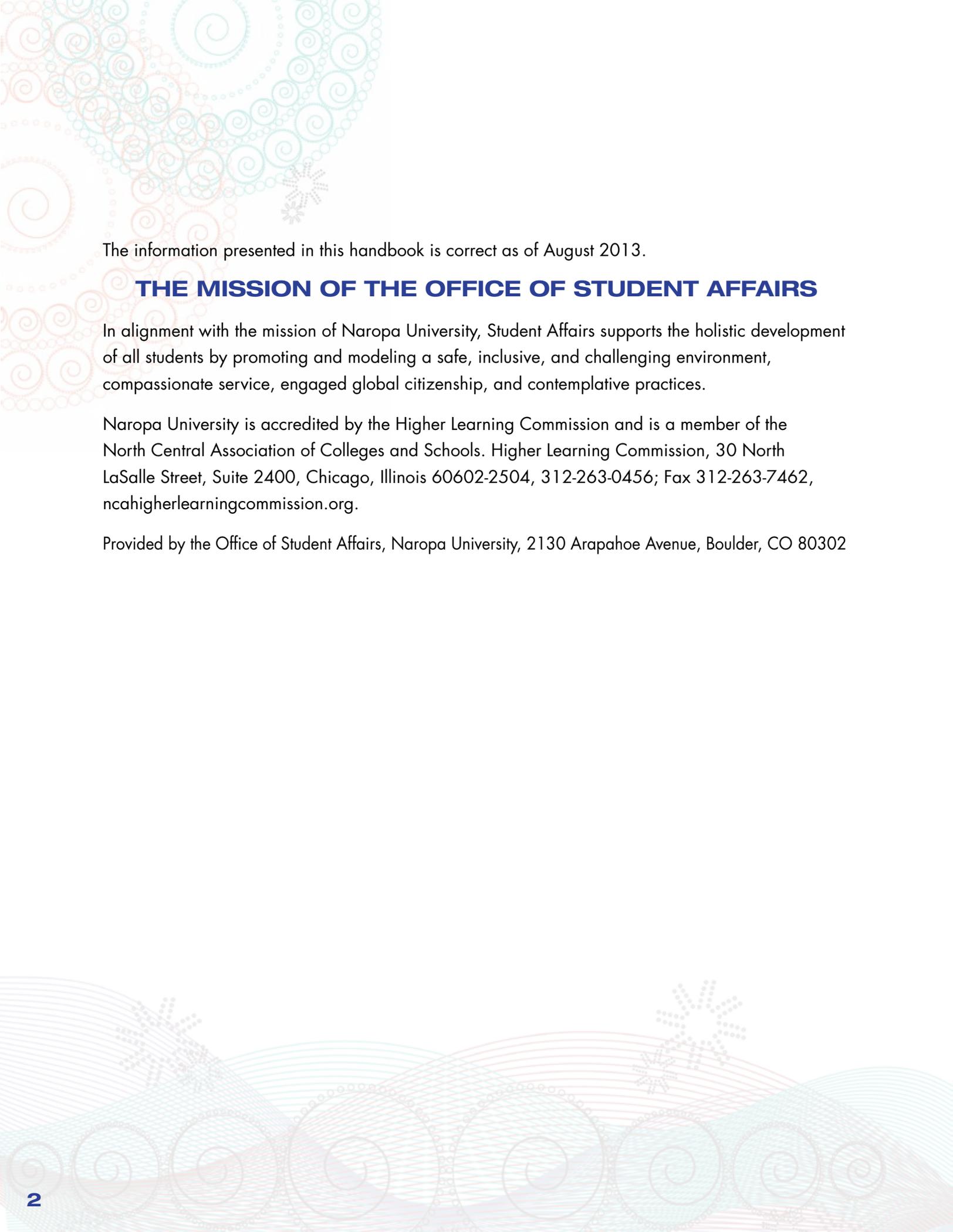




STUDENT RESPONSIBILITY STATEMENT

The student handbook has been developed to help you, the Naropa student, understand and interpret the policies and procedures of Naropa University. The term "student" includes all persons who have confirmed attendance (by submitting an admission deposit or enrolling in courses), have enrolled at and/or are taking courses at the university, full or part-time, undergraduate, graduate, or non-degree seeking. If you do not find answers to your questions within the handbook, contact the appropriate office(s) or consult with the dean of students. You are personally responsible for reading, understanding, and adhering to all policies and information printed in Naropa University's course catalog and this handbook, as well as all official notices sent via Naropa student email, which may include revisions to this handbook. Failure to read and understand the policies detailed in these documents does not excuse you from being subject to those regulations and their enforcement. It should be noted that while consulting faculty advisors or staff can be helpful to clarify issues, written policy controls over any oral advice or opinion received from an individual. The policies and procedures in this handbook may be amended from time to time at the discretion of Naropa University with or without notice to students.



The information presented in this handbook is correct as of August 2013.

THE MISSION OF THE OFFICE OF STUDENT AFFAIRS

In alignment with the mission of Naropa University, Student Affairs supports the holistic development of all students by promoting and modeling a safe, inclusive, and challenging environment, compassionate service, engaged global citizenship, and contemplative practices.

Naropa University is accredited by the Higher Learning Commission and is a member of the North Central Association of Colleges and Schools. Higher Learning Commission, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504, 312-263-0456; Fax 312-263-7462, ncahigherlearningcommission.org.

Provided by the Office of Student Affairs, Naropa University, 2130 Arapahoe Avenue, Boulder, CO 80302



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 to build knowledge, experience, and insight.

Naropa University's educational programs are inspired by the traditions of Buddhism and Shambhala, as these were introduced to North Americans in 1974 by Naropa University's founder, Chögyam Trungpa Rinpoche. Members of the Naropa 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 your development in becoming an aware, compassionate, and effective member of society.

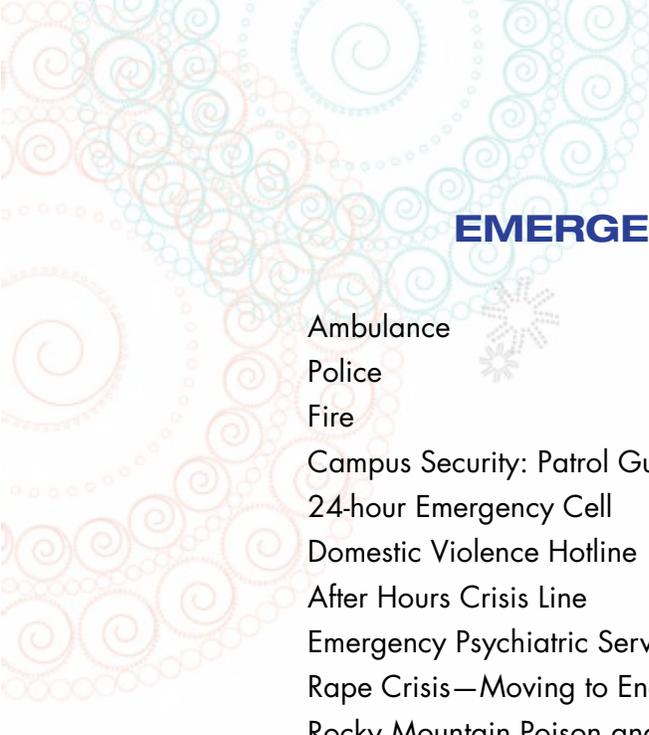
This handbook will assist you in navigating your experience at Naropa. Please be sure to read the handbook's student responsibility statement to understand your role as a student. You are always welcome to call or visit me in Student Affairs if you have any questions or concerns regarding any aspect of the university or this handbook.

