



NAROPA UNIVERSITY

STUDENT HANDBOOK

The Mission of the Office of Student Affairs is to lead in advocating for students at all levels of the university. In collaboration with other university departments, students and student groups, we are dedicated to providing services and programs that complement the academic experience and foster students' physical, emotional, spiritual, social and intellectual health and well-being.

We promote student learning, personal development, engagement with diversity issues, career and individual decision making, contemplative practices and creation of opportunities for leadership and community/campus involvement.

Student Affairs upholds the university's mission of empowering students to develop the qualities of wisdom and compassion and the ability to engage in effective action.

FROM THE DEAN OF STUDENTS

Welcome to Naropa University.

I would like to thank you for letting us share in your lifelong journey of learning and personal discovery. At Naropa, learning is about creating a community that works together to build knowledge, experience and insight.

The educational programs at Naropa are inspired by the traditions of Buddhism and Shambhala, as these were introduced to North Americans in 1974 by the founder of Naropa University, Chögyam Trungpa, Rinpoche. Members of the Naropa University community—students, staff and faculty alike—strive to maintain an atmosphere of gentleness and precision, qualities that distinguish these traditions. In this unique learning environment, you are encouraged to let go of habitual patterns of thought, feeling and action, and to continually refresh your experience, viewing yourself and the world anew. It is our hope that your time at Naropa will promote a recommitment to your own intellectual, artistic and spiritual development.

The Office of Student Affairs provides leadership and direction for enhancing student learning and personal development. Working in collaboration with the academic side of the university, we view our mission to protect and enrich your journey as a student and to assist you in your Naropa experience to be an aware, compassionate and effective member of society.

I hope you will find this handbook useful for navigating your experience at Naropa. Please be sure to read the handbook's Student Responsibility Statement to understand your role as a student. You are always welcome to call or visit me in the Student Affairs Office if you have any questions or concerns regarding any aspect of the university.

Robert Cillo
Dean of Students

CONTENTS

EMERGENCY PHONE NUMBERS	VI
IMPORTANT NONEMERGENCY PHONE NUMBERS	VI
ACADEMIC DEPARTMENT PHONE NUMBERS	VII
2006–2007 ACADEMIC CALENDAR	VIII
NAROPA CAMPUS LOCATOR AND KEY	X
NAROPA CAMPUS MAPS	XIV
NOTICE OF NONDISCRIMINATORY POLICY	I
ABOUT NAROPA UNIVERSITY	I
Naropa's Founder	1
Naropa's Name	2
Mission Statement	2
Contemplative Education	2
The Naropa Seal	3
The Bow	3
Ceremonies and Special Events	5
Meditation and Mindfulness Practice	6
ACADEMIC ADVISING	7
ACTIVITIES AND RECREATION	7
CAMPUS NEWS AND INFORMATION	8
Bulletin Boards	8
Student Email	8
Community Online Newsletter	9
CAREER SERVICES AND VOLUNTEER CENTER	9
CHILD CARE	10
COMMUNITY STUDIES CENTER	10
COMPUTER LABS	11
Student Wireless Access Policy	11
CONDUCT AND CONFLICT	12
Conduct	12
View of Right Action	12
Prohibited Conduct	13
Jurisdiction	14
University Policies	14
Aids Policy	14
Alcohol Policy	14
Children and Babies in the Classroom Policy	15
Class Attendance and Participation Policy	16
Cultural Appropriation Policy	16
Drug Policy	17

Dual Relationships Policy	18	Scheduling Rehearsal Space	39
Nondiscrimination and Harassment Policies	19	Reserving Rehearsal Time	39
Open Flame Policy	20	SAFETY AND SECURITY	40
Pet Policy	20	Access to CU's Family Housing Open Space	40
Plagiarism Policy	20	Building Access	41
Sex Offense Policy	22	Building Hours	41
Smoking Policy	23	Crime Reporting/Campus Security	41
Conflict Resolution and Mediation	23	Naropa Patrol Guard	42
Conflict Resolution	23	Emergency or Urgent Medical Care	42
Judicial Processes	24	Fire Procedure	42
Judicial Review Process	24	First Aid	42
Filing a Complaint against a Student	24	Flood Safety	43
Filing a Complaint against a Faculty or Staff Member	28	Tornadoes	43
Other Sources of Help	29	SERVICES FOR STUDENTS	43
DISABILITY SUPPORT SERVICES	30	Business Service Center	43
DIVERSITY AND PLURALISM	30	Facilities	44
Reporting Diversity Concerns	31	Lost and Found	44
El Centro de la Gente	31	Naropa Bookstore	44
Entering a New Environment from Diverse Cultures	31	Naropa Café	45
HEALTH	33	Telephone Messages	45
Free Condoms	33	SNOW DAYS	45
Substance Abuse Help	33	STUDENT AFFAIRS	45
Naropa's On-Campus Counseling Center	33	Getting the Most from the Student Affairs Office	46
Medical and Dental Referrals	34	STUDENT GROUPS AND ORGANIZATIONS	47
Health Insurance	34	STUDENT UNION OF NAROPA	48
Student Value Supplemental Plan	34	Objectives	49
HOUSING	34	What Does the Student Union Do?	49
Residence Life at Snow Lion Apartment Housing	34	Student Government Structure	50
Off-Campus Housing	35	TOWN HALL MEETINGS	52
INTERNATIONAL STUDENTS	36	TRANSPORTATION	52
LIBRARY, ALLEN GINSBERG	36	Alternative Transportation	52
Library Hours During the Semester	36	Parking	53
Library Cards	36	Towing	54
Circulation Policy	37	RTD Bus Service to Naropa University	54
Renewing Library Materials/Overdue Materials and Fines	37	Special Transit	54
Returning Library Materials	37	WORK-STUDY AND STUDENT EMPLOYMENT	55
PERFORMANCE AREAS	38	WRITING CENTER, NAROPA	55
Performing Arts Center	38	Students with Particular Writing Needs	55
Practice Rooms	38		
Recording Studio	38		
Rehearsal Spaces	38		

Emergency Phone Numbers

Ambulance	911
Police	911
Fire	911
Campus Security (Night) EMERGENCIES ONLY	720-366-1915
Domestic Violence Hotline	303-444-2424
Emergency Psychiatric Services	303-447-1665
Rape Crisis—Moving to End Sexual Assault (MESA)	303-443-7300
Rocky Mountain Poison and Drug Center	800-222-1222

Important Nonemergency Phone Numbers

Naropa Switchboard	303-444-0202
General Information	303-546-3568
Activities and Recreation	303-546-3570
Admissions	303-546-3572
Alternative Transportation	303-245-4747
Bookstore (Arapahoe campus)	303-546-3544
Bulletin Boards	303-546-3562
Bursar's Office	303-546-3554
Bus Pass	303-546-3562
Café (Arapahoe campus)	303-546-3530
Career Services Coordinator	303-245-4863
Child Care Referral	303-546-3562
Community Bicycle Program	303-245-4747
Computer Lab (Arapahoe)	303-546-3587
Computer Lab (Paramita)	303-245-4864
Contemplative Practice Coordinator	303-546-5298
Copy Center	303-546-5299
Counseling, Psychotherapy and Medical Referrals	303-245-4697
Disabled Student Assistance	303-245-4749
Diversity Affairs Student Advocate	303-546-3570
Diversity Coordinator, Student Life	303-245-4614
Extended Studies	303-245-4800
Facilities	303-546-3510
Financial Aid	303-546-3534
First Aid	303-546-3562
Health Insurance	303-546-3562
International Student Advisor	303 546 3592
Learning Needs Specialist	303-245 4749
Library	303-546-3507

Lost and Found	303-546-3562
Naropa Weekly	303-245-4714
Naropa Writing Center	303-245-4606
Off-Campus Housing	303-245-4621
Paramita Campus	303-245-4866
Performing Arts Center	303-546-3593
President's Office	303-546-3517
Registration Office	303-546-3500
Safety and Security	303-245-4686
Snow Days	303-444-0202
Snow Lion – Residence Life	303-245-4748
Student Affairs	303-546-3562
Student Union (Student Leadership)	303-546-3579
Transportation Coordinator	303-245-4747

Academic Department Phone Numbers

Academic Affairs	303-546-3588
Contemplative Education	303-546-5288
Contemplative Psychology	303-546-3528
Core Curriculum	303-245-4658
Environmental Studies	303-245-4613
Graduate Theater	303-245-4640
Interdisciplinary Studies	303-245-4765
Performing Arts	303-546-5281
Psychology: Contemplative Psychotherapy	303-245-4830
Religious Studies	303-245-4639
Somatic Counseling Psychology	303-245-4845
Traditional Eastern Arts	303-245-4620
Transpersonal Counseling Psychology	303-546-3596
Visual Arts	303-546-3585
Writing and Poetics	303-546-3540

2006–2007 ACADEMIC CALENDAR

FALL SEMESTER 2006

New Student Orientation and Registration	August 21–25
Last Day for All Students to Pay Tuition and Fees	August 21
First Day of Classes	August 28
First Day for Returning Students to Pick Up Refund Checks	August 28
First Day for New Students to Pick Up Refund Checks	August 31
Convocation	August 31
Last Day to Add/ Drop Courses without Financial Penalty*	September 7
Labor Day Holiday (no classes, offices closed)	September 2–4
Last Day to Apply for Fall 2005 Graduation	September 15
Preferred Deadline to Apply for Financial Aid for Spring (only if you didn't apply for fall aid) for All Students, Including International	October 1
Last Day to Withdraw from Courses*	October 6
Community Practice Day (no classes, offices closed)	October 17
Spring Registration Begins for All Returning Students	November 7
Thanksgiving Holiday (no classes, offices closed)	November 23–26
Make Up Day for Labor Day All classes held unless otherwise noted on syllabus.	December 11
Make Up Day for Practice Day All classes held unless otherwise noted on syllabus.	December 12
Make Up Day for Classes Cancelled Due to Instructor Illness/Snow Day	December 13
Make Up Day for Thanksgiving Break All classes held unless otherwise noted on syllabus.	December 14
Make Up Day for Thanksgiving Break All classes held unless otherwise noted on syllabus.	December 15
Last Day of Classes	December 15
Ceremony Honoring Fall Graduates	December 16
Grades Due	December 20
Winter Break	Dec. 16–Jan. 15
All Campuses Closed	Dec. 23–Jan. 1

* *Exception: Workshops and courses on alternate calendar*

SPRING SEMESTER 2007

New Student Orientation and Registration	January 8–12
Last Day for All Students to Pay Tuition and Fees	January 8
Martin Luther King Jr. Holiday (no classes, offices closed)	January 15
First Day of Classes	January 16
First Day for Returning Students to Pick Up Refund Checks	January 16
First Day for New Students to Pick Up Refund Checks	January 19
Last Day to Add/Drop Courses without Financial Penalty*	January 25
Last Day to Apply for Spring 2007 Graduation	February 2
Shambhala Day (no classes, offices closed)	February 19
Last Day to Withdraw from Courses*	February 23
Preferred Deadline to Apply for Financial Aid for Upcoming Year	March 1
Community Practice Day (no classes, offices closed)	March 6
Spring Break	March 24–April 1
Deadline to Apply for Naropa Scholarships	April 1
Fall and Summer Registration Begins for All Returning Students	April 9
Last Day to Apply for Summer Graduation	April 13
Last Day of Classes	May 9
Make Up Day for Shambhala Day All classes held unless otherwise noted on syllabus.	May 9
Make Up Day for Instructor Illness/Snow Day	May 10
Commencement	May 12
Grades Due	May 16

* *Exception: Workshops and courses on alternate calendar*

INTERSESSION

No classes	May 11–20
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SUMMER SEMESTER 2007

Academic Summer Session	May 21–July 16
Last Day to Drop/Add*	May 25
Memorial Day Weekend (no classes, offices closed)	May 26–28
Independence Day Holiday (no classes, offices closed except SWP)	July 4
Summer Grades Due	July 25

INTERSESSION

No classes	July 17–August 26
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Buildings are open for shortened hours during breaks and holiday weekends.
Please see www.naropa.edu/facility/buildinghours.html for specific hours.

NAROPA CAMPUS LOCATOR AND KEY

ARAPAHOE CAMPUS | 2130 Arapahoe Avenue

ADMINISTRATION BUILDING

Basement

- Archives
- Computer Lab
- Student Lounge
- SUN/Student Newspaper
- Goldfarb Student Lounge
- Music Practice Room

1st Floor

- Admissions
- Admission/Inquiry
- Student Administrative Services
(Bursar, Financial Aid and Registrar)
- Student Affairs

2nd Floor

- VP of Finance
- Business and Finance
- Development
- Human Resources
- Payroll
- VP of Operations
- Conference Room
- Staff/Faculty Lounge

ALLEN GINSBERG LIBRARY BUILDING

1st Floor

- Allen Ginsberg Library

2nd Floor

- International Student Advisor
- International and Intercultural Education
- Contemplative Practice Coordinator
- Religious Studies

ARAPAHOE HOUSE

1st Floor

- Summer Writing Program
- Writing and Poetics Office

2nd Floor

- Writing and Poetics Faculty

CEDAR COTTAGE

- Music Practice Room
- Recording Studio

CHESTNUT HOUSE

1st Floor

- Undergraduate Advising Office

2nd Floor

- Undergraduate Advising

HARRY SMITH PRINT SHOP

IT BUILDING

- Information Technology

JUNIPER COTTAGE

- West–Music Classroom (3190)

- East–Audio Archive Project

LINCOLN BUILDING

Basement

- Copy Center and Mail Room
- Lincoln Lecture Hall (4050)
- Maitri Practice Rooms
- Transportation Office
- Central Support Services

1st Floor

- Information Desk
- Lincoln Classroom (4130)
- Lincoln Classroom (4140)
- Lincoln Studio (4110)
- Meditation Hall (4121)

Landing

- Switchboard Operator

2nd Floor

- Academic Affairs
- Office of the President
- Shambhala Hall (4260)

LITTLE HOUSE

- Core Program Offices
- Diversity Affairs Office

PERFORMING ARTS CENTER (PAC)

Northwest Entrance

Lobby
Performing Arts Center
Stage and Lockers
Theater Studies Office

Hallway off PAC Lobby

PAC Offices

Southwest Entrance

Naropa Café

Gallery Walkway

SYCAMORE HALL

Classrooms: 8140, 8150, 8130, 8120
El Centro de la Gente
Naropa Writing Center
Meditation Instruction Room 8160
Naropa Bookstore
Student Lounge

2111 ARAPAHOE AVENUE

Basement

Consciousness Laboratory

1st Floor

Facilities
Marketing/Communications
Naropa Weekly
Safety and Security

2nd Floor

Contemplative Psychology
Environmental Studies
Early Childhood Education
Interdisciplinary Studies
Reggie Ray
Elaina Verveer
Traditional Eastern Arts

