	$25,452
Transportation	$11,802	$14,904	$14,904
	TOTAL $56,358	**TOTAL $87,516**	**TOTAL $88,116**

* All indirect expenses reflect a cost based on the number of months in the loan period estimated by the Economic Policy Institute (EPI) based on the institution's region. The number of months in the loan period is taken from the academic year definition for each program. This budget information is used for Pell COA, FFELP and Direct Loan Programs.

Food and Housing, Personal Expense and Transportation are based on the Basic Family Budget Calculator from the Economic Policy Institute (EPI). The Family Budget Calculator provides estimates of costs by state, city, metropolitan or rural area. Personal expenses include costs such as childcare, clothing, toiletries, and other miscellaneous expenses.

Disbursement of Federal Financial Aid Funds

Students must meet all requirements for 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 tenth 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 credit balance resulting from Pell Grant or direct loans. If subsequent charges are applied to a student's account after a credit balance 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 returned via the payment method chosen by the student on the credit balance delivery form. Federal regulation requires a credit balance to be issued directly to the student within 14 days.

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 Unearned Federal Financial Aid and Military Tuition Assistance (TA) Policy

Claremont Lincoln University (CLU) complies with federal regulations governing the return of unearned Title IV Federal Student Aid and U.S. Department of Defense Tuition Assistance (TA) funds. These policies apply to students who withdraw (officially or unofficially), drop all courses, are administratively dismissed, or are called to active military duty before completing the required portion of a term.

Both the Return to Title IV (R2T4) and Tuition Assistance return calculations are conducted separately and may result in different obligations.

Return of Title IV Funds (Federal Financial Aid)

This policy applies to students receiving Title IV Federal Aid, including but not limited to Federal Direct Loans, Pell Grants, and Iraq & Afghanistan Service Grants. When a student withdraws before completing more than 60% of the term, a Return to Title IV calculation is required.

The withdrawal date is determined by one of the following:

- Official withdrawal
    - The date the student begins the official withdrawal process or provides official notification. If both circumstances occur, the earlier withdrawal date will be used.
- Unofficial withdrawal
    - The midpoint of the payment period or period of enrollment, or the last date of documented academic activity, whichever is later, when CLU becomes aware the student ceased academic activity.

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 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

Any unearned portion is returned to the appropriate federal program within 45 days of CLU's determination that the student withdrew.

CLU will return Title IV funds in the following order:

- Unsubsidized Direct Loans (other than Direct PLUS loans)
- Subsidized Direct Loans
- Federal Perkins Loans
- Federal Pell 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 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 resulting in a balance owed to the University for tuition and fees.

Post-Withdrawal Disbursements
If a student has earned more aid than was disbursed, CLU will offer a Post-Withdrawal Disbursement (PWD). Students will be notified within 30 days of the determination date and must accept loan funds within 14 days of notification. Grants will be disbursed automatically unless the student declines.

Overpayments
If a student receives an overpayment, CLU will notify the student in writing, outline repayment options, and refer unresolved debts to the U.S. Department of Education's Default Resolution Group if not repaid.

Return of Department of Defense (DoD) Tuition Assistance (TA)
This policy applies to all active-duty service members, National Guard members, and Reservists using DoD TA benefits.

Calculation of Earned TA
The earned portion of TA is calculated as:

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

For CLU's six 8-week (56-day) terms, the minimum schedule is:

Withdrawal Point	Tuition Earned	Tuition Assistance Returned
Before or during Week 1	0%	100%
During Week 2	25%	75%
During Week 4	50%	50%
After Week 6	100%	0% (Fully earned)

If withdrawal occurs between these defined points, earned TA is calculated proportionally based on the actual day of withdrawal.

Withdrawal Date Determination
The student's withdrawal date is determine by one of the following:

- Official withdrawal
    - Date withdrawal process begins or official notification is provided (earlier date is used if both occur).
- Unofficial withdrawal
    - Midpoint of payment period or last date of documented academic activity, whichever is later.

Notification and Documentation
Students are encouraged to consult their Educational Services Officer (ESO) before withdrawing. CLU will notify the appropriate military branch within 14 days of the determination date for TA recipients who withdraw. Official documentation (e.g., military orders) may be required.

Refunds and Balances
Returned TA funds are sent directly to the military branch and may result in a tuition balance owed by the student to CLU.

Readmission of Service Members and Reservists
In compliance with 34 CFR § 668.18 and the Uniformed Services Employment and Reemployment Rights Act (USERRA), CLU will promptly readmit any service member or reservist who must suspend studies due to service obligations. Students will be readmitted to the same academic program (or closest equivalent) with the same enrollment status, academic standing, and tuition/fee rate as when they left, unless covered by military benefits. Notification of intent to return must occur:

- Within three years after completion of service, or
- Within two years after recovery from a service-related injury.