— **Bob Cillo, Dean of Students**

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EMERGENCY PHONE NUMBERS

Ambulance	911
Police	911
Fire	911
Campus Security: Patrol Guard (evenings)	720-366-1915
24-hour Emergency Cell	720-309-8211
Domestic Violence Hotline	303-444-2424
After Hours Crisis Line	855-254-3944
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
Admissions	303-546-3572
Alternative Transportation	303-245-4747
Boulder Bookstore	303-447-2074
Bulletin Boards	303-546-3562
Coordinator of Student Accounts	303-546-3554
Bus Pass	303-546-3562
Café (Arapahoe)	303-546-3530
Director of Career and Community Engagement	303-245-4863
Child-Care Referral	303-546-3562
Community Bicycle Program	303-546-5299
Contemplative Practice Coordinator	303-245-4603
Business Service Center	303-546-5299
Counseling, Psychotherapy, and Medical Referrals	303-245-4697
Disability Services Coordinator	303-245-4749
Events Center	303-245-4785
Facilities	303-546-3510
Financial Aid	303-546-3534
First Aid	303-546-3562
Health Insurance	303-546-3562



Information Technology Help Desk	303-245-4609
International Student Advisor	303-546-3592
Library	303-546-3507
Lost and Found	303-546-3562
Office of Events	303-245-4785
Naropa Writing Center	303-245-4606
Off-Campus Housing	303-447-3846
Performing Arts Center	303-546-3593
President's Office	303-245-4804
Registration Office	303-546-3500
Safety and Security Office	303-245-4686
Snow Days	303-444-0202
Snow Lion—Residence Life	303-447-3846
Student Affairs	303-546-3562
Student Union (Student Leadership)	303-546-3579
Title IX coordinator	303-546-3549
Transportation Office	303-245-4747

ACADEMIC PROGRAM PHONE NUMBERS

Academic Affairs	303-546-3588
Contemplative Counseling Psychotherapy	303-245-4828
Contemplative Education	303-245-4711
Contemplative Psychology	303-245-4711
Environmental Studies and Leadership	303-245-4711
Graduate Theater	303-245-4640
Interdisciplinary Studies	303-245-4711
Peace Studies	303-245-4711
Performing Arts	303-546-3519
Religious Studies and Master of Divinity	303-546-5286
Somatic Counseling Psychology	303-245-4828
Traditional Eastern Arts	303-245-4620
Transpersonal Counseling Psychology	303-245-4828
Visual Arts	303-546-3585
Writing & Poetics	303-546-3508

2013–14 ACADEMIC CALENDAR

FALL SEMESTER 2013

August

Last Day for All Students to Pay Tuition & Fees	19
New Student Orientation	22–23
First Day of Classes	26
Refunds available for students who registered prior to the week of Orientation	26
Convocation	28
Labor Day Holiday (no classes, campuses closed)	31–Sept 2

September

Last Day to Add/ Drop Courses Without Financial Penalty *	5
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October

Preferred Deadline to Apply for Financial Aid for Spring (<i>if did not apply for Fall aid</i>)	1
Last Day to Withdraw from Courses *	4
Community Practice Day (no classes, offices closed)	15
Spring registration begins for returning students (<i>Registration dates vary by degree program and credits earned.</i> <i>See Registration Schedules on MyNaropa for details</i>)	28–Nov 14

November

Last Day to Apply for Spring 2014 Graduation	15
Thanksgiving Holiday (<i>no classes</i>)	27–Dec 1
Thanksgiving Holiday (<i>campuses closed</i>)	28–Dec 1

December

Deadline to Submit Spring Independent Study Applications to School Directors	1
Last Day of Classes	13
Grades Due	18
Winter Break (<i>no classes</i>)	14–Jan 12
Campus Closed	19–Jan 1

* Exception: Workshops and courses on alternate calendar.

** All classes meet the week of December 9th to make up for the following missed days: Labor Day, Practice Day, and Thanksgiving break of Wednesday, Thursday, and Friday.

Buildings open for shortened hours during breaks & campuses closed on some holiday weekends.

Intersession hours are generally 9:00 a.m. – 6:00 p.m., Monday - Friday only. Please see naropa.edu/buildinghours for specific hours.

2013-14 ACADEMIC YEAR

SPRING SEMESTER 2014

January

Last Day for All Students to Pay Tuition & Fees	6
New Student Orientation and Registration	9-10
First Day of Classes	13
Refunds available for students who registered prior to the week of Orientation	13
Martin Luther King Holiday <i>(no classes, campuses closed)</i>	20
Last Day to Add/Drop Courses without Financial Penalty *	23

February

Last Day to Withdraw from Courses *	21
Community Practice Day <i>(no classes, offices closed)</i>	25

March

Deadline to Apply for Most Naropa Assistantships	1
Preferred Deadline to Apply for Financial Aid for Upcoming Year	1
Shambhala Day Celebration <i>(no classes, campuses closed)</i>	5
Spring Break <i>(limited campus hours: 9:00 a.m. – 6:00 p.m. Monday - Friday only)</i>	24 – 28
Fall & Summer registration begins for returning students <i>(Registration dates vary by degree program and credits earned. See Registration Schedules on MyNaropa for details)</i>	31-April 17

April

Deadline to Apply for Most Naropa Scholarships	1
Last day to Apply for Summer 2014 and Fall 2014 Graduation	18

May

Deadline to Submit Summer Independent Study Applications to School Directors	1
Last Day of Classes **	7
Make up day for classes missed due to snow closure, instructor illness, etc.	8
Commencement	10
Grades Due	14

* Exception: Workshops and courses on alternate calendar.

** Monday, Tuesday, and Wednesday classes must meet in this 16th week in order to make up for days missed due to Martin Luther King Jr. Day, Practice Day, and Shambhala Day.

INTERSESSION (NO CLASSES): MAY 9 THROUGH JUNE 1

SUMMER SEMESTER 2014

Academic Summer Session

June 2–July 25

- Summer Session 1: June 2–27
- Summer Session 2: June 30–July 25

Last day to drop/add courses * See individual courses

July 4th Holiday (*no classes, campuses closed, except SWP*)

July 4

All summer grades due

July 30

Deadline to submit Fall independent Study Applications

August 15

* Most summer classes are on an alternate schedule. Please check the printable or web-based course schedule.

INTERSESSION (no classes): July 26–August 24



ABOUT Naropa University

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 prepare yourself to be intellectually and morally responsive to the constant challenges and the rapid changes of modern society. In this way, the learning that we practice at Naropa becomes a lifelong journey.