TEA HOUSE

UPAYA COTTAGE

North Classroom (3160)
South Classroom (3170)

NALANDA CAMPUS | 6287 Arapahoe Avenue

1st Floor

Art Therapy Studio 9130
BFA Offices
BFA Studios 9171, 9175
Extended Studies Events Center
Extended Studies Events Coordinator
Extended Studies 9180
Student Reading Room
Visual Arts Offices
Visual Arts Studio 9124
Graduate Theater Offices
Graduate Theater 9190, 9195

PARAMITA CAMPUS | 3285 30th Street

Dhyana Hall 1410
Computer Lab
Counseling Room 1130
Discussion Room 1120
Contemplative Psychotherapy
Naropa Café
Somatic Counseling Psychology
Student Lounge
Student Study Area
Transpersonal Counseling Psychology

Paramita Classrooms

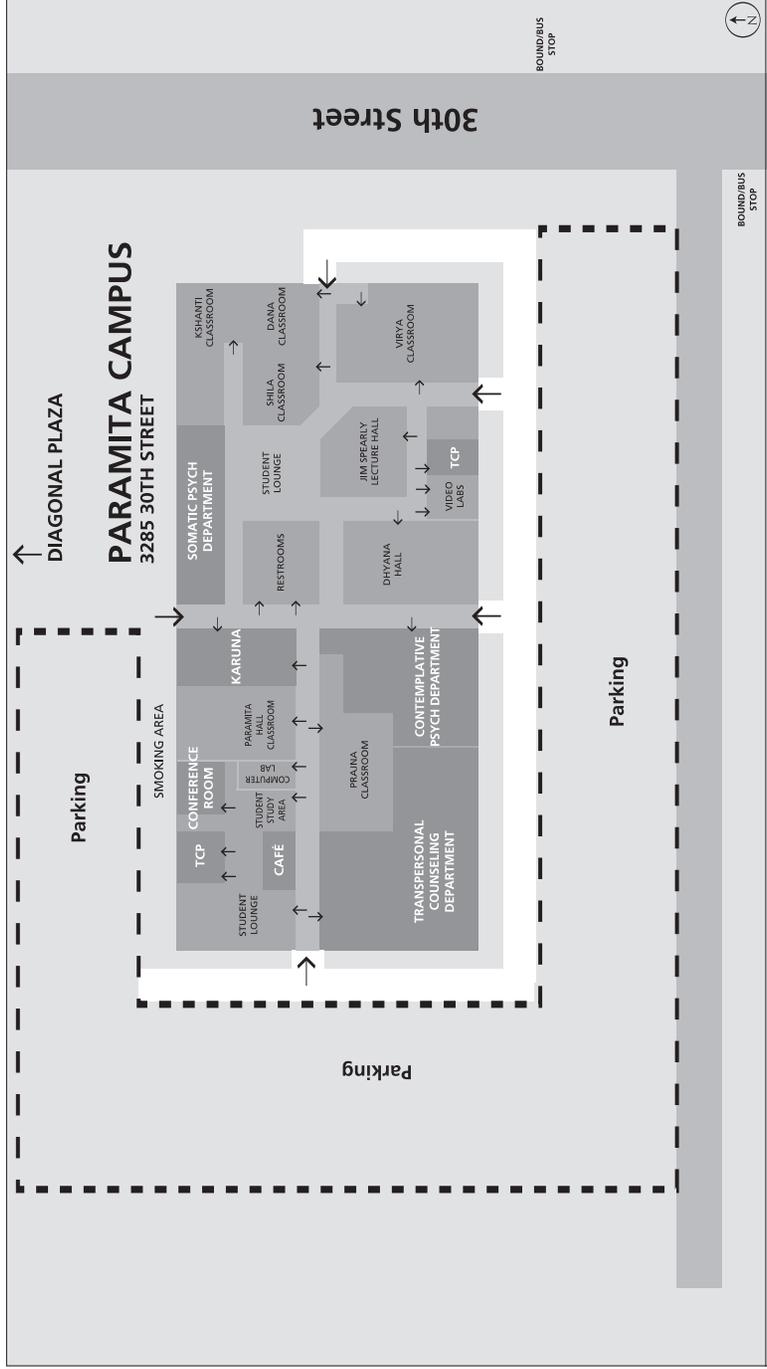
Jim Spearly Lecture Hall 1420
1320
1325
Virya 1460
Shila 1350
Dana 1340
Kshanti 1330
Karuna 1240
Paramita Hall 1230
Prajna 1140

SANGHA HOUSE | 909 14TH STREET

Distance Learning
School of Extended Studies

SNOW LION APARTMENT HOUSING | 1900 GOSS STREET

On-Campus Counseling Center



NOTICE OF NONDISCRIMINATORY POLICY

To preserve an equitable, responsible and humane atmosphere for study and work, Naropa University affirms the principle that its students, faculty and staff have a right to be free from discrimination.

Naropa University does not discriminate on the basis of gender, race, color, religion, physical disability, status as a veteran, national or ethnic origin, marital status, age, physical appearance, transgender status or sexual orientation in its educational programs and activities, admission policies and employment practices.

A

ABOUT NAROPA UNIVERSITY

NAROPA'S FOUNDER

Naropa University's founder, Chögyam Trungpa, Rinpoche (1939–1987), was the supreme abbot of the Surmang monasteries in Tibet and a meditation master of the Kagyü and Nyingma lineages of Tibetan Buddhism. He held the degree of Khenpo, the equivalent of a Doctor of Divinity degree in the West.

In 1959, when China invaded Tibet, Trungpa Rinpoche escaped through the Himalayas to northern India. He later went to England where he attended Oxford University as a Spaulding Fellow, studying Western psychology, comparative religion, art and philosophy. He authored many books about Buddhism and the path of meditation, including *Cutting through Spiritual Materialism*, *Meditation in Action* and *The Myth of Freedom*.

Over time, Trungpa Rinpoche's students came to include scholars, artists, therapists and scientists. Buddhism revitalized interest in their fields of expertise and study. Many came to share Trungpa Rinpoche's inspiration to create a learning environment based upon a Buddhist model of education. This model would be presented in a secular context, so that a strong mutual influence could develop among academic disciplines, body-mind awareness practices and the arts. Rather than attempting to transplant an external and foreign tradition into Western society, the training and education would infuse Western students with an understanding for their own time and context.

In 1970, Trungpa Rinpoche began presenting Buddhist teachings in the United States. For the next seventeen years, he taught extensively and founded Vajradhatu, which is comprised of more than sixty-five meditation and study centers throughout North America and Europe. A scholar and artist as well as a meditation master, he became widely recognized as one of the foremost teachers of Buddhism in the West.

With the founding of Naropa in 1974, he realized his vision of creating a college that would combine contemplative studies and traditional Western scholastic and artistic disciplines.

Chögyam Trungpa, Rinpoche, taught at Naropa from 1974 to 1986 and continually worked with the faculty and the administration to develop the college. His teachings and his aspirations for the college remain very much alive today. Naropa's Allen Ginsberg Library contains videotapes as well as transcripts of some of the numerous talks he gave at the university.

NAROPA'S NAME

Naropa University takes its name from Naropa, the eleventh-century abbot of Nalanda University and a great Indian Buddhist practitioner. He was renowned for bringing together scholarly wisdom and meditative insight. Nalanda University was a large university in northern India that flourished from the sixth to the twelfth century C.E. A thangka painting of Naropa is in the foyer of the Lincoln Building, and another is on the west wall of the Performing Arts Center.

MISSION STATEMENT

The mission of Naropa University is

- to offer educational programs that cultivate awareness of the present moment through intellectual, artistic and meditative disciplines;
- to foster a learning community (composed of students, faculty, administrative staff, trustees and alumni) that uncovers wisdom and heart;
- to cultivate openness and communication, sharpen critical intellect, enhance resourcefulness and develop effective action in all disciplines;
- to exemplify the principles of Naropa University's Buddhist educational heritage;
- to encourage the integration of world wisdom traditions with modern culture and offer a nonsectarian community, open to all.

(For a more comprehensive explanation of the mission statement, see the Naropa University academic catalog.)

CONTEMPLATIVE EDUCATION

The mission of Naropa University is contemplative education. This learning approach blends academic disciplines with body-mind awareness practices. Learning, therefore, becomes infused with the experience of confidence, insight and friendliness to yourself and others. This in turn deepens your knowledge of yourself and your place in the world, develops and strengthens your personal discipline within your field of study and nurtures your desire to contribute to the world with understanding and compassion. By working with these principles in your courses, you are preparing

yourself to be intellectually and morally responsive to the constant challenges and the rapid changes of modern society. This is how the learning that we practice here becomes a lifelong journey.

THE NAROPA SEAL

The founder, Chögyam Trungpa, Rinpoche, designed the Naropa seal. The Naropa motto contained on the ribbon at the base of the seal is *prajna garba*. These are Sanskrit words, written in Tibetan, which mean "womb of wisdom" or "place where wisdom is nurtured." The word *prajna*, meaning wisdom, is to be distinguished from the traditional academic view of knowledge because it includes greater insight independent of accumulation of facts and information.



The seal contains at its center the "wheel of dharma" or wheel of the teachings, which could be interpreted as meaning the power, communication and spread of the true teachings. At the center of the wheel of dharma is the "coil of joy" that symbolizes the transformation of the three "poisons" (passion, aggression and ignorance) into the three "wisdoms" (appreciation, clear seeing and openness). The wheel of dharma further has a secular origin in that a great monarch could roll the wheels of his or her chariot over great distance, thereby

spreading teachings and understanding into the world. It has the connotation of spreading benefit, rather than proselytizing.

The flames surrounding the seal create a mandala and boundary in which learning involves unconditional commitment without personal agendas. Literally, *prajna* is the flame that burns conceptual mind. Thus, there is the idea of boundary or gateway in a literal sense. In the ultimate sense, you might burn the things you cling to, and that ultimate wisdom requires much discipline.

THE BOW

It has become something of a tradition at Naropa University to begin classes and meetings with a bow. Although this ritual is by no means compulsory, it seems to have taken widespread hold at the university over the years. Many students and staff find themselves performing the bow countless times during their degree program at Naropa, and many take enjoyment and comfort in the growing familiarity that any ritual can provide when it is repeated often enough. At the same time, many admit some frustration that they have only a vague understanding of the actual meaning of the bow itself. Hopefully, the following may clarify this understanding further:

In many Asian cultures, the bow is a traditional gesture of greeting, which communicates both friendliness and respect. Certainly, the bow we make to each other at Naropa communicates these things, but it also says something more. It has a deeper meaning. This bow is a way of acknowledging and honoring the qualities of warriorship that each of us has the capacity to express and to share with others.

By warriorship in this sense we do not mean warfare or aggression—but actually the opposite. The warrior whom we honor when we bow is someone who is brave enough to be a truly gentle person. Therefore, the emphasis is on bravery, not on warfare, because the warrior understands that aggression is always the result of cowardice. So, in bowing to each other, we honor the inherent bravery, gentleness and wakeful intelligence that each of us can experience personally. We also honor Naropa as a place where the deepest purpose of our education is to cultivate these qualities and bring them to fuller expression in whatever field of learning we may have chosen.

Though the bow is a very simple gesture and takes only a few moments to execute, it actually has three distinct stages or aspects. The first is to take the warrior's posture, with eyes open, back straight and hands resting on thighs. Just assuming this posture in itself can bring a sense of clarity, alertness and strength. It can free you from distraction and depression right on the spot. You feel the possibilities of wakefulness and vision; you are ready to learn more. So, you begin by holding this posture.

The second is that, having taken this posture, you relax a little within yourself and feel your heart—which is open, somewhat exposed and vulnerable. It is the source of your gentleness, the source of your longing to make contact with others and to be helpful to them, to be of service. And so, for a moment, as you hold the posture, you feel this fully. It is almost a kind of positive sadness.

And then, finally, the bow itself, which is the third and final stage. Here, you make a gift of your warrior inspiration to all the others who are bowing with you. If you like, you can expand the sense of that gift to all the others who are not even in the room with you. Either way, the basic intention is to make a generous gift of all these wonderful qualities which you've experienced once again as you prepare to bow. You don't have to keep them for yourself, but you can share them fully with others. In fact, that willingness to share in this way is part of your bravery.

So, hold, feel and give. That is the meaning of the warrior's bow, which we do every day here at Naropa University.—*Written by Frank Berliner, faculty*

CEREMONIES AND SPECIAL EVENTS

Convocation

Convocation is Naropa's traditional ceremony, occurring once a year in the beginning of the fall semester, in which we come together as students and teachers to celebrate the start of another academic year. During convocation we create and join a community that welcomes each moment whole-heartedly with beginner's mind, so that we might gently wake each other up, all year long.

Commencement

Each May the university holds its graduation ceremony. This unique and meaningful ceremony features heartfelt and inspiring talks by faculty and student representatives. Hosted by Naropa University's president, commencement is an opportunity for our entire community of students, graduates and their guests, faculty, staff and alumni to honor those graduating and to reflect on the importance of undertaking a contemplative education as a learning process that continues throughout life.

Community Practice Day

It is a Naropa University tradition twice each year to suspend classes and business to engage in contemplative practices. Contemplative education becomes more than a noble idea when we gather in this way. Even if you do not have a contemplative discipline, when you stop your normal routine and create a gap in your schedule, space occurs that can allow you to be more present and to appreciate the subtleties of your life and your surroundings. In the morning, group sitting meditation with a featured speaker is scheduled. Other contemplative disciplines are offered throughout the day, such as Japanese tea ceremony, t'ai-chi ch'uan, Christian labyrinth, ikebana and Mudra Space Awareness practice.

Shambhala Day

Shambhala Day celebrates the Tibetan New Year that occurs in late February or early March each year. Shambhala is an ancient tradition that is rooted in the longing we all have to be completely authentic and to live in a society that cultivates our true expression as human beings. This longing is the basis of education at Naropa University. Shambhala Day is an opportunity for you to reconnect to your aspiration, to reflect upon the goodness of the world, to express joy, humor and tenderness and to enjoy the community of others who are similarly inspired. It is a school holiday and is celebrated by the Naropa community with a shared meal and a program of performances by students and faculty.

Religious Holidays

Several religious holidays coincide with the academic calendar. In an effort to avoid penalizing students who choose to observe religious holidays and obligations, Naropa University observes the following policy: Students at Naropa who are unable to attend classes, take examinations, participate in graded class activities or submit assignments on particular days because of observation of religious holidays shall be excused from such classes and given appropriate opportunity to make up examinations or assignments provided that the student submits written notice to the instructor during the first two weeks of the semester indicating the anticipated absence for religious reasons. The student remains fully responsible for the course material, examinations or assignments. A faculty member has no obligation to reschedule lectures or class activities or provide individualized instruction for students who miss a regularly scheduled class. Instructors should make every effort to schedule individual student presentations, conferences, etc., to avoid conflicts with the student's religious holidays or observances, providing that the student supplies the instructor with the advance notice described above.