UNIVERSITY POLICIES AND PROCEDURES

Non-Degree Enrollment
Non-degree seeking students may take courses at CLU without enrollment in one of our degree programs. Individuals wishing to take classes for personal or professional growth may enroll after receiving approval from the Associate Vice President of Student Services.

Some credits taken in Non-Degree Enrollment status may be applied to a degree program if the student later becomes a matriculated CLU student. To apply for Non-Degree Enrollment, students should contact the Office of Admissions or apply via the CLU website. Approval for non-degree status does not guarantee future admission to a degree program or enrollment in any specific course.

Students wishing to transfer CLU credits to another school should consult that institution to find out if graduate credits taken at CLU will transfer into a degree program at their institution.

Non-degree seeking students are bound by the same rules and academic standards as matriculated students. Non-degree seeking students do not qualify for Financial Aid from CLU.

Student Complaint and Grievance Policy

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

A student with a complaint or grievance not related to Title IX issues has recourse through this complaint and grievance policy in those instances when the student has a concern that a policy or procedure has been incorrectly or unfairly applied in his/her particular case or a concern that requires a formal charge against a person's behavior. All conversations and proceedings are strictly confidential. The University will not tolerate retaliatory or punitive action against a student who files a complaint or grievance. All files pertaining to a student complaint/grievance are maintained for a minimum of 6 years in a secure file accessible only by the Office of Student Services.

Grievance Process for Non-Academic Policies or Procedures:

Students initiating a complaint or grievance against a non-academic policy or procedure, or a non-academic member of the staff, administration, or student body should take the following steps:

1. As a first step, the student must seek to resolve the issue directly with the aggrieving non-academic University representative, member of the student body, or the individual who applied the policy or procedure.
2. If a satisfactory resolution cannot be reached between the student and the individual, or if extenuating circumstances prevent direct communication between the student and the individual, the student should initiate a formal complaint/ grievance in writing by submitting the Student Complaint and Grievance form within thirty (30) calendar days of the incident to studentconcerns@claremontlincoln.edu. The Associate Vice President of Student Services will act as the liaison between the student and the individual and will facilitate the complaint/grievance resolution process.
3. A written appeal may be submitted to the President's office within ten (10) days of the decision provided by the Associate Vice President of Student Services. Within ten (10) days of the appeal, the University will form a three-person committee to review and issue a final decision on the matter. This decision may not be appealed.

Grievance Process for Academic Policies or Procedures:

For academic matters, students should begin communication with their Instructor and follow the steps below:

1. The student should attempt to resolve the grievance informally by discussing the issue with the Instructor or program lead, as appropriate to the situation. If a suitable solution cannot be reached, the student should file a written complaint or appeal.
2. If the grievance is not informally resolved or the student has not received a satisfactory response from the instructor or other individual within five (5) working days of the date of the complaint or appeal to the instructor, the student should submit an updated formal complaint or appeal by submitting the Student Complaint and Grievance form to studentconcerns@claremontlincoln.edu. The Academic Dean has ten (10) calendar days from the date of the formal complaint to resolve the issue.
3. If unresolved, the academic leadership will assign a three-person committee of academic administrators and program leads to review the complaint or grievance. The committee will

make a decision on the grievance within ten (10) calendar days of receipt of the complaint. The committee will inform the student and appropriate individuals of that decision.

4. A written appeal of the decision may be submitted within ten (10) working days to the Chief Academic Officer who will form a three-person committee of senior leaders to determine whether the procedures of the complaint policy were properly followed. Within ten (10) calendar days of the receipt of the appeal, the committee will issue a decision and inform the student. This decision is final, and no further appeal is possible.

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

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
(916) 431-6924
(916) 263-1897 FAX
https://www.bppe.ca.gov/enforcement/complaint.shtml

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.

Arkansas Residents
Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution, course or degree program. Such certification merely indicates that certain minimum standards have been met under the rules and regulations of institutional certification as defined in Arkansas Code §6-61-301.

Georgia Residents
Students who are residents of the State of Georgia can appeal an unresolved complaint by contacting a representative at the Georgia Nonpublic Postsecondary Education Commission as follows:

GNPEC (Georgia Nonpublic Postsecondary Education Commission)
2082 East Exchange Place
Tucker, GA 30084
Phone: 770-414-3300
https://gnpec.georgia.gov/student-resources/complaints-against-institution

Minnesota Residents
Claremont Lincoln University is registered with the Minnesota Office of Higher Education pursuant to Minnesota Statutes sections 136A.61 to 136A.71. Registration is
not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Students who are residents of the State of Minnesota can appeal an unresolved complaint by contacting a representative at the Minnesota Office of Higher Education as follows:

Registration & Licensing
Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108
Phone: 651-256-3965 or 1-800-657-3866
Secure Fax: 651-797-1664
https://www.ohe.state.mn.us/mPg.cfm?pageID=1078

Virginia Residents
Claremont Lincoln University is certified to operate by the State Council of Higher Education for Virginia.