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, a network 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 institution 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.

MISSION STATEMENT

Inspired by the rich intellectual and experiential traditions of East and West, Naropa University is North America's leading institution of contemplative education. Naropa recognizes the inherent goodness and wisdom of each human being. It educates the whole person, cultivating academic excellence and contemplative insight in order to infuse knowledge with wisdom. The university nurtures in its students a lifelong joy in learning, a critical intellect, the sense of purpose that accompanies compassionate service to the world, and the openness and equanimity that arise from authentic insight and self-understanding. Ultimately, Naropa students explore the inner resources needed to engage courageously with a complex and challenging world, to help transform that world through skill and compassion, and to attain deeper levels of happiness and meaning in their lives.

Drawing on the vital insights of the world's wisdom traditions, the university is simultaneously Buddhist-inspired, ecumenical, and nonsectarian. Naropa values ethnic and cultural differences for their essential role in education. It embraces the richness of human diversity with the aim of fostering a more just and equitable society and an expanded awareness of our common humanity.

A Naropa University education—reflecting the interplay of discipline and delight—prepares its graduates both to meet the world as it is and to change it for the better.

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 centuries 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.

NAROPA SEAL

The Naropa University seal was designed by Naropa's founder, Chögyam Trungpa Rinpoche, on whose teachings the school's philosophies are based; thus, its meaning speaks to the Naropa experience with simultaneous relevance to the school's history and its present-day form.



The Sanskrit words written in Tibetan script on the ribbon at the bottom of the seal—*prajna garbha*—literally mean “womb of wisdom,” but translate more loosely as “place where wisdom is nurtured.” The word *prajna*, meaning wisdom, differs from the traditional academic view of knowledge. Often defined by Trungpa Rinpoche as “knowingness,” *prajna* encompasses greater insight, independent of accumulation of facts or information.

The wheel of dharma, or wheel of the teachings, appears at the center of the seal and signifies the power, communication, and spread of true teachings. At the center of the wheel of dharma is the “coil of joy,” which symbolizes the transformation of the three “poisons” (passion, aggression, and ignorance) into three “wisdoms” (appreciation, clear seeing, and openness). The wheel of dharma has another secular significance: great monarchs could roll their chariot wheels over great distances, spreading teachings and understanding into the world. The connotation is of spreading benefit, rather than proselytizing.

Literally, *prajna* is the flame that burns conceptual mind. The flames surrounding the seal create a mandala and boundary around the learning space. That space requires unconditional commitment to learning without personal agenda.

THE BOW

It has become something of a tradition at Naropa University to begin and end classes and meetings with a bow. Although this ritual is by no means mandatory, 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 time at Naropa, and many take enjoyment and comfort in the growing familiarity that a ritual such as this one can provide when it is repeated often. At the same time, many admit some frustration that they have only a vague understanding of the actual meaning of the bow itself. The following will clarify this understanding.

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 actually 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 choose. 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 one from distraction and depression on the spot. The participant feels the possibilities of wakefulness and vision; the desire to learn more is aroused. So, one begins the process by holding this posture.

The second stage is that, having taken this posture, one relaxes a little within and feels one's heart—which is open, somewhat exposed and vulnerable. It is the source of gentleness, the source of longing to make contact with others and to be helpful to them, to be of service. And so, for a moment, as one holds this posture, these aspects are felt fully. It is almost a kind of positive sadness.

And then, the bow itself is the third and final stage. Here, one makes a gift of personal warrior inspiration to all the others who are bowing together. The sense of that gift can also be expanded to encompass all others who are beyond the room. Either way, the basic intention is to make a generous gift of all these wonderful qualities as one prepares to bow. In fact, the willingness to share in this way is part of the warrior's bravery.

So, hold, feel, and give. That is the meaning of the warrior's bow, which we do every day at Naropa University.

—Adapted from an essay by Frank Berliner, Naropa University faculty

ACADEMIC ADVISING

Graduate Academic Advising | Located within each Graduate Program's Main Office

Undergraduate Academic Advising | Wulsin Hall, 2nd Floor

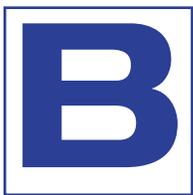
All students are assigned an academic advisor. Advisors serve as academic guides and help students understand academic policies and procedures. Advisors serve as a referral resource for campus services and assist students in making well-informed decisions regarding their education. Advisors help students track their degree requirements; however, students are ultimately responsible for ensuring that they have met all departmental and university academic requirements for graduation. Students must meet with their assigned academic advisor prior to registration each semester. At this time, advisors help students plan their schedule for the next semester and clear them to register via MyNaropa, Naropa's Intranet for enrolled students, staff, faculty, as well as for prospective students to inquire and apply online.

ACADEMIC SUPPORT PROGRAM

Wulsin Hall, Basement | 303-546-3576

The Academic Support Program (ASP) offers free, personalized academic coaching to students who want extra support to help successfully meet their academic goals. Staffed by trained and experienced graduate students, the ASP offers one-on-one study skills and time management tutoring, as well as workshops and in-class presentations to develop and enhance students' academic skill sets.

To meet with an academic coach, or learn more about the ASP, please contact Lily Board, director of The Learning Commons, at lboard@naropa.edu.



BOOKSTORE

Boulder Bookstore | 303-447-2074

1107 Pearl St.

Boulder, CO 80302

boulderbookstore.com

Hours:

Monday–Thursday 10 a.m.–10 p.m.

Friday–Saturday 10 a.m.–11 p.m.

Sunday 10 a.m.–8 p.m.

The Boulder Bookstore is Naropa University's official bookstore. The Naropa section is located on the lower level. Here you can purchase textbooks (both new and used) for your classes and Naropa memorabilia. Their used book department buys back textbooks at the end of the semester. Students are able to pre-order textbooks by logging into MyNaropa and clicking on the "Boulder Bookstore Pre-Order Form" found under the Registration heading on the Student tab. The bookstore delivers the pre-ordered books to campus the first week of classes. Using the Boulder Bookstore is a convenient way to obtain textbooks and supports a valuable local business.

BUSINESS SERVICE CENTER

303-546-5299 | copyroom@naropa.edu

Weekdays: 9 a.m.–5 p.m. (Hours may be limited when classes are not in session.)

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

Mailing: Items may be packaged and mailed to domestic and international locations via the United States Postal Service. 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 time will be delivered the next day. Federal Express is available with a credit card.

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 faculty and staff, including work-study, will be delivered promptly provided that it is placed in a correctly labeled interoffice envelope. In most cases, interoffice mail will be delivered in twenty-four hours or less.

Copiers: Copies can now be made at any accessible copier within Naropa utilizing your my.naropa login and password, entered at the copier directly or via your Student ID (once registered at any copier). Locations include the Arapahoe Campus computer lab, Paramita reading room / computer lab, Nalanda reading room, Allen Ginsberg Library, Sycamore hallway, and the Business Service Center in the basement of the Lincoln building.