MEDITATION AND MINDFULNESS PRACTICE

Meditation Instruction

Meditation instruction is offered to any student who requests it. Getting to know yourself and your world through meditation practice or other contemplative disciplines is viewed as equal in importance to the study of specific fields of knowledge. Some programs and classes also have a meditation requirement that includes regular meetings with an instructor/teaching assistant. There is no charge for meditation instruction.

The type of meditation usually taught at Naropa is called *shamatha* ("calm abiding"), a silent sitting practice that can develop mindfulness (being present) and awareness. These qualities can be relevant to an individual's life regardless of religious orientation.

You can make an appointment to meet with the contemplative practice coordinator during orientation week to discuss whether or not you would like to be referred to a meditation instructor. Your orientation packet contains a handout that will provide you with more information about relating to a meditation instructor. If you are unable to meet with the contemplative practice coordinator during orientation week, you may sign up for an appointment when the semester begins or at any time during your education at Naropa University.

Other Contemplative Disciplines

The contemplative practice coordinator can also be a resource for instructors of other contemplative disciplines, such as aikido, calligraphy, hatha yoga, ikebana

(Japanese flower arranging), Japanese tea ceremony and t'ai-chi ch'uan. She can help you network with other world wisdom traditions on campus and in the Boulder area including Zen and Vipassana meditation groups, the Baha'i, Christian, Hindu, Islamic, Judaic and Wiccan traditions.

Meditation Halls

Naropa University houses two meditation halls for silent sitting meditation available to students, faculty, staff and visitors. Both the Paramita and Arapahoe campus halls are available whenever the buildings are open. Each year, some degree programs hold practice intensives in the meditation halls; all community members are invited to participate if they wish to do so.

Maitri Rooms

The university's founder, Chögyam Trungpa, Rinpoche, and Shunryu Suzuki Roshi of the San Francisco Zen Center developed a distinctive practice called Maitri Space Awareness, which helps practitioners cultivate greater awareness of the five qualities described in Naropa University's mission statement. This practice requires training in special postures in specially designed rooms. These five custom-built maitri rooms are available to participants in the classes at the university that offer instruction in this practice. Please do not use the maitri rooms outside of a class context.

ACADEMIC ADVISING

All students are assigned an academic advisor who is a faculty member or staff member. Your academic advisor will assist you in designing your academic program and will help guide you through administrative and academic issues. Advisors are here to assist you, but remember that you are responsible for ensuring that you have met all departmental and university academic requirements for graduation. You must meet with your advisor prior to registration each semester. At this time, your advisor will clear you to register via web registration, help you plan a schedule and answer your questions.

ACTIVITIES AND RECREATION

The Office of Student Affairs and the Student Union of Naropa University (SUN) coordinate activities such as on-campus dances and coffeehouses, art fairs, hiking and biking excursions in the local area and other opportunities to socialize with the Naropa community. Student Affairs has Frisbees, hacky sacks and volleyballs you can check out and enjoy on campus. Bikes can be borrowed from the Transportation Office. *Outside Magazine* rated Boulder as one of the top ten desirable cities to live in for exercise and sports opportunities. Boulder has three lavish recreation centers available to city residents, as well as incredible mountain parks.



CAMPUS NEWS AND INFORMATION

BULLETIN BOARDS

Arapahoe Campus

The bulletin boards in Sycamore Hall are maintained by Student Affairs. There are boards for academic departments, housing services, items for sale, events and more. Student Affairs staff must stamp all notices before they are posted. Housing notices stay up for one month, all other notices two weeks. Other offices maintain bulletin boards on campus. Please do not post on these boards or on any walls or doors. Help us maintain a pleasant and clean campus.

Paramita and Nalanda Campuses

There are several bulletin boards at the Paramita and Nalanda campuses. At Paramita campus, two boards are for Naropa University events postings only. One of these is located just inside the classroom entrance door near the southeast corner of the building. The second is located on the wall across from the main restrooms. Students, staff and faculty may post items on these boards, but postings not related to Naropa events will be removed. The large bulletin board in the café area is for housing, job postings and items for sale. At the Nalanda campus, the boards are located on the wall across from the main restrooms. Students, staff and faculty may post items on these boards, but postings not related to Naropa events will be removed.

Please date what you post. Items will remain posted no longer than two weeks. Undated items will be removed immediately. Academic departments and Extended Studies have their own bulletin boards around the building. Please refer to these boards for more specific departmental communication.

STUDENT EMAIL

Every degree-seeking student is issued a student email account, which is the major means of communication from academic departments and offices such as Advising, Registration, Finance, Student Affairs, your academic department and the President's Office. It is your responsibility to check your student email account regularly, and you are accountable to know information disseminated to your email account. A forwarding feature allows you to consolidate your student account with another email account. A spam protector has also been installed to limit spam, which mostly results from giving out the email address on Internet sites. Optional listserves are available for individual interests such as employment and scholarship information; social activities and activism events; postings of SUN minutes and events; information for student parents; and more. Visit www.naropa.edu/email.html for more information.

COMMUNITY ONLINE NEWSLETTER

The *Naropa Weekly*, our community online newsletter, is emailed to all students, staff and faculty. The newsletter publishes information and announcements about events and issues of interest to the Naropa community. Produced by the Marketing and Communications Office, the *Naropa Weekly* is published online every Thursday during the fall and spring semesters.

CAREER SERVICES AND VOLUNTEER CENTER

Career counseling is a free service to all Naropa students and alumni. You are strongly encouraged to meet with the career counselor your first year at Naropa. You can begin exploring and defining who you are, what your innate talents, interests and skills are and what professional paths you may be interested in exploring. Volunteer and community service work can provide incredible opportunities to explore different areas of interest. Career Services can help you find the volunteer placement that meets your unique interests. It takes time to develop a career vision, and Naropa's career counselor can help you develop that vision from your first year onward during your time at Naropa University. Touching base with the career counselor once a semester is helpful, maintains a focus and adds purpose to how you will apply what you are learning at Naropa when you leave.

Utilize Career Services to make sure every resumé and cover letter you write and every interview you have is professional and impressive, and that you are well prepared to create the work you love when you leave. We are not only committed to giving you the best education possible, we are also committed to helping you to launch your dreams and be successful in your chosen profession.

Career Services can also help you

- explore your unique talents and skills;
- define your career vision;
- assess your interests, values and talents in the world of work;
- find a volunteer position that will give you the skills and experience you need;
- develop a job-search strategy that works for you;
- work with your fears and resistances about taking the next step;
- provide support and accountability for your goals as you move forward.

If you have any concerns or questions about your career path or if you need information, please contact the career services coordinator at 303-245-4863 or lindaf@naropa.edu.

CHILD CARE

Naropa University does not have a child-care center on campus. Career Services has an employment listserv and job board where child-care positions can be posted. Email your childcare job postings to lyndaf@naropa.edu.

Alaya Preschool, founded by Chögyam Trungpa, Rinpoche, and affiliated with Naropa, provides child care for children two to five years old. Parents may call 303-449-5248 to inquire about space availability. Alaya is the lab school for Naropa's Early Childhood Education program. Preference will be given whenever possible to children of the Naropa community if application is made by January 30 (for the two-year-old class) or by March 30 (for the three-year-old, four-year-old or five-year-old classes). For more information, call 303-449-5248.

COMMUNITY STUDIES CENTER

This nation, under God, shall have a new birth of freedom—and that government of the people, by the people, for the people, shall not perish from the earth.

—Abraham Lincoln

It is not correct to believe that the world's situation is in the hands of the government and that if the president would only have the correct policies, there would be peace. Our daily lives have the most to do with the situation of the world. If we can change our daily lives we can change our governments and we can change the world. Our presidents and our governments are us. They reflect our lifestyle and our way of thinking.

—Thich Nhat Hanh

Community-based learning at Naropa University is founded on the intersection of ideas articulated above by Abraham Lincoln and Thich Nhat Hanh. For Lincoln, a strong democracy depends on the active involvement of citizens and for Hanh, mindful practice in everyday life becomes a method of transforming the self and then, the world. For both Lincoln and Hanh, social cohesion and social change is the result of individuals taking initiatives to transform their selves, their communities and their worlds.

The seemingly unusual partnering of Lincoln and Hanh's ideas reflects Naropa's interest in the confluence of democratic and Buddhist values. As an American institution of higher education, Naropa University recognizes its civic mission to educate citizens who can actively participate in a democracy. As a Buddhist-inspired institution of higher education, Naropa University recognizes its commitment to alleviate suffering through the cultivation of awareness, openness and effective action.

Community-based learning at Naropa University is an educational method that provides opportunities for students, staff and faculty to develop a set of skills that

allow them to actively participate in the public life of their communities. In this way, community-based learning supports Naropa's commitment to the liberal arts. Through its emphasis on applied, experiential projects, community-based learning offers Naropa faculty, staff and students innovative pedagogical tools to forward the knowledge of their academic and artistic disciplines, augment student learning and educate a citizenry to perform the public work of a democracy.

The Community Studies Center supports projects, programs and classes that cultivate your skills to attend to your inner life as well as engage with your community and your world. Whether you enter the world of the arts, private industry, local, state or national government, public or private education or entrepreneurial endeavors, your involvement in community-based learning will help you acquire the skills and confidence to contribute to the common good.

COMPUTER LABS

There are two computer labs for student use by the Naropa community. The main lab is located in the Administration Building basement on the Arapahoe campus. There is a smaller lab at the Paramita campus.

There are currently a total of seventy-two Windows 2000 PCs, five Windows XP PCs, three Macs in the main lab, while there are twelve Windows 2000 PCs and two Macs in the Paramita Lab. All of the lab computers are set up for Internet access and word processing. Both labs are staffed with lab assistants who are available to help students with use of the hardware and software.

The computer labs are closed for official Naropa University holidays and in between semesters. They are open for reduced hours during spring break. The exact hours are posted on the lab doors.

STUDENT WIRELESS ACCESS POLICY

There are wireless hot spots located at the Arapahoe, Nalanda and Paramita campuses for notebook users with Windows 2000 or XP and a new Linksys wireless card. Following is the Student Wireless Access Policy:

- Minimum requirements: Windows 2000 or XP with CD-ROM and USB port.
- The lab also provides USB wireless adapters for temporary student use. Setup and details are available with the lab supervisor.
- A new encryption code that allows access to the Internet needs to be entered into the notebooks each semester. The lab supervisor will, upon request, install the encryption code and test the notebook for connectivity capability before the student purchases a wireless adapter.
- Before bringing the notebook to the lab for Internet access setup, the student must have his or her notebook updated with an anti-virus program

(Symantec or McAfee only) with a subscription to weekly updates that does not expire until after the end of the semester. Automatic checking for updates must be turned on.

- Before bringing the notebook to the lab for Internet access setup, the student must have downloaded and installed all Windows updates that pertain to security.
- It is the student's responsibility to do the Windows updates and anti-virus updates on a weekly basis.
- Service of personal notebook is the student's responsibility.
- Access to the Internet using the wireless adapter equipped notebook is limited to Naropa students only.
- Use is limited to small bandwidth activities such as email and Internet-based research.
- No downloading of music, movies or software, legal or not (this eats up bandwidth that others need for research and email).
- No use of Naropa Internet access for personal business (servers, web servers, email solicitations, etc.) or online group games.
- No use of the Naropa Internet for illegal activities (hacking, spamming, Dos, etc.).
- No downloading of pornography.
- This service is a privilege and may be denied or revoked at any time.
- In order to gain Internet access, students must sign a form acknowledging the above restrictions.
- These rules are subject to change. The definitive rules regarding wireless use can be found on the Naropa website.

CONDUCT AND CONFLICT

Naropa University's Office of Student Affairs is committed to the philosophy and practices of restorative and social justice in addressing conflict and conduct concerns. The intention in all circumstances is to assess and repair harm; seek learning and healing; and define justice as a practice of returning to right relationship. Our definition of right relationship includes an awareness of power, privilege and oppression in order to uphold our value of creating a more just and equitable society.

CONDUCT

View of Right Action

These guidelines are the basis for relating to the university community and to our society at large and are personal reminders of how to create a more sane society.

1. Arouse respect for teachers, the wisdom of many traditions and all who seek wisdom. Honor the process of learning.

2. Seek out and practice disciplines that benefit yourself and others.
3. Be true to your inspiration. Apply yourself whole-heartedly. Enjoy yourself. Don't be afraid to take a risk.
4. Assume responsibility for your state of mind and all of your actions.
5. Speak gently and thoughtfully.
6. Refrain from slander. Maintain your dignity.
7. Be generous to all without prejudice.
8. Do not waiver in meeting your obligations.
9. Be law-abiding, humble and act with decorum.
10. Be decent and trustworthy with friends, family, the members of Naropa University community and society at large.

Prohibited Conduct

The following actions constitute misconduct and will result in disciplinary action.

Students are also accountable to all public laws.

1. An individual's intentionally reckless action, alone or in concert with others, that impedes or impairs the university's mission, processes or functions, or interferes with the rights of others.
2. An action or threatened interference, physical or sexual attack, physical or verbal harassment, intimidation or personal abuse against any member of the university community.
3. The commission or attempted commission of an unauthorized taking, misappropriation or possession of any property owned or maintained by the university or any member of the university community.
4. Destruction, damage, misuse or defacing of Naropa University buildings or property or any other property on campus.
5. Failure to respond or to comply with any official instructions or requests, oral or written, by Naropa University personnel acting in the performance of authorized duties.
6. Knowingly making a false or incomplete oral or written statement, with the intent to deceive, to any Naropa University board, committee, office or member of the university faculty, staff or student body.
7. Plagiarism and cheating in academic work of any kind. (See plagiarism policy.)
8. Possession, sale or use of alcoholic beverages on campus or at off-campus events sponsored by the university, except at such events or in such areas and in such manner specifically authorized by the university and/or public laws, is prohibited. The Colorado drinking age is twenty-one. This law will be enforced at Naropa events at which alcohol is served. (See alcohol policy.)
9. Attempted or unauthorized sale, use, distribution, acquisition or possession of any controlled substance, illegal drugs or drug paraphernalia on university

premises or at university-sponsored activities is prohibited. There is an alcohol and drug abuse resource guide in the Student Affairs Office. (See alcohol policy and drug policy.)

10. The display, possession, use, sale or acquisition of any firearm on university property, or the display, possession, use, sale or acquisition of any other dangerous weapon, which is contrary to state or federal law or municipal ordinance or which is not specifically authorized by the university.
11. Obstruction or disruption of teaching or other educational activities on any of the university campuses or other property used for educational purposes.
12. Violating any housing or residence life policies. See the Naropa Housing Handbook.
13. The institution reserves the right to take immediate and appropriate action to insure the integrity of the university and its ability to create a wholesome educational environment.