In the near future, making copies or printing at any Naropa copiers will be charged to students on a per-page basis. When this plan goes into effect, the following costs and restrictions will apply:

Black and white copies will be \$0.05 each; color copies (where available) \$0.20 each. Copies of larger format 11 x 17 (Ledger / Tabloid) paper will be charged double (\$0.10 for black & white, \$0.40 for color). Student accounts all receive a \$20.00 credit at the beginning of each semester for copying and printing purposes. Once an account has spent the complimentary funds, it must be replenished by the account holder before further copies or printing can take place. Funds can be added via Paypal, or in person at the Business Services Center. All account funds are automatically cleared at the end of each spring semester, which includes any user funds deposited into an account.

Please note that these plans are not yet final and are subject to change.

Fax: Local faxes are free for students. Long-distance faxes are \$0.50 per page, and international faxes are \$1.00 per page. Cover sheets are strongly encouraged and do not cost extra.

Print Cartridges and Cell Phones: The BSC will recycle or responsibly dispose of ink-jet cartridges from home printers and cell phones 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 the BSC manager.



CAFÉ | 303-546-3530

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 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. It is also open during the summer for shorter hours. The café offers an abbreviated version of the standard café fare at Paramita Campus, Monday through Thursday from 8:30 a.m. to 2 p.m.

CAMPUS NEWS AND COMMUNICATION

BULLETIN BOARDS | 303-546-3562

Arapahoe Campus | The bulletin boards in Sycamore Hall are maintained by Student Affairs. They are for academic departments, housing services, items for sale, event postings, and more. Student Affairs staff must

stamp all notices before they are posted. Housing notices stay up for one month, all other notices for 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 the 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 your posting. Items will remain posted no longer than two weeks. Undated items will be removed immediately. Academic departments have their own bulletin boards around the Nalanda Campus. Please refer to these boards for more specific departmental communication.

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 may contact your faculty member via MyNaropa where you will find contact information available. We cannot deliver messages to classrooms. It may be helpful for you to exchange numbers or email addresses 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 phone number (303-444-0202) or the Student Affairs phone number (303-546-3562) as an emergency contact, please know that our office hours are limited during the week and holiday periods and we may not be able to respond in a timely manner. Please call 911 if this concern is a life threatening emergency.

CAREER & COMMUNITY ENGAGEMENT

Director of Career and Community Engagement | 303-245-4863 | my.naropa.edu

The services of Career and Community Engagement are free to all Naropa students and alumni. We are here to support you in making mindful academic and career decisions and engaging in meaningful service as you “meet the world as it is and change it for the better.” We are here to help you:

- Explore your interests, values, skills, and talents
- Identify potential academic majors/programs and career paths
- Identify and engage in service/volunteer opportunities
- Develop internship and job search strategies
- Plan graduate school or other educational application processes

- Learn how to write effective cover letters and resumes
- Prepare for the interview process

Whether you are a first-year student, senior, or graduate student, we look forward to connecting with you!

CEREMONIES AND SPECIAL EVENTS

COMMENCEMENT

Each May, Naropa 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 Office of the 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 in the middle of each semester to suspend classes and business for a day to engage as a community in individual and group contemplative practices and activities. 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. The morning includes group meditation and other practices, as well as a featured speaker from our community. Throughout the day, there are practices from different traditions, as well as activities that embody the notion of service as practice. These could include loving-kindness practice, listening circles, walking a labyrinth, Japanese Tea Ceremony, centering prayer, contemplative gardening, sacred chanting, aikido, Mudra Space Awareness, and others. It is an opportunity for members of the Naropa community to share their particular practice or discipline with each other.

CONVOCATION

Convocation is Naropa's traditional ceremony, occurring once a year in the beginning of the fall semester, during 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 wholeheartedly with beginner's mind, so that we might gently wake each other up all year long.

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. All buildings are closed except for those in use for celebration events.

CHILD CARE

CHILD-CARE REFERRAL | 303-546-3562

Naropa University does not have a drop-in child-care center on any of its campus; however, Alaya Preschool is affiliated with Naropa. Career Services has an employment email listserv and on-campus job board where you can post child-care positions.

ALAYA PRESCHOOL | 303-449-5248

alaya@alayapreschool.org

Alaya Preschool, founded by Chögyam Trungpa Rinpoche and affiliated with Naropa University, provides child care for children two to five years old. Parents may call 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 Naropa community members 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, and five-year-old classes).

COMPUTER ACCESS ON CAMPUS

COMPUTER LABS | *lab@naropa.edu*

IT Help Desk | 303-245-4609

There are three computer labs for use by the Naropa community: the main lab located in the Wulsin Hall basement on the Arapahoe Campus, the Paramita Lab located in the student reading room / lab at the Paramita Campus, and a smaller lab located in the Nalanda Campus reading room. PCs are running Windows 7, and Macs are running OS X 10.8. Students may log onto lab computers and copiers using the following:

User: lab\xxxxxx (replace "xxxxxx" with your student ID number)

Password: your MyNaropa password

Please refer to posted instructions regarding how to associate your student ID card with the copiers. There are currently a total of twenty-five Windows PCs and three Macs in the main lab, while there are seven PCs and three Macs in the Paramita lab, and an additional five Windows PCs and one Mac in the Nalanda Campus reading room. Computers are equipped with the Microsoft Office Suite for PC and Mac, as well as graphics software and media players; some computers have headphones. Select computers have Open Office and iWork. Each lab offers black-and-white copying and printing. CDs can be burned at all labs. The computer lab hours may change depending on the time of the year. The labs are closed during Naropa observed holidays and for Practice Day.

STUDENT EMAIL POLICY

Technical Support: support@students.naropa.edu

Every degree-seeking student is issued a student email account, which is the primary means of communication from academic departments and offices such as advising, registration, finance, student affairs, your academic program, and the Office of the President. It is your responsibility to check your student email account regularly. You are accountable for knowing information disseminated to your email account and responding in a timely fashion. Optional listservs are available for individual interests, employment and scholarship information, social activities and activism events, postings of SUN minutes and events, and information for student parents.

STUDENT WIRELESS ACCESS POLICY

There are wireless hot spots located at all Naropa locations, including the Arapahoe, Nalanda, and Paramita campuses, as well as the Snow Lion residence hall. Systems supported include any device running Windows XP, Vista, or 7, Mac OS X 10.5 or higher. All locations support the 802.11g wireless protocol. Additionally, the Snow Lion residence hall supports both 802.11g and 802.11n wireless protocols 802.11 n in addition to b and g. Naropa uses Cisco Clean Access for authentication and network compliance on the student wireless network. The Cisco NAC Agent is a required download for all Windows and OS X systems. IT assistance can

be requested by submitting an IT Work Request at <https://myschoolbuilding.com/myschoolbuilding/itdgateway.asp?acctnum=93787023>

Or by calling the IT Helpdesk at 303-245-4609.

The work request system is strongly preferred as members of IT will receive new requests automatically. Calls to the Helpdesk line may take some time to respond to. Students must comply with the wireless access policy to be allowed on the Naropa student wireless network.

- Service of a personal laptop is the student's responsibility.
- Streaming or downloading of music, movies, software, and/or other media (legal or not) can and is monitored, and may be restricted at the discretion of the department of Information Technology. While media consumption is commonplace today, it can negatively impact network performance.
- No use of Naropa Internet access for personal business (servers of any kind, email solicitations, etc.).
- No use of the Naropa resources for illegal activities (hacking, spamming, DOS attacks, etc.).
- This service is a privilege and may be restricted, denied, or revoked at any time.
- These rules are subject to change.

This Computer Systems policy covers all uses and users of the following, collectively referred to as "Computer Systems":

1. Naropa.edu email accounts and facilities ("university email")
2. Computers, systems, workstations, networks, networking equipment, peripheral devices, servers, copiers and printers on Naropa's campus.
3. Access to MyNaropa and the Internet.
4. Any other Naropa property attached to the Naropa network.

By utilizing Computer Systems, users consent to all provisions of this policy and agree to comply with all of the terms and conditions set forth herein, as well as all other applicable university policies, regulations, and procedures, and with applicable local, state, and federal laws and regulations. Users of the Computer Systems, whose actions violate this policy or any other university policy or regulation, may be subject to revocation or limitation of Computer Systems access as well as other disciplinary actions and/or may be referred to appropriate external authorities.

Users must be aware that email messages, Internet connections, and all files and folders accessed or maintained on the Computer Systems—including university, business, and personal e-mails, files, and folders, that are automatically cached or stored as backup—are the property of Naropa and that Computer Systems are subject to monitoring as described herein.

Appropriate Use of Computer Systems

The following use of the Internet or Computer Systems at Naropa is prohibited and may constitute grounds for disciplinary action, as appropriate:

1. Accessing sites that are pornographic or violent in nature, or whose content violates the Community Code of Conduct.
2. Violating in any way federal or state law, or the written policies and procedures of Naropa.
3. Using or in any way transferring (uploading or downloading) copyrighted or pirated material of any kind.
4. Accessing accounts belonging to other people without express authorization to do so.
5. Continually abusing the Computer Systems with spam or excessive use of bandwidth.
6. Using Computer Systems in a manner that interferes with Naropa activities and functions or does not respect the image and reputation of Naropa.
7. Concealing or misrepresenting names or affiliations in email messages.
8. Altering the source or destination address of email.
9. Using Computer Services for commercial or private business purposes that have not been approved by Naropa.
10. Using Computer Services to harass, threaten, degrade, or demean other individuals.

Naropa reserves the right to monitor computer usage, including university and personal email accounts accessed using Naropa's computer system.

Naropa does not routinely monitor individual usage of Computer Systems. However, the normal operation and maintenance of Naropa's computing resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary in maintaining operational system and network performance.

Naropa also reserves the right to monitor the activity and accounts of individual users of Computer Systems, including individual log-in sessions, communications, files, and the content of web-pages visited, without notice. This includes the right to view or scan the contents of any email messages, or attachments thereto, sent from, or to, any computer or account on Naropa's campus, whether the email is sent from a university email account or a personal account. It also includes the right to monitor the contents and attachments of emails sent and received off-campus from a Naropa email account, while logged onto Naropa's network, or on a Naropa issued computer.

Naropa may exercise this right to monitor an individual's activity when it believes these actions are appropriate to: prevent or correct improper use of Naropa's Computer Systems; ensure compliance with Federal or Colorado law, or Naropa policies, procedures, or regulations; satisfy a legal obligation; or ensure the proper operations of Naropa email or our Computer Systems as a whole. Thus, students should not assume that email messages or Internet sites are confidential or that access by Naropa or its designated representative will not occur.

Naropa, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate Naropa personnel or law enforcement agencies and may use those results in appropriate Naropa disciplinary proceedings.

Email Retention and Disposal

Email stored on official Naropa systems will generally be preserved for no longer than fifteen days after deletion

by the email user. Log files associated with email messages which provide a record of actual email transactions, but not the email content, are generally preserved for no longer than ninety days.

Email correspondence and associated documents sent as attachments may be considered official Naropa records and, as such, may need to be retained longer than the established policy guidelines for email retention and disposal.

Disclaimer

Naropa makes no warranties of any kind, whether expressed or implied, with respect to Naropa Computer Systems it provides. Naropa will not be responsible for damages resulting from the use of Computer Systems, including, but not limited to, loss of data, delays, non-deliveries, or missed deliveries of emails, service interruptions caused by the negligence of a Naropa student, or by the user's error or omissions. Naropa specifically denies any responsibility for the accuracy or quality of information obtained through Computer Systems, except material represented as an official Naropa record.

CONSCIOUSNESS LABORATORY

303-546-3521 | nucl@naropa.edu

The Naropa University Consciousness Laboratory is a training and research facility that fosters a contemplative approach to psychological science. Our mission is to develop and use new methods in order to gain greater understanding of human capacities for engaging with awareness. In this lab, students at both graduate and undergraduate levels are trained to explore both conceptual and nonconceptual components of conscious experience. A program of research on meditation and contemplative spirituality focuses on the teaching of contemplative practice, as well as aspects of being that undergo transformation along a path of contemplative training and development. In drawing knowledge and insight from both cognitive neuroscience and contemplative traditions such as Buddhist meditation, the Consciousness Lab provides a unique synergy between modern psychology and ancient contemplative approaches to understanding mind and spirit.



DISABILITY RESOURCES

Coordinator of Disability Resources | 303-245-4749
my.naropa.edu

In compliance with the Americans with Disabilities Act and Section #504 of the Rehabilitation Act, the coordinator of disability resources, 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 assure an accessible environment for students with disabilities. The coordinator of disability resources, whose office is located in the Office of Student Affairs, will discuss concerns about disabilities and evaluate eligibility for auxiliary aids and academic accommodations for all qualified Naropa students. Students requiring further information should contact the coordinator of disability resources at 303-245-4749. A student with a disability must make his or her needs known to the coordinator of disability resources in order to receive accommodations. The student is responsible for providing evidence of the current functional impact of a disability supporting the need for requested academic adjustments or auxiliary aids through an intake interview and qualified documentation meeting Naropa University guidelines.

Please note that a high school IEP or 504 plan may not constitute adequate documentation to support

accommodations as this frequently does not provide the information necessary to determine appropriate and effective services and/or testing accommodations at the postsecondary level. Requests for accommodations by returning students should be renewed each semester by notifying the coordinator of disability resources. Changes in a disability for which a student is requesting new accommodations may require updated documentation.

Naropa's services include assistance to students with documented disabilities such as (but not limited to) specific learning disabilities, physical/mobility disabilities, medical and psychological disabilities. Students who are unsure about the necessity for assistance are encouraged to speak to the coordinator of disability resources to explore their individual situation. Naropa's policies and procedures regarding the provision of academic accommodations and auxiliary aids to students with disabilities are available upon request from the Office of Disability Services and at my.naropa.edu/ICS/Student/Student_Life/Office_of_Disability_Services.jnz

DIVERSITY

Naropa University has a strong commitment to diversity in all of its forms. Diversity is central to a liberal arts and contemplative education at Naropa University. The university continually works toward strengthening diversity in the campus climate, the teaching and learning environment, student support, and related institutional policy.