Jurisdiction

The above regulations are primarily applicable to actions occurring on campus, including Snow Lion. However, behavior that occurs off campus that has a significant impact on the university or indicates that the students may be a threat to the health, safety or security of the university or community members may also be subject to disciplinary action.

UNIVERSITY POLICIES

The board of trustees and president of Naropa University have the right to review, modify and establish general rules of conduct, administrative policies and academic standards, including the policies stated in this handbook.

AIDS Policy

Students and employees with any form of HIV infection, including AIDS, do not pose a health risk through ordinary, casual contact with other students or employees in an academic setting. HIV is transmitted perinatally, through sexual intercourse and by exposure to contaminated blood. Although HIV may be found in the body fluids and secretions of an infected person, current medical knowledge indicates that the virus is transmitted only by contact with the blood, semen or female genital secretions of an infected person. There has been no confirmed case of HIV transmission within any household or school as a result of casual contact. There is, therefore, no reason to exclude or dismiss students or employees because they have AIDS or asymptomatic HIV infection.

Alcohol Policy

Naropa University's alcohol policy reflects current interpretations of state and local laws governing the use, distribution and consumption of alcohol (see Prohibited

Conduct) and is in compliance with the Drug-Free Workplace Act of 1988. The belief of the university is that by increasing awareness and knowledge about alcohol, you may be assisted in making rational and appropriate decisions about its use. The university is neither a sanctuary protecting those who violate the law nor a police agency enforcing it. Violations of the university's alcohol policy may result in disciplinary action.

The possession, sale or use of alcoholic beverages on campus or at off-campus events sponsored by the university, except at such events or in such areas and in such manner specifically authorized by the university, are prohibited and subject to disciplinary action.

The Law

Colorado law prohibits consumption of alcoholic beverages by people under age twenty-one. The law also imposes social host liability on people who serve alcohol or permit it to be served, to minors, visibly intoxicated persons or habitual drunkards.

Guidelines for University-Sponsored Events Where Alcohol Is Served

The faculty, staff member or department sponsoring the event is responsible for providing the alcohol and should abide by the following:

- Receive authorization from the vice president for academic affairs, if the function is related to academic departments.
- Receive authorization from the vice president for operations, if the function is not related to academic departments.
- Be familiar with and observe the university's alcohol policy and the Colorado law. (This includes not serving alcohol to anyone under the age of twenty-one.)
- Provide an adequate amount of nonalcoholic drinks and snacks throughout the event.
- Focus on the theme of the event rather than the alcohol.
- Encourage mature and responsible drinking.
- Supervise the event throughout its duration.
- Help guests find escorts or transportation home.
- Do not let anyone leave the event with alcohol.

Children and Babies in the Classroom Policy

While we recognize the difficult circumstances that arise for students who are parents, the university must also acknowledge its responsibility to all of its students. Babies and children are not allowed in the classroom. However, the instructor, in the case of emergencies or extenuating circumstances, may make exceptions. In such cases, permission must be obtained from the instructor prior to the beginning of the class.

Class Attendance and Participation Policy

Class attendance and participation are essential elements of a Naropa University education. Without students' physical, intellectual and emotional presence in the classroom, awareness cannot be cultivated and the academic material cannot be mastered. The instructor is required to state each course's attendance policy in the course syllabus at the beginning of the course; it is the students' responsibility to understand the policies. Some departments may have attendance requirements for their majors published in their departmental handbooks. Absence or lateness does not excuse students from required course work and may jeopardize their academic good standing. If a student receives veteran's benefits, the student must check with the Financial Aid Office for special attendance requirements.

Cultural Appropriation Policy

Working Definition

Cultural appropriation is the taking or use of elements of another people's culture. Where there is an unequal distribution of money, education and political power between groups of people, as there is in the United States, it is common for cultural exchange and appreciation to turn into cultural appropriation, in which a member or members of the more powerful group use what they have borrowed, taken or learned from the less powerful group in an inappropriate, disrespectful, exploitative or destructive way, whether with conscious intention to do so or not.

Policy

In keeping with its mission to bring traditions of wisdom into the curriculum of modern education while cultivating mindfulness, awareness and heart, Naropa University is committed to respectful and responsible engagement with such traditions. It is the policy of the university that planning of all courses, programs and events sponsored by the university will include vigilance for irresponsible, insensitive or otherwise improper use of customs, lore, ceremonies, rituals, teachings and other materials belonging to or identified with particular cultural or ethnic groups. The university will be responsive to concerns raised regarding issues of cultural appropriation through a formal procedure of registering, investigating and attempting to resolve such concerns. Naropa University as a whole and its academic departments in particular are responsible for engaging the staff, faculty and students in education about the ethical issues regarding cultural appropriation and the curricular oversight necessary to ensure that awareness of these issues is sustained.

Complaint Resolution Procedure

The following is the procedure to be used for implementing Naropa University's cultural appropriation policy. It applies to all alleged cases and addresses the needs of individuals, whether or not they are Naropa employees or students, who have concerns about cultural appropriation at Naropa.

The concerned party will begin in the department in which the course, workshop or other program, publication or behavior originated. Each department will have on hand a standard complaint form, on which the concerned party will state the cause for concern. The department head will meet with the concerned party to discuss the matter and to propose a satisfactory resolution. If the concerned party is unable to receive satisfaction, he or she may, within ten days, bring the matter to the student life diversity coordinator. Concurrently, the department head will submit a written memorandum to the student life diversity coordinator indicating what efforts have been made to resolve the issue, with a copy of this memorandum to the concerned party.

The student life diversity coordinator will review the complaint and bring the department chair and other affected faculty/staff member(s) together with the concerned party with the aspiration of coming to a mutually satisfactory resolution. If this is unsuccessful, the student life diversity coordinator will form a committee comprised of (1) one faculty/staff member from the department in question (and a Naropa student union representative if appropriate); (2) one "at large" faculty/staff member, selected from a pool of those willing to serve in such a role; (3) a content expert(s) with professional knowledge of the relevant content material and without a vested interest in the case; (4) one person selected from a pool of faculty and staff members who has received appropriate diversity training; and (5) the student life diversity coordinator. This committee will review the complaint and take appropriate action, notifying the affected department, faculty/staff member(s) and the concerned party. If either the concerned party or the affected department or faculty/staff member(s) wishes to appeal this action, he or she may do so, in writing, within ten days, to the president of the university, whose judgment will be final.

Drug Policy

In compliance with the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1985, Naropa University has adopted the following policy concerning the unlawful use of drugs and alcohol by students and employees:

The unlawful use, possession, distribution, manufacture or dispensing of illicit drugs or alcohol is prohibited on Naropa University property or on a Naropa owned/leased facility or as part of a Naropa activity except at those events allowed by the university. Violations may lead to disciplinary action including probation, suspension and expulsion or termination depending on the gravity of the violation. Violators may be reported to the appropriate authorities.

In addition to internal disciplinary sanctions, any student who is convicted of unlawful use, possession, distribution or manufacture, or dispensing of illicit drugs or alcohol may be subject to applicable criminal sanctions under local, state and federal law. Penalties range in severity from relatively minor fines to fines of several million dollars. Imprisonment is also a possibility, with terms ranging from six months to a life sentence. Further information is available in the Student Affairs Office.

The dean of students and the Student Affairs staff are available for help. Any student who believes she or he has a problem or simply would like more information is invited to contact the assistant dean of students in the Office of Student Affairs for a listing of community resources. Further information on Naropa University's drug-free school and workplace policy is available in the Office of the Dean of Students.

Dual Relationships Policy

Dual relationships between faculty and students are prohibited. A *dual relationship* is defined as a therapeutic, business/financial, private teaching, family or sexually intimate relationship in combination with an *academic relationship*, defined as follows:

1. A faculty member and a student in a current class or teacher-student relation;
2. A faculty or academic staff member who is responsible to evaluate a student, even if the student is not in a current class (for example, a department chair); or
3. A faculty member who could reasonably foresee that the student will be in his or her class in the near future.

Faculty member is defined here as an academic administrator; faculty member; teacher; teaching assistant, group process leader or group process supervisor.

Please be aware that some departments have more specific or restrictive guidelines or requirements.

Should a student involved in an academic relationship with a faculty member or academic administrator approach the faculty member to begin a relationship, the faculty member shall not engage in the relationship until no less than thirty days after the academic relationship is terminated.

Should a client currently involved in a relationship with a faculty member be registering for a course that the faculty member is teaching, the faculty member shall, prior to the first class session, openly discuss with the client/student the following options:

1. Suspend the relationship until after the class is completed;
2. Postpone the class until after the relationship is terminated; or
3. Refer to another qualified professional in the case of therapeutic, business or private teaching relationships.

Any questions regarding this policy should be referred to the vice president for academic affairs or the dean of students.

Private Teaching

A private teaching relationship refers to a situation in which a student at Naropa University enters into a teacher-student relationship with a Naropa faculty member outside of the Naropa curriculum. It includes teaching contracted directly with the faculty member as well as teaching through an institution with which the faculty member is employed or otherwise associated. In a case where a student at Naropa University wishes to enter into such a private teaching relationship with a Naropa faculty member with whom the student has or may have an academic relationship at Naropa, the student and the faculty member may apply for a waiver of the dual relationship policy.

This waiver opportunity applies only to private teaching relationships (not to other dual relationships) and must be approved prior to entering into the private teaching relationship. Application forms for this waiver may be obtained in the Office of Academic Affairs and must be completed both by the student and the faculty member. If approved by the vice president for academic affairs, the student may then enter into the private teaching relationship specified in the application. The waiver will apply only to the particular course, student and faculty member specified in the application and does not apply as a waiver to the policy for any other situation.

Students and faculty members should carefully consider the questions presented on the application form and not agree to a private teaching relationship prior to submitting the form and receiving approval. Further, to serve and protect all parties, we advise students and faculty members to apply for a waiver in circumstances in which they are not sure whether the policy does or does not apply.

Reporting Dual Relationships

Should a faculty member approach a student to initiate a dual relationship, the student is encouraged to report it as soon as possible to the vice president for academic affairs or the dean of students.

Nondiscrimination and Harassment Policies

To preserve an equitable, responsible and humane atmosphere for study and work, Naropa University affirms the principle that its students, faculty and staff have a right to be free from discrimination. The university does not discriminate on the basis of gender, race, color, physical appearance, transgender status, religion, disability, status as a veteran, national or ethnic origin, marital status, age or sexual orientation in its educational programs and activities, admissions policies or employment practices.

Reporting Discrimination and Harassment

Students who believe they have been discriminated against may pursue their complaint through our Judicial Process (see Conflict Resolution and Mediation, as well as Judicial Processes).

Open Flame Policy

Due to the unique contemplative heritage and practices of the university, there are a variety of campus activities and locations that regularly burn lamps or candles. The burning of candles or lamps is to be confined to established shrines or appropriate containers that do not allow for wax or flame to leave the container. Extreme caution should be exercised in all situations. Under no circumstances should flames be left burning unattended. All other types of open flame are strictly prohibited, including any type of ritual fire. Any questions regarding this policy should be directed to the safety and security manager.

Pet Policy

The following rules apply on Naropa University campus with regard to pets (working animals, such as guide dogs, are exempted):

1. Pets are not allowed in any classroom under any circumstances.
2. Pets are not allowed in either the Allen Ginsberg Library or the computer labs.
3. Pets must always be on a leash while on campus.
4. Pets must never be left unattended in the interior or exterior of the university. Any pet found unattended will be picked up by Boulder Animal Control, which may issue tickets for having a pet off leash.
5. No pets are allowed in offices unless the pet owner has asked specific permission of any other occupants of that office and has received specific permission to keep the pet, on a leash, in the office space. In such cases, a "no" shall be treated as a "no" without argument or persuasion.

Please do not leave a pet in your car. It's extremely dangerous for the animal. If an animal is found locked in a car and if there are any concerns about the pet's safety, Animal Control will be called for a wellness check. The animal's well-being is prioritized over any inconvenience to the owner.

Plagiarism Policy

To plagiarize (from the Latin *plagiarius*, plunderer) is to steal another's words or ideas and present them as one's own. Plagiarism is a violation of academic ethics and of Naropa University policy. Suspected instances of plagiarism are investigated by the faculty, and findings may be forwarded to the vice president for academic affairs for disciplinary action up to and including expulsion.

Instances of plagiarism include:

- a. Failure to enclose in quotation marks (or indent in the case of a lengthy quotation) a passage taken directly from another's work.
- b. Failure to credit sources for quotations.
- c. Failure to acknowledge by citation ideas taken from another's work, even if such ideas are expressed in one's own words.

Reporting Plagiarism

A faculty member who identifies a case of plagiarism will report and provide documentation to:

First instance of plagiarism in a BA class:

- BA advising and the associate dean of undergraduate education, who will investigate, document and may take disciplinary action up to and including failure in the course.
- Second and subsequent instances of plagiarism in a BA class for the same student:
- BA advising and the associate dean of undergraduate education, who will investigate, document and take disciplinary action up to and including suspension or expulsion from the university.

First instance of plagiarism in an MA class:

- Student's advisor and chair of the department, who will investigate, document and may take disciplinary action up to and including failure in the course.

Second and subsequent instances of plagiarism in an MA class for the same student:

- Student's advisor, chair of the department and VPAA, who will investigate, document and take disciplinary action up to and including suspension or expulsion from the university.

Tips for Avoiding Plagiarism

Detailed guidelines are available in *The Chicago Manual of Style* (MLA), *The Publication Manual of the American Psychological Association* (APA) and similar publications (on reserve in the library reference shelves). Please talk with your department and faculty members for more information. The following points are examples of common citation errors:

1. Information that is considered common knowledge does not need to bear a citation.
2. Specific wording or use of an author's ideas needs to bear a citation.
3. The paraphrasing of another's ideas must bear a citation.

Sex Offense Policy

The Student Right-to-Know, the Campus Security Act and the Higher Education Amendment of 1992 require that the university have policies in place related to sex offenses occurring on the university's campus. The Campus Security Act defines forcible and non-forcible sex offenses. A forcible sex offense is "any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will, where the victim is incapable of giving consent," and specifically includes forcible rape, sodomy, sexual assault with an object and forcible fondling. Non-forcible sex offenses are acts of "unlawful non-forcible sexual intercourse" and include incest and statutory rape (hereinafter defined as "sex offenses").

The university's policies regarding sex offenses include the following:

1. Education programs are available at the Office of Student Affairs regarding awareness of rape, acquaintance rape and other sex offenses.
2. Sanctions for rape, acquaintance rape or other sex offenses (forcible and non-forcible), shall include a range of disciplinary action, including probation, suspension and expulsion of a student, or termination of employment in the case of a faculty or staff member. Further, in certain circumstances, the offender could be barred from the university campus.