Diversity-related events on campus include speakers, a film series, faculty colloquia, faculty diversity workshops, and anti-oppression trainings. Students are encouraged to join student organizations that include Students of Color Support Group, Allies in Action, LGBTQIA, and the International Student Group. The El Centro de la Gente Committee oversees Naropa's multicultural center and sponsors events to raise awareness of diversity issues. *Tendrel*, Naropa's journal of diversity issues, is published during the spring semester.

KEY POSITIONS PROVIDING LEADERSHIP FOR DIVERSITY

Director of Student Life | 303-546-3549

Coordinator of Disability Resources | 303-245-4749

The coordinator of disability resources is responsible for organizing Naropa's effort to provide full access to educational, cultural, and other programs sponsored by the university for any qualified student with a disability.

REPORTING DIVERSITY CONCERNS

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

Concerns about faculty or curriculum should be brought to the provost and vice president for academic affairs. Concerns about other students should be brought to the dean of students and concerns about members of the staff should be brought to the Human Resources department. Those in responsible positions will work with the parties involved to seek a satisfactory resolution of the concern.

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 Statement in the university policies section.)

Naropa's multicultural resource center, El Centro de la Gente, is located on the east side of Juniper Cottage and is a safe space and resource center for underrepresented groups and allies. The El Centro de la Gente Committee oversees the center and organizes educational events that emphasize the importance of understanding all systems of oppression in order to increase social change.



FACILITIES & OPERATIONS

303-546-3510

The Department of Facilities and Operations is responsible for all aspects of the university's physical plant and encompasses maintenance, landscape, transportation, Office of Events, business service center, along with safety and security. (See the Safety and Security, Business Service Center, Office of Events, and Transportation sections for more information about these divisions and the student-related services they provide.)



GRADING

Naropa does not believe that grades are the single most important measure of education; therefore, the university does not determine or publish a dean's list, nor does it confer degrees cum laude. However, grades remain an important indicator of a student's academic performance, as well as a useful tool for communicating educational accomplishments to others through transcripts. The student's instructor is required to clearly state the criteria for grading in the course syllabus at the beginning of the course, and it is the student's responsibility to understand it.

In addition to grades, Naropa uses a model of five qualities, which is considered integral to the make-up of a fully educated person. These five qualities are openness and respect for one's immediate experience; interpersonal and communication skills; sharpened critical intellect; resourcefulness and appreciation of the richness of one's world; and effective action.

Course instructors have the responsibility for assessing the quality of student accomplishment, according to criteria and procedures stated in the course syllabus.

Undergraduate Grading Scale

A = Excellent | B = Good | C = Acceptable | D = Poor | F = Failure

For undergraduate students, a grade of "C" is the minimum for required courses in the student's major and minor fields of study. A grade of "D-" is minimally adequate for all other courses. An undergraduate student does not receive credit for a course in which he or she receives the grade of "F".

For calculating a grade point average, the numerical equivalents of each grade are:

A = 4.0 | A- = 3.7 | B+ = 3.3 | B = 3.0 | B- = 2.7 | C+ = 2.3 | C = 2.0 | C- = 1.7

D+ = 1.3 | D = 1.0 | D- = 0.7 | F = 0.0

Graduate Grading Scale:

A = Excellent | B = Good | B- = Acceptable | C+ = Failure or lower

For graduate students, a grade of "B-" is minimally adequate. A graduate student does not receive credit for a course in which he or she receives the grade of "C+" or lower. A grade of "C+" and below is entered as "F".

Incomplete

Naropa allows a grade of incomplete/failure (I/F), which is granted to students who have fallen behind in their work due to exceptional, unforeseen circumstances. I/F grades are appropriate when (1) there are extenuating, exceptional circumstances, and (2) only a small portion of the course requirement remains to be completed. I/F grades are assigned by the instructor at his or her discretion. If the instructor agrees to grant an I/F grade, a form must be completed, signed by the student and the instructor, and submitted to student administrative services before a grade can be entered as incomplete/failure. I/F grades allow students one additional semester to complete the work. Unless noted otherwise by the faculty, course work for Incomplete grades given in the spring or summer semester is due by the end the following fall semester. Course work for Incomplete grades given in the fall semester is due by the end of the following spring semester. The instructor may set an earlier deadline for submission of course work at his or her discretion. It is the student's responsibility to finish the work in time for it to be evaluated, graded, and the grade submitted to the registrar by the grading deadline of the following semester. Failure to complete the work by the deadline will result in a final grade of "F" for the course. Extensions of time are considered only for fully documented medical or family emergencies or extenuating circumstances.

Pass/Fail

All required courses in the student's major and minor must be taken for letter grade, except for courses such as group process, where letter grades are inappropriate, and for courses the department has designated as pass/fail. Elective courses may be taken on a pass/fail basis, with the student's academic advisor's approval. For undergraduate pass/fail courses, all grades of "C" and above convert to a final, reported grade of "P." For graduate pass/fail courses, grades of "B-" and above convert to "P." A grade of "P" does not affect the student's grade point average. A grade of "F" lowers the student's grade point average. The pass/fail option must be selected during the registration and drop/add periods. A student who wishes to change a course to pass/fail must complete a form and submit it to Student Administrative Services.

Please note: A student receiving Veterans Educational Benefits must receive letter grades for all classes that are part of the student's degree program. If a class is only offered for pass/fail, it is the student's responsibility to make arrangements with the instructor at the beginning of the semester to receive a letter grade. The student must also see Student Administrative Services to have the grade status changed to "letter grade" in pass/fail courses.

Other Grades

On occasion, a student will receive a grade report or transcript with grades other than those listed above, as follows:

AU = Audit | IP = In Progress | NR = Not Reported | NC = Noncredit

SP = Satisfactory Progress (used only in master's work and extension courses)

Unreported Grades

If a grade remains unreported by an instructor for one complete semester despite notification to the instructor and student, that grade shall be entered as a grade of "F."

Grade Disputes

If a student believes a grade has been assigned incorrectly or unfairly, the student should consult with the instructor to determine the basis for assigning the grade. The instructor may request a grade change by using the Grade Change form available from the Office of Student Administrative Services. Grades may not be changed on the basis of work submitted following the end of the semester, with the exception of removing the grade of "incomplete." If the student and instructor are unable to resolve the issue, the student may submit an appeal to the director of the school that offers the course. The appeal should include copies of all correspondence with the instructor of the course. The school director may change the grade or reject the appeal. In the event a student is unable to resolve the issue to his or her satisfaction with the school director, the student may submit an appeal to the provost for resolution, including a record of all correspondence with both the instructor and the school director. The provost will either resolve the matter directly or by appointing a faculty review committee. The ultimate ruling from the provost on grade disputes is final.

The deadline for submission of a grade change as the result of a grade dispute is the end of the semester following the semester in which the grade was assigned (e.g., for fall semester grade, the end of the following spring semester).



HEALTH

SUBSTANCE ABUSE HELP | 303-245-4697

The Counseling Center keeps current listings of local twelve-step groups, including one that meets at Naropa and agencies that offer low-cost support services. The Counseling Center has an alcohol and other drugs counselor on its staff.

Naropa University COUNSELING CENTER | 303-245-4697

my.naropa.edu

The Naropa University Counseling Center offers regular drop-in hours as well as individual, couples, and group counseling services for all degree-seeking students.

The counseling interns are available to help you 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, sexual assault/incest, trauma, substance abuse, cultural/diversity issues, body image, stress management, transition issues, suicidal thoughts, grief, and more. Contact the counseling interns at 303-245-4697 or visit MyNaropa for more information and to make an appointment.

MEDICAL AND DENTAL REFERRALS | 303-546-3562

Referrals for physicians, medical services, and dentists are available through the Office for Student Affairs. Referrals for other less traditional forms of medical treatment or bodywork can also be explored.

HEALTH INSURANCE

Student Health Insurance Plan | 303-546-3562

my.naropa.edu

Health insurance coverage is mandatory for all full-time degree-seeking undergraduate students and all international students enrolled at Naropa University. Undergraduate students are required to participate in the

Naropa University Student Health Insurance Plan or provide proof of other adequate health insurance to the Office of Student Affairs. All graduate students are eligible to enroll in this plan on a voluntary basis.

HOUSING

Residence Hall Director | 303-447-3846 | my.naropa.edu

RESIDENCE LIFE AT SNOW LION APARTMENTS

All single students twenty years of age and younger who have completed fewer than 30 hours of transferable, postsecondary school credit are required to live in university housing for one year.

THE SPACE

Each unit is a one- or two-bedroom apartment, including a kitchen, full bath, dining area, and living room. In general, first-year students should expect that there will be four students per two-bedroom apartment. Each first-year student is provided with an XL twin bed, dresser, desk, desk chair, and closet. The apartment will also include a kitchen table and chairs, a couch, and coffee table. High-speed internet is provided and included in the housing cost. Open enrollment residents can apply for housing and will be granted housing based on availability and are assigned on a first-come, first-served basis. The bedrooms range in square footage with the smallest occupancy of 11x10. The living rooms, on average, are 14x15.

POLICIES

The Office of university Housing expects that all resident rooms and public spaces in the residence comply with federal, state, and university regulations related to the use of alcohol and other drugs. Students can opt into substance-free apartments that offer an additional measure of support. All students are expected to abide by the policies listed in the Naropa University Student Handbook, the Snow Lion Handbook, and the Housing Lease Agreement. Students who fall out of balance with our community standards or violate the Naropa University Code of Conduct or university Housing policies are subject to disciplinary proceedings as outlined in the Naropa University Student Handbook.

OFF-CAMPUS HOUSING

Students not living in university housing choose the living situation that best fit their needs, from sharing an apartment to renting a house with a group of friends. Naropa University's housing office provides assistance to students who are looking for housing, connecting them to resources on campus and in the Boulder community. The housing office can be reached at housing@naropa.edu or 303-447-3846. An electronic bulletin board with housing postings can be found on the MyNaropa housing page.

INTERNATIONAL STUDENTS

Coordinator of International Student/Scholar Services | 303-546-3592
my.naropa.edu

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

This office is open primarily to students with F-1 or J-1 student status. However, any student from another country, whether a dual citizen or permanent resident of the United States who is having cultural or adjustment concerns, is welcome to visit the international student advisor.

MAINTAINING F-1 AND J-1 STATUS

All international students are responsible for the maintenance of their visa status. Therefore, it is very important that international students familiarize themselves with the rules regarding international student status. These rules can be found in the international student packet supplied during the admissions process and on the Naropa website. Questions should be directed to the international student advisor.

TRAVEL AND RE-ENTRY

It is extremely important to obtain a travel signature on page three of your I-20 before leaving the country. Please arrange to have your I-20 signed well in advance of travel as there are only a few Naropa staff members authorized to sign the form for travel.



The Learning Commons

Wulsin Hall | 303-546-3535

my.naropa.edu

The Learning Commons (TLC) is an alliance of campus resources that actively collaborate to support a student's journey toward self-discovery, academic success, and engaged action in the world.

Services under the umbrella of The Learning Commons include:

- Academic Advising (undergraduate)
- Academic Support Program (academic coaching)
- Career and Community Engagement Services
- Contemplative Practice Support
- Counseling Services
- Crisis and Outreach Counseling
- Dean of Students
- Disabilities Resources
- International Student Advising
- Student Life
- Study Abroad Advising
- Writing Center

LIBRARY, ALLEN GINSBERG

my.naropa.edu

Circulation Desk | 303-546-3507 | 303-245-4636 (Fax)

General Staff Email | library@naropa.edu

Technical Services and Special Collections Coordinator | 303-546-3505

Access Services Coordinator | 303-245-4668

LIBRARY HOURS DURING THE SEMESTER

Monday–Thursday 8 a.m.–9 p.m.

Friday 8 a.m.–5 p.m.

Saturday & Sunday Noon–6 p.m.

WINTER BREAK, SPRING BREAK & SUMMER BREAK HOURS:

Monday–Friday 10 a.m.–4 p.m.

Saturday & Sunday CLOSED

(As a rule, the library will be closed when the university is closed.)

LIBRARY CARDS

Your student ID card is your library card. You must have it activated by the library. If you have any questions about library policies, please contact the access services coordinator at 303-245-4668 or library@naropa.edu.

CIRCULATION POLICIES

Undergraduate Students

- New books – 3 weeks, 3 renewals
- Books – 4 weeks, unlimited renewals, 30 total (including new books)
- AV materials – 1 week, 3 renewals, 3 total per format

Graduate Students

- New books – 3 weeks, 3 renewals
- Books – 12 weeks, unlimited renewals, 50 total (including new books)
- AV materials – 1 week, 3 renewals, 3 total per format

Alumni and Board

- New books – 3 weeks, 3 renewals
- Books – 4 weeks, unlimited renewals, 10 total (including new books)
- AV materials – 1 week, 3 renewals, 3 total per format

Community Borrowers

(\$25 annual fee, waived for students or instructors from other schools)

- New books – 3 weeks, 3 renewals
- Books – 4 weeks, 3 renewals, 5 total (including new books)
- AV materials – 1 week, 3 renewals, 3 total per format

Summer Writing Program Visiting Students

- New books – 1 week, 0 renewals
- Books – 1 week, 0 renewals, 5 total (including new books)

- AV materials – 1 week, 0 renewals, 3 total per format
- Total limit of 5

Library staff members, including work-study students, have expanded book privileges: 12 weeks, unlimited renewals, 50 total (including new books).

RETURNING LIBRARY MATERIALS

Items may be returned either to the circulation desk or to the drop box outside the library. (Note: Items on reserve must be returned to the circulation desk when the library is open.) The library also has a drop box at Paramita Campus. Please return books to the drop box when the library is closed.

LOST AND FOUND | 303-546-3562

The lost and found box is located in the office of Student Affairs at the Arapahoe Campus. At the Paramita Campus, the lost and found box is in the student lounge.