Reporting a Sex Offense

1. A student who believes he or she has been the victim of a sex offense is encouraged to promptly contact community resources the Boulder Police Department and/or MESA (Moving to End Sexual Assault). The student should also contact the dean of students or his designee. The dean of students should be contacted whether or not the student has reported the alleged sexual offense to the local authorities. In all cases, the student is encouraged to preserve potential evidence of criminal sexual assault or other sexual offense.
2. After consultation with the dean of students or his designee, the student who has been the subject of an alleged sex offense has the right to initiate the formal grievance procedures. During the grievance procedures, both the accuser and the accused are entitled to the same opportunity to have others present during such disciplinary proceedings. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceedings alleging sexual assault.
3. In all cases, the student has an option to notify proper law enforcement authorities, including the Boulder police, and if the student chooses to do so, the student may request assistance from the dean of students or his designee in notifying these authorities.

The student may consult with the Office of Student Affairs concerning existing resources, on or off campus, for assisting victims of sexual assault. If the circumstances warrant, the student may request changes in class assignments and/or, if the student is a resident of Naropa housing, changes in living arrangements.

Smoking Policy

The goal of the smoking policy is to promote a healthy and inclusive community. Student Affairs also offers aid to those who wish to stop smoking. It is hoped that those who smoke will understand and cooperate in protecting those who cannot tolerate smoke, and that those who do not smoke will be empowered to ask smokers to move to smoking areas.

Smoking is limited to the following areas:

Arapahoe campus:

- Open area near the Tea House, behind Arapahoe House
- Grassy area between the asphalt and brick parking lots—between Cedar and Juniper Cottages
- East side of the Administration Building, north of the library
- West end of the 2111 building

Paramita campus:

- West end of the north side of the building

Nalanda campus:

- West of the building near the rear parking lot and the former children's play area

Signs will be placed to help people find these locations.

CONFLICT RESOLUTION AND MEDIATION

Conflict Resolution

If you are experiencing conflict with a student, staff or faculty, you may seek guidance and support from the Office of Student Affairs. If the conflict involves a staff or faculty member, human resources, department chairs or academic affairs may be consulted in this process. If you perceive this as a diversity-related conflict, you may want to seek support from the student diversity advocate and/or student life diversity coordinator. Participation in conflict resolution does not affect your right to engage in the judicial process. Restorative conflict resolution processes can include mediation or peacemaking circles.

JUDICIAL PROCESS

There are three ways to engage the judicial process through the Office of Student Affairs: informal consultation process, formal complaint process and grievance procedure. If the complaint involves a staff or faculty member, Student Affairs will work with the appropriate departments (academic affairs, department chairs or human resources) based on involved parties; staff and faculty are accountable to the university policies but do have their own set of policies and procedures. As discussed in the opening to the Conduct and Conflict section of this handbook, Naropa University's Office of Student Affairs is committed to the philosophy and practices of restorative and social justice in addressing conflict and conduct concerns.

Judicial Review Process

It is our intention to resolve the concern as expeditiously as possible, using the lowest level of intervention appropriate. All parties involved can choose to engage higher levels of intervention based on the severity of the offense or if the process reaches unsatisfactory results. In this section, we have outlined how the following three levels of intervention apply to complaints against students (by another student, faculty or staff) and complaints against staff and faculty (by a student).

Three Levels of Intervention

Step 1. Informal Consultation Process

Step 2. Formal Complaint Process

Step 3. Grievance Procedure

When You're Not Sure What to Do

Sometimes you may not be sure how far you want to go with a concern, issue or complaint. You can speak to the dean of students to explore the extent of your concern. He can assist in clarifying the issues and exploring the options you have for proceeding. This can be done in confidence without any formal reporting or documenting. He can also assist you with the more formal avenues.

Filing a Complaint against a Student (by Student, Faculty or Staff)

Step 1: Informal Consultation Process

Many times it may be useful to explore an informal resolution of the situation. The intention of dealing with a complaint informally is to stop the offending behavior and repair harm as expeditiously as possible. If this process is unsatisfactory or the behavior continues, the dean of students may follow the formal process as outlined below. At the consultation/informal stage, Student Affairs staff, in collaboration with academic affairs or human resources as appropriate, may pursue confidential exploration of the situation with you in order to resolve the conflict. Participation

in this informal consultation procedure does not affect your right to file a formal complaint. Informal resolution could involve mediation or a peacemaking circle.

Step 2: Formal Complaint Process

Violations of University Policy and Prohibited Conduct. Suspected violations of university policies by students should be brought to the attention of the dean of students. Violations of university policies may also be handled by other university officials. The dean of students may convene a committee of at least three people and will include one person from the constituencies represented by the two parties involved: faculty, administration, student body or staff. Upon receiving written or oral information indicating a possible violation by a student of the aforementioned rules, the dean of students may commence an investigation.

- The dean of students will contact the student immediately notifying the student of the alleged misconduct.
- The dean of students will also send a written notification.
- The written notification will include 1) a description of the alleged misconduct; 2) the code of conduct that has been violated; and 3) the requirements for the student to set up a conference within five working days of the date of the notice.
- If the student does not schedule a meeting with the dean of students by the date specified in the notice or if the student schedules but does not attend the meeting, the dean of students can decide the outcome of the case in the student's absence.

At the initial conference, the dean of students will:

- explain the conduct process;
- answer any questions; and
- ask the student if he or she has a preference on a resolution option.

Resolution Options for Prohibited Conduct.

- **Review Involving Acceptance of Responsibility:** If the student accepts responsibility for the violation, the school official shall decide on an appropriate sanction. A copy of the final decision may be sent to the student's advisor and other relevant university personnel.
- **Review Involving Denial of Responsibility:** If the student denies responsibility for having violated the code of conduct, the dean of students will conduct a review.
- **During the review, the dean of students will:**
 1. consider facts from both sides;
 2. allow witnesses from both sides who have relevant information;
 3. make a determination about the facts presented;

4. determine whether the facts that are true and constitute a violation of university policy;
5. determine any mitigating circumstances;
6. decide on a sanction;
7. provide written documentation to the student of the findings, decision/outcome and sanctions (if applicable).

Sanctions Applicable to Students. After hearing the case, the dean of students or the committee may find the student not responsible, or may find the student responsible and issue a sanction based on that finding. A copy of the final decision may be sent to the student's advisor, other relevant university personnel and may be placed in the student's file. Sanctioning can happen in two ways: restorative justice circle in which the sanctions are cocreated and mutually agreed upon in the circle or sanctioning is decided by the dean of students or the committee.

One or all of the sanctions below may be imposed:

- **Educational sanctions:** Conditions may be imposed upon the student if it is related to the violation, such as, but not limited to, community service, reflection paper, attendance at a class or lecture, mandatory counseling, a letter to the victim, psychiatric evaluations, etc.
- **Warning/written reprimand:** A warning may be issued to the student that further misconduct may result in more severe sanctions.
- **Apology:** The student may be asked to provide a spoken and/or written apology to any parties the student has harmed.
- **Restorative action:** A cocreated action that identifies and repairs harm, specific to the situation.
- **Peacemaking circle**
- **Mediation**
- **Termination from Naropa University–sponsored housing**
- **Probation:** A trial period during which the student's conduct is monitored. Any additional violations of the student code of conduct during this period may be subject to exceptional disciplinary action.
- **Suspension:** The student is required to leave the university for a specific period of time. A notation will be placed on the student's transcript that will be removed after the time period. The student will need to reapply for readmission to the university after the suspension period. The student may also be barred from college premises and/or college-sponsored events.
- **Expulsion:** The student is required to permanently leave the university. If a student is expelled, a permanent notation will be recorded on the student's transcript. The student may also be barred from college premises and/or college-sponsored events.

Appeal Process for Students. If a student is placed on probation, terminated from Naropa University–sponsored housing, suspended or expelled, the student may file an appeal. The review of the appeal will be based on the existing record or any new information provided. An appeal form needs to be submitted to the dean of students within thirty days of the sanction. The president will assign a school official, who has had no prior involvement with the case, to the appeals process.

Nothing herein is intended to deny the appropriate school official the option of taking immediate action. Individuals presenting imminent danger to others, college property and/or the educational process may be immediately suspended from the college by the president, vice president for academic affairs, dean of students, director of human resources or their designee(s) when deemed necessary for the safety or well-being of the university community and others.

Step 3: Grievance Procedure

The grievance procedure should only be initiated when informal and formal complaint processes have been exhausted:

1. If all other avenues have failed, advise the dean of students, the vice president for academic affairs or the director of human resources (the "grievance officer") in writing. This written complaint must be made within thirty days of the formal complaint process.
2. The grievance officer will convene a Grievance Committee to hear the grievance and the response. The committee shall consist of at least three people and will include one person from each of the following constituencies: students, faculty and staff. The Grievance Committee will then determine whether grounds for a grievance do in fact exist and, if so, gather sufficient information to make a ruling. The procedures undertaken by the Grievance Committee will be determined as reasonably fits the specific situation. The Grievance Committee will put its findings and recommendations in writing to the grievance officer and both parties involved. If neither party contests the decision, the matter ends and the decision will stand.
3. If either party contests the decision of the Grievance Committee, the Grievance Committee will put its findings and recommendations in writing to the president of the university, as well as to each of the parties involved. Each party shall have an opportunity to submit a written statement to the president. The president may modify the recommendation after investigating or may confirm the preliminary ruling as final.

The university will complete its handling of the case within thirty days of initiating the Grievance Procedure, unless the parties agree to extend the time.

Filing a Complaint against a Faculty or Staff Member (by a Student)

Step 1: Informal Complaint Process

You can always drop into the Office of Student Affairs for support and consultation if you are considering pursuing a complaint (formal or informal) against a faculty or staff member.

Most of the time when you register for and attend a course, your experience will prove quite positive. This doesn't mean that you will find every aspect of the course fun or easy. Like most things in life, a course will have its ups and downs and may challenge you both personally and intellectually. On balance, you will probably complete the course with a sense of satisfaction.

Sometimes, however, you might have some extraordinary difficulty with a particular course or instructor. Perhaps you don't understand the assignments, feel overwhelmed or feel that the course asks too much of you. Perhaps you think that the course covers material you already know. Perhaps you feel some sort of personal conflict with the instructor or with other students in the class. If this should happen, don't panic and decide you must drop the course!

First, talk it over with the instructor. You may find Naropa instructors to be open, approachable and genuinely interested in your journey. If you can share your concerns directly with them, you may have the opportunity to resolve any conflict or concern. Sometimes it helps to put your questions or concerns in writing, give it to the instructor and ask for an appointment to discuss it.

If that does not lead to a satisfactory resolution of your concern, then discuss it with your academic advisor. They can listen to and understand your concerns. They have the experience and knowledge to help you to develop a positive way to respond to the situation.

If you cannot resolve a problem with a course, instructor or program by discussing it with your instructor and/or advisor, there are formal avenues you may pursue. The usual next step would be to discuss the situation with the department chair or the department administrative director. This step would be particularly appropriate in the case of a concern regarding an adjunct faculty member.

If this does not work, consider discussing your concern regarding a course, instructor or academic program with the vice president for academic affairs (VPAA). The VPAA has overall administrative responsibility for the faculty and the academic programs and appreciates the opportunity to hear from students about their educational experiences at the university. You may discuss with the VPAA about how best to

formulate your approach to a concern before you speak with the instructor. You may also meet with the VPAA if you remain unresolved about the situation or wish to provide feedback. You may make an appointment with the VPAA by calling the Office of Academic Affairs at 303-546-3588 or stopping by the office in the Lincoln Building.

Administrative Issues. Although the university is always refining its policies and streamlining its systems and procedures, sometimes communication breaks down. If you are experiencing difficulties in a particular office, or two or more offices are giving you conflicting information, there are things you can do. First, simply ask for further explanation of your situation, or ask to speak to the director of the department if the person with whom you are speaking does not seem to be able to answer your question. If this is not satisfactory, you can speak to the dean of students, who functions as an ombudsperson. He can give you some guidance when things aren't going smoothly.

Step 2: Formal Complaint Process

Students who would like to file a formal complaint about specific staff or faculty members should address their concerns to the director of human resources (staff/administrative complaints) or the vice president for academic affairs (faculty/academic complaints). Both of these offices follow a similar complaint process as outlined in this handbook.

Step 3: Grievance Procedure

The grievance procedure should only be initiated when informal and formal complaint processes have been exhausted. Naropa University's grievance procedure is outlined above.

Other Sources of Help

Personal Issues

It is common to experience some psychological and emotional upheavals when engaging in conflict. You have the opportunity to look more deeply into who you are, and you may question assumptions that have guided you in the past. This is normal. It may also happen that life circumstances can intensify around relationships, time pressures and finances. You do not need to keep this to yourself. You are not alone. Talk with your classmates, advisor and meditation instructor or stop by Student Affairs for a chat. Free counseling is also available through the On-Campus Counseling Center.

D

DISABILITY SUPPORT SERVICES

In compliance with the Americans with Disabilities Act and Section #504 of the Rehabilitation Act, the Office of the Dean of Students, located in Student Affairs, coordinates the university's efforts to provide full access to educational, cultural and other programs sponsored by the university for any qualified student with a disability. The university is committed to providing services to ensure an accessible environment for students with disabilities. The learning needs specialist, whose office is located in Student Affairs, will discuss concerns about disabilities and consider the obligation to provide auxiliary aids and academic accommodations for all qualified Naropa students. Students requiring further information should contact the learning needs specialist at 303-245-4749.

A student with a disability must make his or her needs known to the learning needs specialist. The student is responsible for providing evidence of a condition that requires academic accommodations or auxiliary aids for impaired sensory, manual or speaking skills. Students who are unsure about the necessity for assistance are encouraged to speak to the learning needs specialist to explore their individual situation.

Naropa's policies and procedures regarding the providing of academic accommodations and auxiliary aids to students with disabilities are available upon request from the Office of the Dean of Students.

DIVERSITY AND PLURALISM

Naropa University has a strong commitment to diversity education in all of its forms. In recent years Naropa has taken steps to further this commitment. In 2004, the faculty endorsed a university statement on cultural appropriation. In 2005, Naropa hired a full-time student life diversity coordinator, whose primary focus is working with students, and an associate vice president for academic affairs, who serves as the senior diversity officer, focusing on faculty development, curricular development and institutional assessment.

The student life diversity coordinator works with students of color and other underrepresented groups and allies. She coordinates diversity events, trainings and student groups through El Centro de la Gente (Naropa's multicultural resource center). She can be called on for support, advocacy and conflict resolution in situations that may arise around diversity issues.

The associate dean of students is also assigned the role of diversity affairs student advocate. She is charged with working at the grassroots level with students, faculty

and staff, on events and activities that raise awareness and increase sensitivity to the diversity of the Naropa community. She is a listening ear and an advocate for student concerns and ideas about any pluralist issue, including religious diversity.

The dean of students is campus ombudsperson, with a strong interest in working with students, faculty and staff around pluralism and diversity. The dean of students is also the Americans with Disabilities Act (ADA) coordinator for Naropa, responsible for all ADA issues, concerns and accommodations.

REPORTING DIVERSITY CONCERNS

Situations may arise that do not reach the level of harassment, but raise concerns relating to underrepresented populations, for example, lack of sensitivity by faculty, staff or students to gender; racial/ethnic, religious, gay-lesbian-bi-transgender, able-ness viewpoints; offensive content or lack of content/representation in curriculum, inaccessibility of facilities, etc.

Such concerns may be brought to the student life diversity coordinator; the diversity affairs student advocate, or the ADA coordinator. They will work with the parties involved to seek a satisfactory resolution of the concern, through an informal conflict mediation process or a formal judicial process. (See Conduct and Conflict section.)

Cultural appropriation is a contentious and complex problem that is of great concern to the Naropa leadership and others in the community. The term *cultural appropriation* refers to the misuse and misrepresentation of cultural and spiritual practices. (See the cultural appropriation policy in the University Policies section.)

EL CENTRO DE LA GENTE

Naropa's multicultural resource center, El Centro de la Gente, is located in Sycamore Hall, just north of the student lounge. El Centro is a safe space and resource center for traditionally underrepresented groups and allies. The El Centro de la Gente Committee oversees the center; puts on educational events and supports activities that emphasize the importance of understanding all systems of oppression in order to increase advocacy for social change.

ENTERING A NEW ENVIRONMENT FROM DIVERSE CULTURES

Culture shock is the term given for a feeling of disorientation or confusion that often occurs when a person leaves a familiar place and moves to an unfamiliar one. Coming to Boulder from another part of the United States or another country, you may encounter a multitude of new things. Things look different. There may be less diversity. Familiar foods may not be as available. The people may look, speak and act differently from the people at home. Maybe the smells are different. Your English

might not serve you as well as you expected it would. You might not be able to convey your full personality in English with the result that you think other people are seeing you as a child. And your family and friends are far away. As a result of all this you may feel confused, unsure of yourself, and you may have some doubts about the wisdom of your decision to come here.

Symptoms of Culture Shock

Some people are more affected by culture shock than others. Those who do experience it tend to become nervous and unusually tired. They want to sleep a lot and write many letters home. They may feel frustrated and hostile toward their host country. They may get excessively angry about minor irritations. It is not unusual for them to become very dependent on fellow nationals who are also in the new country. All these feelings may make it difficult to deal with residents of the host country and to use their language.

Coping with Culture Shock

Different people react differently to culture shock. Some become depressed or even physically ill. Others are stimulated by the new experiences that are open to them. Here are some ideas that might be helpful:

- Maintain your perspective. Try to remember that thousands of people have come here from other places and have survived (even when they arrived in the cold of winter)!
- Evaluate your expectations. Your reactions to the United States, Boulder and Naropa University are products both of the way things are here and of the way you expect them to be. If you find yourself feeling confused or disappointed about something, ask yourself, "What did I expect?" "Why?" "Were my expectations reasonable?" If you determine that your expectations were unreasonable, you can do much to reduce the amount of dissatisfaction you feel.
- Keep an open mind. People here might do or say things that people at home would not do or say. Try to find out how they perceive what they are saying and doing, and realize that evaluating their behavior using the standards you would use in your country or culture may mislead you.
- Learn from the experience. Moving into a new culture can be the most fascinating and educational experience of your life. It gives you the opportunity to explore an entirely new way of living and compare it to your own. There is no better way to become aware of your own values and attitudes and broaden your point of view.
- Here are some questions that you might try to answer as you encounter the local people: How do they make friends? How do friends treat each other? Who respects whom? How is respect shown? What attitudes do they have

about their families? What is the relationship between males and females? Why do people spend their time the way they do? How do they deal with disagreements or conflicts? What do they talk about? When and with whom? How often do they "take turns" during a conversation? How loud do they speak? What do they do with their hands and arms while talking, and where do they direct their eyes? What kind of evidence do they seek or use when evaluating an idea or trying to win an argument?

There are countless other questions you can ask. You can compare the answers you get to the answers you would get to the same questions in your country, and you can thereby help yourself develop a better understanding of your own society/culture and of the one where you are living now.

You may experience racism for the first time or encounter cultural ignorance that may be offensive. You deserve support if anything like this occurs; do not hesitate to contact the variety of advocates on the Naropa campus. Go to the Student Affairs Office and ask for the multicultural resource list.

H HEALTH

FREE CONDOMS

Free condoms and literature about preventing AIDS, STDs (sexually transmitted diseases) and unwanted pregnancy are available in Student Affairs on the Arapahoe and Paramita campuses. Condoms are also available in some bathrooms. Other informational and health services related to these issues are available in the Boulder community. See the student affairs coordinator for referrals.

SUBSTANCE ABUSE HELP

The Office of Student Affairs keeps current listings of local 12-step groups, including one that meets at Naropa and agencies that offer low-cost support services. For more information, contact the On-Campus Counseling Center at 303-245-4697.

NAROPA'S ON-CAMPUS COUNSELING CENTER

Located at 1900 Goss in the Snow Lion Apartment Housing (just north of the Arapahoe campus), Naropa's On-Campus Counseling Center offers short-term counseling services for all degree-seeking students. The director and the counseling interns are available to help you regain your ground, identify needs, assess the severity of your situation, provide any necessary intervention and connect you with community resources. They work with a variety of issues such as relationships, sexual orientation, gender identity, depression, anxiety, extreme moods, sex

assault/incest, trauma, substance abuse, cultural/diversity issues, body image, stress management, transition issues, suicidal thoughts, grief and more. The director and the counseling interns may be reached at 303-245-4697. You may contact them for an appointment.

MEDICAL AND DENTAL REFERRALS

Referrals for physicians, medical services and dentistry are also available through Student Affairs. Referrals for other less traditional forms of medical treatment or bodywork can also be explored. Boulder does have some health services for those who are uninsured.

HEALTH INSURANCE

Naropa requires all full-time undergraduate students to maintain adequate health insurance during their studies here. The university offers a health insurance plan for all students, which is a sick and injury plan, that also provides discounts on some alternative healthcare (i.e. acupuncture, massage and nutritional). For information on the Naropa University student health insurance plan, please contact Student Affairs at 303-546-3562.

STUDENT VALUE SUPPLEMENTAL HEALTH PLAN

Naropa University is pleased to announce a partnership with the Wardenburg Health Center at the University of Colorado to provide Naropa students access to limited health services. **This is not an insurance plan.** It covers primary care and laboratory and x-ray services and is a cost-effective choice for students who want access to basic medical services. To access the plan you must be covered by a comprehensive health insurance plan. For more information about the Student Value Supplemental Health Plan and/or how to enroll, please contact Student Affairs at 303-546-3562.

HOUSING

RESIDENCE LIFE AT SNOW LION APARTMENT HOUSING

The Snow Lion Apartments are home to all entering undergraduate students, ages twenty-one and under, arriving with less than 30 credits. Snow Lion is located four residential blocks from the Arapahoe campus and close to the bus line to the Nalanda campus. Residents become members of a dynamic living, learning community. New student housing is designed to support the transition to Boulder and into Naropa. Naropa's student housing strives to create a contemplative and compassionate community where learning occurs as profoundly outside of the classroom as it does within the curriculum. It is an opportunity for students to learn and develop skills in working with others, organizing, diversity awareness, conflict resolution and problem solving. Student housing attempts to answer the following question: How can

students embody what they are learning on a day-to-day basis, translating education into the experience of daily life?

There are four "wings" dedicated to new undergraduates from which students may choose: Visual and Performing Arts; Civic Engagement; Nature, Outdoors and Sustainability; and the Healing Arts and Body Wisdom.

Each unit is a two-bedroom apartment, including a kitchen, full bath, dining area and living room. In general, there are three students per apartment—one shared room and one private. Each resident is provided with a twin long bed, dresser, desk, desk chair, closet or wardrobe. The apartments also include a kitchen table and chairs. In addition, fifteen one-bedroom units are also available to the general Naropa University student body.

Amenities include high speed Internet, free parking, coin-op laundry facility, a small community meeting space and classroom, meditation room and the Naropa University Counseling Center. Three staff members also reside within the Snow Lion community.

OFF-CAMPUS HOUSING

Student Affairs works to provide assistance to students seeking housing. The office has a housing resource sheet (also available at www.naropa.edu/housingresources.html) that guides students to the best local spots for rentals and lists websites for Boulder Community network, bulletin boards, the local paper, businesses that provide databases of rentals, short-term stay options and more. You can also contact Student Affairs for a copy. The Arapahoe and Paramita campuses both have housing bulletin boards adjacent to their student lounges. For personal assistance and answers to questions, the housing coordinator can be reached at 303-245-4621 or via email at housing@naropa.edu. The housing coordinator can help you place ads on the Naropa website and bulletin board, as well as answer questions about the Boulder rental market.

We suggest you determine which campus you will attend most for classes when considering where in the city to live. The Paramita campus is located in northeast Boulder and is the hub for the Graduate School of Psychology, offering graduate programs in Somatic Counseling Psychology, Transpersonal Counseling Psychology (TCP) and Psychology: Contemplative Psychotherapy. The Nalanda campus is located in east Boulder and is the hub for the performing and visual arts. The campus houses the BFA in Performance, art studios for the Visual Arts program and the TCP: Art Therapy program. The remaining graduate and undergraduate programs hold most of their classes at the Arapahoe campus.

Parking is very limited near the Arapahoe campus. You might consider living near your particular campus or on a bus route to reduce your need to drive and park. All students receive an RTD Eco Pass as part of their student fees.

INTERNATIONAL STUDENTS

For help with F-1 or J-1 student visa issues or with any other concern you might have as an international student, contact the international student advisor at 303-546-3592. Her office is located on the second floor of the Allen Ginsberg Library building.

This section applies primarily to those international students who have been admitted to the United States on F-1 or J-1 student visas, although students from other countries who are dual citizens or permanent residents of the United States, but who may have cultural or adjustment concerns, are welcome to visit the international student advisor.

Students are reminded to read the information on immigration rules in the international student admissions packet carefully and to review it before traveling. This information is also available on the Naropa website under "Current Students," "International Student Information," "Immigration Info." Also it is extremely important to inform the international student advisor when you change your address and to obtain a signature on your I-20 form before traveling.

LIBRARY, ALLEN GINSBERG

LIBRARY HOURS DURING THE SEMESTER

Monday through Thursday: 8 a.m. to 9 p.m.; Friday: 8 a.m. to 5 p.m.
 Saturday and Sunday: noon to 6 p.m.
 As a rule, the library will be closed when the university is closed.

LIBRARY CARDS

Library cards are issued at the circulation desk. You will need your student ID card.

If you have any questions about library policies, please contact one of the library staff members listed below:

Circulation Desk | 303-546-3507 or 303-245-4137
 General Staff Email | library@naropa.edu; Fax: 303-245-4636
 Mary Beth Faccioli, Library Director | 303-245-4664; marybeth@naropa.edu

Amy Arenson, Administrative Director | 303-245-4607; arenson@naropa.edu
 Ann Hunter, Technical Services and Special Collections Coordinator | 303-546-3547; ahunter@naropa.edu
 Tristan Duke, Access Services Coordinator | 303-245-4668; tduke@naropa.edu
 Rainey Warren, Access Services Coordinator | 303-245-4668; rwarren@naropa.edu

CIRCULATION POLICY

<i>USER TYPE</i>	<i>LOAN PERIOD</i>	<i>RENEWALS</i>	<i>ITEM LIMIT</i>
	BOOKS* & AV	BOOKS & AV	BOOKS & AV
Graduate Students	12 weeks	2/1	50/ 3 VHS 3 CDs 3 DVDs
	7 days		
Undergraduate Students and Staff	4 weeks	3/1	30/ 3 VHS 3 CDs 3 DVDs
	7 days		
Board of Trustees and Alumni	4 weeks	1/1	10/ 3 VHS 3 CDs 3 DVDs
	3 days		
	7 days		

RENEWING LIBRARY MATERIALS/OVERDUE MATERIALS AND FINES

Please see our policies for renewing library materials, overdue materials and fines online at library.naropa.edu/services/circulation.htm.

RETURNING LIBRARY MATERIALS

Reserves and AV materials must be returned to the circulation desk. Books may be returned either to the circulation desk or to the drop box outside the library. Please return books to the drop box when the library is closed.

P

PERFORMANCE AREAS

PERFORMING ARTS CENTER

The Performing Arts Center (PAC) hosts various events and performances by university faculty, students and visiting artists. Performances and special events are scheduled by academic departments and PAC staff. Opportunities for student performances include informal coffeehouses, works-in-progress evenings, student dances and formal arts concerts. Please contact your department and Student Affairs if you wish to be involved with events in PAC.

PAC is available for rent for nonacademic events. Requests for policy information may be addressed to the PAC administrator at tchorton@naropa.edu.

PRACTICE ROOMS

Juniper Cottage

This classroom on the western side of the building has a grand piano. You can reserve the room by filling in your name on the sign-up sheet located on the bulletin board. Music majors and students currently enrolled in performing arts classes have priority.

Piano Room

This small rehearsal room with an upright piano is located in the basement of the Administrative Building and is available to all students on a first-come, first-served basis. Note: Please contact PAC at 303-546-5281 for information about additional spaces.

RECORDING STUDIO

You may reserve the recording studio located in Cedar Cottage by putting your name on the sign-up sheet or by contacting the PAC production manager at 303-245-4717.

REHEARSAL SPACES

When the studios are not being used for classes or events, they may be available for student rehearsals. The following are the most suitable spaces for rehearsals:

Arapahoe Campus

PAC: dance floor

Lincoln Studio: wood floor

Shambhala Hall: carpet

Lincoln Lecture Hall: carpet

Music Room: carpet with piano

Lincoln 4130: carpet

Lincoln 4140: sprung wood floor

Paramita Campus

Virya: sprung wood floor

Paramita Hall: carpet

Jim Spearly Lecture Hall: carpet

Nalanda Campus

9171: marly floor

9175: wood floor

Scheduling Rehearsal Space

Webviewer is Naropa's online room scheduling program, which can be accessed in the lower right-hand corner on the Naropa home page (www.naropa.edu). Select "Faculty, Staff and Student Room Scheduling." Select "Scheduling Program" for information on room availability and room requests. For detailed instructions on how to use the Webviewer program (including general guidelines for space usage, priorities, building hours, etc.), please select "Instruction Manual." If you need further assistance, please contact tchorton@naropa.edu.

Reserving Rehearsal Time

Policies and Priorities

1. Rehearsals may only be scheduled on a space-available basis during times that the building is open. See the Safety and Security section for building hours.
2. Students may request rehearsal time on a space-available basis up to two hours per week in PAC and up to five hours in all other studio spaces.

Please note that PAC, Facilities and Extended Studies reserve the right to cancel your time for emergency scheduling.

Due to the vulnerability of spaces with dance floor, we ask that you take off your shoes, keep food and drinks out of the dance studios and put carpets down if you plan on using drums.

Rehearsal time is allotted to students based on the following prioritization:

Priority I

1. Students enrolled in performance-related classes that require studio time or performance time. Degree-seeking students have priority over nondegree students.
2. Core faculty in performance-related departments.

Priority II

1. Students doing work for nonperformance-related classes that require studio or rehearsal time. Degree-seeking students have priority over nondegree students.
2. Adjunct faculty and teaching assistants in performance-related classes.

Priority III

1. Students may request space for meetings on a space-available basis.
2. Students, staff and faculty in nonperformance-related Naropa programs.

No public events may be held on campus without sponsorship. Sponsorship is defined as NU departmental support/supervision and includes an onsite presence by a university employee who assumes responsibility for said event. No tuition, fees or donations may be collected in association with any space bookings that are not academic classes, related programmed performances or Extended Studies programs.

S

SAFETY AND SECURITY

If you have questions or concerns about how the Naropa community works with security, please contact the safety and security manager at 303-245-4686.

ACCESS TO CU'S FAMILY HOUSING OPEN SPACE

The gate between CU's Family Housing and Naropa University was locked for a period of time. Due to positive and lengthy negotiations, the gate was unlocked. In order for it to remain open, Naropa's students, staff and faculty must abide by the guidelines established. If we abuse access to the property and do not respect the established regulations, the gate will be locked permanently. Please remember that there are children nearby, so be mindful of your language and behavior when on CU's Family Housing property. It is our responsibility to honor the agreement.

Guidelines for use of the property:

- Quiet hours: 1 to 3 p.m.; 9 p.m. to 7 a.m. daily
- Clean up and remove all personal property and litter.
- No pets allowed.
- No nudity at any time.
- Climbing trees is prohibited.
- No parking at Children's Center or Family Housing.

Thanks for sustaining quality relations with our neighbors.

BUILDING ACCESS

The Facilities Department staff secures the campuses and has authority to enforce the building hours.

Building hours shown below apply to common areas and classrooms. If classrooms or similar spaces are not reserved, or if common areas are vacant, they may be locked earlier. This is necessary to balance the need for facilities to be available over a wide range of hours with the need for campus safety. Office spaces are locked when not open for business. Having buildings open when they are not in use increases the risk of vandalism and theft, and risk to the personal safety of Naropa community members.

BUILDING HOURS

During Semesters

Monday through Friday: 8 a.m.–10 p.m.

Weekends: 9 a.m.–6 p.m.

Between Semesters

Monday through Friday: 9 a.m.–6 p.m.

Weekends: Buildings closed

All campuses are closed during Naropa holidays. For specific holiday and semester dates, see www.naropa.edu/facility/buildinghours.html. Any presence in or access to buildings outside of hours is allowed only by key or controlled access device issued by the safety and security manager.

Any exception to the above hours must be approved by the Facilities Department and supervised by a staff or faculty person who must submit a Request for Exception to Standard Building Hours form at least ten working days in advance. This form is available in the Facilities Office and on eropa for staff and faculty. Do not assume a request for an exception will be granted. See Scheduling Rehearsal Space in the Performance Areas section for information on how to reserve a room on the schedule.

CRIME REPORTING/CAMPUS SECURITY

Naropa University seeks to provide a safe and secure atmosphere in which its entire community can flourish. Achieving this goal requires the combined efforts of the Facilities staff and the community at large.

Take responsibility for protecting your personal belongings. Keep bicycles and all vehicles locked and do not leave them on campus overnight. Keep backpacks, purses and valuables with you at all times.

The facilities director, safety and security manager and facilities staff provide assistance with safety and security concerns. On all campuses, they have the authority to enforce Naropa policies and regulations. They also remain alert to any violations of Boulder city ordinances or state and federal statutes. Facilities staff has the authority to detain any persons suspected of criminal activity until investigation by the local law enforcement agency is undertaken. Facilities staff also has the authority to expel from Naropa property any individuals posing an immediate threat to the safety or well-being of the Naropa community and others. All community members are encouraged to take an active role in ensuring a secure environment by immediately reporting any suspicious activities or persons on any campus to the safety and security manager at 720-309-8211 or to the Naropa Patrol Guard at 720-366-1915 (evenings).

NAROPA PATROL GUARD

The Naropa Patrol Guard acts as a resource for the safety of the Naropa community and is responsible for building security. Everyone in the community is encouraged to meet the patrol guard and report any immediate concerns.

Note: The Transportation Office monitors parking areas, issues parking tickets and arranges for the towing of vehicles. (See the Transportation section.)

EMERGENCY OR URGENT MEDICAL CARE

For emergency medical care go to the Boulder Community Hospital emergency room at North Broadway and Balsam, 303-440-2037; or at Arapahoe and Foothills Parkway, 720-854-7600; or call an ambulance by dialing 911. Call the safety and security manager at 720-309-8211 for assistance with ambulance arrival. For urgent medical care, see your physician or go to Boulder Medical Urgent Care at 2750 Broadway, 303-440-3200.

FIRE PROCEDURE

Be aware of the fire alarm pull stations, exits and extinguishers when you're in any Naropa University building. Respond to fire alarms by evacuating the building quickly and calmly, even if you suspect the alarm is false. If you see a fire you cannot put out immediately, pull a fire alarm, exit the building then call the safety and security manager at 720-309-8211. If there are no pull stations in the building, call 9-911 from Naropa extension phones.

FIRST AID

There is a simple first aid kit located on each campus. The Paramita campus first aid kit is kept in the Transpersonal Counseling Psychology Office. The Arapahoe campus first aid kits are kept on the bookshelf in the Student Affairs Office in the

Administration Building and in the Facilities Department in the 2111 Building. The Nalanda campus first aid kit is kept in the Extended Studies Events Office.

FLOOD SAFETY

The Arapahoe campus is located in a flood plain. If a flash flood is expected, you will hear the county's emergency siren, followed by verbal instructions. Proceed to higher ground as quickly as possible, without crossing any floodwaters. On Arapahoe campus proceed to the second floor of the Lincoln or the Administration Building. During flood season, current alert status information is available from the director of facilities (303-546-5284); safety and security manager (303-245-4686); and the Boulder City and County Emergency Office (303-441-4300).

TORNADOES

The county emergency siren will also sound and give directions if there is tornado danger. Proceed to the nearest shelter and go to the lowest level possible; stay in the center of the building, away from windows.

SERVICES FOR STUDENTS

BUSINESS SERVICE CENTER

The Business Service Center (BSC) is located in the basement of the Lincoln Building and offers mailing, faxing, copying and other business-related services for students, staff and faculty.

Hours: Monday through Friday 8:30 a.m. to 5:00 p.m. (shortened hours may apply when classes are not in session)

Mailing: Items may be packaged and mailed to domestic and international locations via the United States Postal Services. All forms and materials are available in the BSC, including envelopes, boxes and stamps. Mail is delivered to the post office every day at 4 p.m.; mail received after that cut-off time will be delivered the next day. Fed Ex is not available for students.

The Naropa University address may not be used as a home or return address; the BSC cannot hold mail for students.

Interoffice Mail: Via the courier service, mail for current staff, including work-study, and faculty will be delivered promptly provided that it is placed in a correctly labeled interoffice envelope. In most cases, mail will be delivered in 24 hours or less.

Free Office Supplies: Students are encouraged to take and/or leave office supplies in the Bardo Room adjacent to the Business Service Center. Many useful items are available for reuse, including packing supplies for mailing, folders and boxes.

Copiers: Coin-accepting copiers for students are located in the Sycamore hallway, the Allen Ginsberg Library, the Paramita lounge area and in the Nalanda campus student area. These copiers can be used whenever the buildings are open. Copies cost \$.10 each. Please report all problems with the copiers and direct refund inquiries to the Business Service Center.

Additionally, staff can assist with larger or hard-to-copy items in the Business Service Center.

Fax: Local faxes are free for students. Long distance faxes are \$.50 per page and international faxes are \$1.00 per page. Cover sheets are strongly encouraged and do not cost extra.

Recycling Toner Cartridges and Cell Phones: Ink jet cartridges from home printers will be recycled or responsibly disposed of if they are dropped off in the toner collection boxes located in the BSC, near the Paramita mailroom and in the Nalanda student lounge.

The BSC accepts cash and checks. Credit card service is not currently available. Please share your feedback about the BSC with Toby Sinkinson.

FACILITIES

The Facilities Department is responsible for all aspects of the university's physical plant and encompasses maintenance, landscape, safety and security, transportation and business services. See the Safety and Security, Business Services and Transportation sections for more information about these divisions and the student-related services they provide.

LOST AND FOUND

The Lost and Found Department is located in Student Affairs. At Paramita campus, there is a lost and found box in the student lounge. Lost and found boxes are also located at the Nalanda campus, in PAC and in the main computer lab.

NAROPA BOOKSTORE

The Naropa Bookstore stocks books, periodicals and journals, many of which are used in university courses. It offers an in-depth selection of titles in contemplative religions, environmental studies, psychology, literature and poetry. Art supplies, school supplies, stationery, snacks, ice cream, cold drinks, T-shirts and personal care items are also available. The bookstore is located on the Arapahoe campus and is open weekdays from 9 a.m. to 5 p.m., some Saturdays from 10 a.m. to 3 p.m. and on special occasions.

NAROPA CAFÉ

Housed in the center of the Arapahoe campus, the renowned Naropa Café offers wholesome, healthy gourmet meals to nourish the body as well as the spirit. The intimate café provides a wide range of mostly vegetarian, homemade dishes, desserts, pastries, chai, coffee and other beverages. The café is open weekdays during the fall and spring semesters from 8 a.m. to 7 p.m. Mondays through Thursdays and 8 a.m. to 4 p.m. on Fridays on the Arapahoe campus. It is also open during the summer for shorter hours. The café offers an abbreviated version of the standard café fare at Paramita campus, weekdays from 8:30 a.m. to 3 p.m., and at Nalanda campus at limited times.

TELEPHONE MESSAGES

Personal calls for students that come to the switchboard or information desk will be directed to the Student Affairs Office on the Arapahoe campus.

Messages about Class Absences

If you are calling to report that you will be absent or late for class, you will be connected to the involved academic department to leave a message. We cannot deliver messages to classrooms. It may be helpful for you to exchange numbers with fellow classmates in order for messages to get directly to the professor.

Emergency Messages

Special attention will be given to all emergencies. When giving out the general Naropa number 303-444-0202 or the Student Affairs number 303-546-3562 as an emergency contact, you must include your school/work-study schedule. Do not give out either number if your schedule is not included.

SNOW DAYS

If there is a decision to cancel classes due to snow, it will be broadcast on channel 7, KMGH TV, and radio stations KGNU (FM 88.5), KBCO (FM 97.3, AM 1190) and KOA (850 AM). You may also call the Naropa University switchboard for a recorded message at 303-444-0202, ext. 2. You may also see www.startcolorado.com/closings.

STUDENT AFFAIRS

The Office of Student Affairs promotes a holistic approach to education by viewing learning as a key element of its mission and working in collaboration with the academic side of the university to this end. This office includes in its mandate overseeing the general welfare and quality of life of the student from his or her entry into the university, through graduation and entry into the work world. The dean of students supervises the Office of Student Affairs and is an advocate for the student voice with college staff and faculty on all policy issues and other matters of concern to the student body.

GETTING THE MOST FROM THE OFFICE OF STUDENT AFFAIRS

As you orient yourself to life as a student at Naropa, questions and problems may arise from time to time. The function of the Office of Student Affairs, located in the Administration Building, is to assist you in whatever way possible with your concerns. Please contact the dean of students or the Student Affairs staff for help with any area.

Student Affairs is responsible for coordinating information or services offered to Naropa students including:

- General Information 303-546-3562
- Activities and Recreation 303-546-3570
- Bulletin Boards 303-546-3562
- Bus Pass 303-546-3562
- Career Services 303-245-4863
- Child Care 303-546-3562
- Computer Lab 303-546-3587
- Contemplative Practice Coordinator 303-546-5298
- Counseling Referrals 303-245-4697
- Disabled Student Assistance 303-245-4749
- Diversity Affairs Student Advocate 303-546-3570
- First Aid 303-546-3562
- Health Insurance 303-546-3562
- Housing 303-245-4621
- International Student Assistance 303-546-3592
- Lost and Found 303-546-3562
- Naropa Writing Center 303-245-4606
- Snow Lion Apartment Housing 303 447-3846
- Student Leadership 303-546-3549
- Student Life Diversity Coordinator 303-245-4614
- Student Union of Naropa 303-546-3579

One of the main functions of Student Affairs is to guide students to on-campus resources and point them to further resources available in the Boulder community. Referrals and resources are available for housing, healthcare, health insurance, counseling, food resources, other emergency needs, child care and more. Available resources range from books and journals in our office, to bulletin boards listing events and services, to computerized databases. Boulder has a very strong network of agencies and services that are of great benefit to students. The city has a reputation as a center for sports and fitness, but it also offers an array of cultural events that rivals those of larger cities. Boulder is stimulating and always entertaining, and the Student Affairs staff can help you discover it.

STUDENT GROUPS AND ORGANIZATIONS

Student groups at Naropa University reflect current student interests and concerns. They can range from the academic to volunteer focus, to the purely recreational and can include publications, support and service groups. The student government, Student Union of Naropa (SUN), in conjunction with Student Affairs, provides logistical support to these groups. For information about student groups, contact Priscilla Inkpen at 303-546-3570 or inkpenp@naropa.edu. Some examples of student groups active within the last academic year are the following:

Allies in Action: A subcommittee of SUN (Student Union of Naropa), which meets weekly to raise awareness of privilege, offers process spaces and creates actions on campus to promote diversity

Amnesty International Group: Investigates human rights violations and writes letters to free political prisoners

An Ceithre Gaoithe (Celtic Club): Explores Celtic culture and spirituality

A Tono: Latina/o student group that hosts dinners, movies, socials and the coffeehouse Noche Latina

Bombay Gin: Editorial work, fundraising, marketing and publicity for *Bombay Gin*, the annual literary journal of Naropa's Department of Writing and Poetics

Chanoyu Club (Tea Club): Learns about and enjoys Japanese Tea Ceremony

Cult of Vimalakirti: Discussion group on sitting practice and sutra study

Dharma Artists Collective: Studies dharma art, spontaneous self-expression, hosts guest teachers in all fields of artistic expression

Gay, Lesbian, Bisexual, Transgender, Queer Group: Discussion group on issues in the queer community, socials, movies; plans the drag show

International Student Group: Opportunity for students from other countries to bond, go to events and discuss what it's like to be in the United States and away from home; plans annual Cultural Festival

Ken Wilber Discussion Group: Discusses Wilber's work/ideas

Kinetic Poetics: Practices poetry as a kinetic art by learning techniques of modern poetics and performance

Ma Paya Pang Paraan: Meets to practice martial arts

Meaningful Movie Night Group: Watches movies that are fun, educational and meaningful

Naropa All Star Music Project: An opportunity for NU musicians to play shows together in public, art jams, etc.

Naropa Freestyle Hip-Hop Group: Provides a space for expression in a spontaneous, supportive, creative environment through spoken word and beats; the group plans to release a CD as a fundraiser

Peak Oil Discussion Group: Action-oriented group that meets to discuss over-population, natural resources and environmental degradation

Root (Reconnecting on our Terrain): Rents outdoor equipment to students very cheaply, leads trips, plays outside

Salsa Group: Teaches salsa lessons, holds weekly dance nights

Students of Color Group: Support group for students of color; with an aspect of action and socializing

Tendrel: Puts together *Tendrel*, Naropa's annual diversity journal

Women's Group: Discussion, action and socializing to build sisterhood and explore feminism

STUDENT UNION OF NAROPA

Coming together to cultivate community, compassion and a collective consciousness that empowers us as students to create our ideal university experience.

—SUN mission statement, 2000

As for the students themselves, they should have certain chosen leaders or representatives, selected within each field of study. Some guidelines as to what sort of individuals these representatives should be are:

1. *Sympathetic to the overall development of the university;*
2. *Insightful and willing to be critical;*
3. *Having a certain basic sophistication in their vision of fellow students and in general;*
4. *Free from dogma, fads and subjective trips;*

5. *Dedicated to a sense of personal journey rather than self-aggrandizement.*

—Chögyam Trungpa, Rinpoche

OBJECTIVES

The Student Union of Naropa University (SUN), established in 1989, has three functional objectives:

1. **Awareness.** SUN seeks to encourage awareness of student conditions, opinions and recommendations at the administrative and faculty levels. It also hopes to cultivate awareness at the Naropa community level of student life, activities and achievements. A vital part of the SUN's mission is to stimulate student awareness of administrative policies and decisions and of the available channels to affect and advise the administration.
2. **Action.** It is through responsible awareness that effective and balanced actions are made. SUN seeks to ensure that student needs and concerns are addressed and met. To this end, SUN plays an integral and active role in the advising and governance of Naropa. This is achieved through the participation of student representatives on the board of trustees and the various administrative committees of the university. Students are chosen each year from SUN's ranks to serve on committees. The student trustee, however, serves a two-year term. SUN will also work to encourage an active and involved student body at all levels of the school and the wider community.
3. **Acknowledgment.** SUN works to foster communication among the administration, faculty and students, and to acknowledge excellence at all levels. SUN's goal is to provide a voice for the diverse views of the student body, to focus awareness on areas that need attention and to help create and nurture a sense of community at Naropa University.

WHAT DOES THE STUDENT UNION DO?

The Student Union of Naropa University

- seats student representatives on nearly every administrative committee at Naropa, including the board of trustees, and seeks other ways to give students a voice at Naropa;
- maintains the student lounge and free box;
- recognizes and awards students who serve and make lasting contributions to the Naropa student community;
- sponsors coffeehouses, dances, town hall meetings and other educational and social events;

- allots several thousand dollars each year to help students directly through the Student Emergency Fund;
- sponsors community events with well-known artists to raise funds for nonprofit groups that are working for social change;
- provides funding for a major student theater production each year, called *Sun Spot*;
- helps student groups and organizations form and get funding;
- has a working subcommittee, Allies in Action, which engages in education, advocacy and activism around student concerns about diversity issues at Naropa.

The Student Union (SUN) has been influential in the creation of school policy. It is consulted for student input on policy and budget decisions. SUN has also worked to support Naropa students in many ways. To this end it helped establish the Student Emergency Fund for students facing emergency conditions during their enrollment here. In the past, SUN helped to establish the first award of recognition for a graduating student who embodies its vision. The Student Union has helped to create and/or support a student soccer team and a housing coordinator position to help current and incoming Naropa students in their housing search. One of SUN's goals is to support the creation and ongoing work of different student groups. SUN is now working to coordinate with the new structure being introduced in academic departments, in which each department will have a student representative who will give student feedback to the departments.

STUDENT GOVERNMENT STRUCTURE

The student government is in the process of writing a handbook formalizing SUN bylaws and procedures. The information below is subject to change during the 2006–07 academic year by vote of SUN.

Students interested in becoming more active in the Naropa community and Naropa's governance, are invited to come to the Student Union meetings, every week on Friday morning, from 9 a.m. to 12 p.m., in the Goldfarb Student Center.

The structure of SUN continues to evolve as SUN and Naropa have grown. SUN has adopted a nonhierarchical structure for conducting its business. It consists of the officers, core members, the dean and associate dean of students. Students who express interest in being active in SUN and attend four consecutive meetings become core members with full voting rights.

The current officer positions in SUN are student group liaison, historian, treasurer, staff-faculty liaison, academic affairs liaison, communications facilitator,

events coordinator, SUN community time coordinator and student member of the Naropa University Board of Trustees.

As the student handbook goes to press, SUN is experimenting with new ways of attracting members, designating officers and encouraging student leadership and participation, other than through elections, which historically, at Naropa, have been less than successful in identifying new leaders. The structure and rules for becoming an officer will be clarified during the 2006–07 academic year.

At present, one may become a SUN officer in the following ways: Students who hold officer positions, who desire to remain in their position for another academic year and who, in the judgment of the SUN, have done good work, will be affirmed at the end of the spring semester for another year in their position, by a consensus vote of SUN. Officer vacancies will first be offered to core members. Positions not filled by core members will be posted as work-study positions, and all students will be notified by email and posters of open officer positions, for which anyone with a genuine interest and commitment to serving Naropa may apply.

The one exception to the above is the student member of the board of trustees. This has a two-year term, renewable by vote of the Leadership Committee for a third year. The student trustee is chosen by the Leadership Committee after submitting an application, including a statement of interest and qualifications, and being interviewed. The position is open to a SUN Leadership Committee member who has demonstrated outstanding leadership, service, maturity and a deep commitment to Naropa. If the Leadership Committee deems no one in SUN as an acceptable candidate, it will advertise the position to the student body. Anyone applying must be willing to become active in SUN, as well as fulfilling the other stated qualifications.

The Student Union seeks to strengthen the community voice of students at Naropa, which is essential to building bridges, bringing about change and solving problems. Naropa offers students a unique opportunity to participate in administrative committees and to have their voices heard so that students' needs may be met. The Student Union invites all students to participate in reforming the community to continue to address student needs and proactively bring us together. Every department is strongly encouraged to have a student representative who attends SUN meetings.

T

TOWN HALL MEETINGS

Once a month, the entire Naropa community is invited to gather for a town hall meeting, which is sponsored by SUN and the Office of Student Affairs. It is an opportunity for all community members—including students, faculty and staff—to speak to each other about their experiences at Naropa, share new ideas and suggestions, as well as to hear about the many things happening on campus. These meetings offer community members a chance to reflect, to listen to each other and to reconnect with their purpose for being at this educational institution. The meetings also support Naropa University's mission to cultivate openness, communication and a caring community.

TRANSPORTATION

Transportation Coordinator: Sam Mason (smason@naropa.edu)
Call Monday through Friday from 9 a.m. to 5 p.m. at 303-245-4747.

Naropa University, recognizing the positive effects of public transportation, provides all faculty, staff and students with the RTD Eco Pass and access to Naropa's bike fleet. The expanding population of Boulder County is causing increased traffic congestion, dangerous air pollution levels and an extreme need for alternatives. Transportation has become an issue of health rather than one just of convenience. Additionally Naropa University's Arapahoe campus has limited parking; therefore, students, staff and faculty are encouraged not to drive to campus.

Boulder and the surrounding Front Range have an extensive bus and bicycle commuter system. The combination of bus and bike routes makes it easy to commute without a car while attending Naropa University. The Transportation Office encourages students to customize their means of travel to their situation. Alternative transportation modes are presented below to assist students in planning.

ALTERNATIVE TRANSPORTATION

Living Near Campus

We highly recommend this option for all students when feasible. Walking and biking reduce stress and expenses. The housing coordinator can assist you in finding housing close to campus and/or on a bus route.

Individual Transportation Consultations

In order to make it easier for you to discover the ideal scenario for your individual schedule, the Transportation Office can work with you to help you better understand your transportation options.

RTD Student Eco Pass

Every degree-seeking student receives an RTD Student Eco Pass. Students pay for this bus pass as part of the registration fee and receive it following tuition payment each semester. This pass offers free transportation on all regional bus routes including passage to Denver, the airport and the Eldora ski mountain. A number of buses come directly to or near Naropa University's different campus locations. For more information about bus schedules or maps, contact the Transportation Office or RTD directly at 303-299-6000. For student bus pass questions and summer student bus passes, contact the Student Affairs Office. For questions regarding specific bus routes, contact the Transportation Office.

Bicycles

Planned bike paths crisscross the city, and bike lanes exist on major thoroughfares. All RTD buses have bike racks, giving commuters the best of both worlds. Naropa's Bike Shack has 110 bikes as part of the free bike fleet program for registered students. Just visit the Transportation Office or the Bike Shack, show your student ID and you can use a bike for up to a month. If you are an international student, you are guaranteed a bike if it will be your main form of transportation. The Naropa Bike Shop can also make small repairs on non-fleet bikes and keeps a supply of replacement parts for sale. Students, staff and faculty may pay a membership fee to order inexpensive bike parts and have access to tools for working on bikes.

Carpooling/Permit Sharing

Sharing rides or parking permits is an excellent way to reduce expenses, parking concerns and air pollution. For carpooling options go to www.ridearranger.org or visit the Transportation Office.

Car Sharing

Boulder CarShare is a nonprofit organization that provides and promotes alternatives to individual car ownership, thereby reducing the environmental and social impacts associated with motor vehicle use. Members of car-sharing organizations pay dues and usage fees to the organization and in return they have access to economical, reliable and fuel-efficient vehicles. See www.carshare.org or call them at 303-271-3510.

PARKING

The Arapahoe campus of Naropa University employs a managed parking system. Monitoring and ticketing in all "A" lots is enforced from 7 a.m. to 6 p.m. excluding weekends and university holidays. Semester permits can be purchased on a first-come, first-served basis during the parking permit sale at the beginning of fall and spring semesters. A limited number of permit grants are awarded for individuals demonstrating financial need.

No one may park in the CU parking lots to the east and south of Naropa without a valid CU permit. Naropa has no jurisdiction over these lots and cars will be ticketed.

Naropa Parking Permit Menu

Semester Permit	\$120/semester
Single Day Permits	\$3/each
Handicapped	\$60/semester
Two-Wheel Motorized	\$25/annually
Visitor Permits	Must be obtained from the Transportation Office or Lincoln Building front desk

TOWING

If your vehicle is parked without a permit at Naropa, the Transportation Office will issue two tickets before towing your vehicle. Ticket fines are \$5 for the first offense, \$10 for the second and \$20 for the third as well as mandatory towing. The cost of retrieving a vehicle from the tow company starts at \$125. Please do not get into this situation. Design a transportation plan that works for you. The Transportation Office has many resources to help in this planning.

RTD BUS SERVICE TO NAROPA UNIVERSITY

Getting between Naropa Campuses

It is a JUMP and a BOUND between all three campuses. These shuttle buses travel every six to ten minutes from 7 a.m. to 7 p.m. Monday through Friday. The JUMP bus travels east and west along Arapahoe Avenue, stopping directly in front of the Arapahoe and Nalanda campuses. The BOUND bus travels north and south on 30th Street and stops in front of the Paramita campus. Take the JUMP to get between Arapahoe and Nalanda campuses. To get to the Paramita campus, take the JUMP to Arapahoe Avenue and 30th Street. Get off and go to the east side of 30th Street. Wait no more than ten minutes for the BOUND. Take the BOUND just past Glenwood Drive. The Paramita campus is on the west side of 30th Street. This trip will take fifteen to twenty minutes. Schedules are available near the student lounge on each campus. You may call Naropa's Transportation Office at 303-245-4747 for more information. The RTD website www.rtd-denver.com will have the most up-to-date information (or call 303-299-6000).

SPECIAL TRANSIT

Special Transit is a private, nonprofit organization located in Boulder, Colorado. It provides a variety of transportation options that improve the quality of life for the people in the many communities it serves. If you have a temporary or permanent disability, are elderly, low-income or live in a rural area that is not serviced by RTD, you may be eligible to use this service. For more information, call 303-447-9636 or visit www.specialtransit.org.

W

WORK-STUDY AND STUDENT EMPLOYMENT

The Federal College Work-Study Program (CWSP) and Naropa Student Employment Program (NSEP) are collectively referred to as "work-study" and are administered by the Department of Human Resources in conjunction with the Financial Aid Office. CWSP is a federally funded work program available to students who are qualified U.S. citizens. NSEP is a university-funded work program available to international students who qualify through the Financial Aid Office.

In order to participate in the work-study program, you must have received a CWSP or NSEP award as part of your financial aid package. You must also be a program student taking at least 6 credit hours.

For more information, please refer to the work-study handbook found under the student employment link at www.naropa.edu/currentstudents.

WRITING CENTER, NAROPA

Sycamore Hall

Monday through Thursday: 10 a.m. to 6 p.m.; Friday: 10 a.m. to 2 p.m.

303-245-4606; nwc@naropa.edu

The goal of the Naropa Writing Center (NWC) is to be an effective resource for all members of the Naropa community (students, staff, faculty, alumni) by providing a respectful, collaborative and engaged learning environment for writers of all skill levels. Staffed with trained graduate students with extensive writing experience, the NWC can assist at any stage of the writing process, from brainstorming and organizing to revising and documenting. The NWC can also work on any piece of writing such as creative writing, master's theses, scholarship essays, research papers and more. The NWC is a free service with appointments on the hour and on the half hour for 25 or 50 minutes. Drop-ins are welcome too, when time is available. In addition to one-on-one consulting, the NWC also offers free writing skills workshops. Please contact them for more information.

STUDENTS WITH PARTICULAR WRITING NEEDS

Students who have particular writing needs or who are nonnative English speakers can be assisted by the Naropa Writing Center on any writing assignment. Visit the NWC or call 303-245-4606 to make an appointment.