MEDITATION AND MINDFULNESS PRACTICE

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 following five qualities: openness and respect for one's immediate experience, interpersonal and communicative skills, sharpened critical intellect, resourcefulness and appreciation of the richness of one's world, and effective action. This practice requires training in special postures in specially designed rooms. Naropa's five custom-built maitri rooms are available to participants in classes at the university that offer instruction in this practice. Please do not use the maitri rooms outside of a class context.

MEDITATION HALLS

Naropa University houses three meditation halls (one on each campus) for silent sitting meditation available to students, faculty, staff, and visitors. The halls are open whenever the buildings are open. At times, there are group drop-in sitting sessions that are open to all and advertised each semester in the Naropa Weekly.

MEDITATION INSTRUCTION | my.naropa.edu

Contemplative Practice Coordinator | 303-245-4603

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 to discuss whether 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. 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/ kado (Japanese flower arranging), Japanese tea ceremony, and t'ai-chi ch'uan. The coordinator can help you network with groups from 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.



PERFORMANCE AREAS AND EVENT SPACES

PERFORMING ARTS CENTER

Events Coordinator | 303-245-4785

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. In addition, students may perform at informal venues (coffee houses, student dances, and works-in-progress evenings) and formal ones (arts concerts). Please contact your department and Student Affairs if you wish to be involved with events in PAC.

PRACTICE ROOMS

Juniper Cottage

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

RECORDING STUDIO

Please contact Mickey Houlihan by email, mhoulihan@naropa.edu, for permission.

REHEARSAL SPACES

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

Because dance floors are vulnerable, we ask that you take off your shoes, keep food and drinks out of the dance studios, and put rugs down if you plan on using drums.

Scheduling Rehearsal Space with Webviewer ***my.naropa.edu***

Webviewer is Naropa's online room-scheduling program. From My Naropa, select "Webviewer" from the left-hand menu for information on room availability and room requests. If you need assistance in creating a webviewer account, please contact regist@naropa.edu.

Reserving Rehearsal Time ***Policies and Priorities***

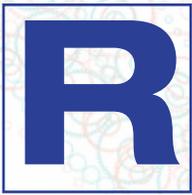
1. Rehearsals may be scheduled on a space-available basis only during times that the building is open. (See the Safety and Security section for building hours.)
2. Students may request rehearsal time on a space-available basis and up to five hours in most studio spaces.
3. To request rehearsal time in PAC, please contact the Office of Events.
4. To schedule rehearsal space at Nalanda, please contact the School of the Arts production manager at sotaproduct@naropa.edu.
5. Requests for Paramita space must be approved by Teresa Sparks (Graduate School of Psychology events coordinator) at tsparks@naropa.edu.

The allotment of rehearsal time is based on the following priorities:

Priority for Assigned Space Requests

1. Naropa academic classes
2. School of the Arts (SOTA) students rehearsing for Naropa classes or performances
3. SOTA core faculty
4. SOTA adjunct faculty
5. Other students
6. Other core faculty
7. Other adjunct faculty
8. Alumni solo rehearsals for Naropa or non-Naropa performances
9. Department-sponsored alumni events
10. Staff
11. Theatre companies sponsored by Naropa faculty/staff

Please note that PAC, Facilities, and Extended Studies reserve the right to cancel your rehearsal time at any time.



Recreational Services

Student Affairs | 303-546-3562 | my.naropa.edu

Naropa University has a group discount plan for students with the City of Boulder's Parks and Recreation Center. Students enroll with Student Affairs at the beginning of each semester.

BENEFITS OF THE USE OF THE RECREATIONAL CENTERS INCLUDE:

- 25-yard indoor lap pools
- Weight and cardio rooms
- Personal training services (additional fee)
- Tennis, platform tennis, and racquetball courts
- Fitness, weight training, and yoga classes, including sculpting, NIA, Pilates, and more
- Programs and access for people with disabilities
- Receive a 10% discount on one class per season (must wait to register one week prior to class start date)



SAFETY AND SECURITY

Safety and Security Manager | 303-245-4686

Emergencies | 720-309-8211 | my.naropa.edu

If you have questions or concerns about safety and security in the Naropa University community, please contact the safety and security manager.

EMERGENCY NOTIFICATION SYSTEM

In the event of an emergency, official information can be sent by any of the following methods as warranted by the nature and scope of the event:

- Public address system
- Text messages to cell phones (by registration): my.naropa.edu/ICS/Student/
- Email to Naropa addresses
- Emergency updates on the Naropa home page at my.naropa.edu
- Pop-up notices on employees' networked computers
- Broadcast voicemail message to Naropa phone extensions

You are strongly encouraged to register for the text messaging cell phone service, which permits notification even when you are not physically on campus or when unable to access email. When university operations are suspended, the text messaging system of notification alerts Naropa community members so they can avoid unnecessary travel and hazardous road conditions on snow days and accidental involvement in dangerous situations.

Registration for this service is ongoing, and you may sign up on my.naropa.edu/ICS/Student/. For more information, contact the safety and security manager.

FIRE PROCEDURE

Safety and Security Manager: 720-309-8211

Emergency: 911; 9-911 from Naropa phones

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, exit the building, pull a fire alarm on your way out, then call the safety and security manager. If there are no pull stations in the building, call 911 after you are safely away from the building. Do not re-enter any building after a fire alarm until the Fire Department officially declares that it is safe to do so.

FLOOD SAFETY

Naropa University's Arapahoe Campus is located in a flood plain. If a flood is imminent, you will hear the county's emergency siren, followed by verbal instructions. Proceed to higher ground as quickly as possible without crossing any floodwaters. Go to the second floor of the Lincoln Building, the Wulsin Building, or the 2111 Arapahoe 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 Boulder City and County Emergency Office (303-441-4300).

TORNADOES

The county emergency siren will 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.

EMERGENCY OR URGENT MEDICAL CARE

Emergency: 911; 9-911 from Naropa phones

For emergency medical care, go to the Boulder Community Hospital emergency room. There are two locations:

Broadway: 303-440-2037—entrance on Balsam about one block west of Broadway; and **Foothills:** 720-854-7600—north of Arapahoe at the 47th Street traffic light.

If immediate attention is required, dial 911 for an ambulance (9-911 from Naropa extension phones).

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 Center Urgent Care at 2750 Broadway (at Balsam), 303-440-3200 (Mon.–Fri., 8 a.m.–7 p.m.; Sat. and Sun., 10 a.m.–7 p.m.).

CRIME REPORTING/CAMPUS SECURITY

Safety and Security Manager | 303-245-4686

24-Hour Emergency Cell Phone | 720-309-8211

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 local law enforcement can respond. 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 safe environment by immediately reporting any suspicious activities or persons on any campus to the safety and security manager or to the Naropa patrol guard.

NAROPA PATROL GUARD | 720-366-1915 (evenings)

The Naropa patrol guard acts as a resource for the safety of the Naropa community and is responsible for the security of the buildings. 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.)

BUILDING HOURS AND ACCESS

naropa.edu/buildinghours

During the Semester

Monday–Friday 8 a.m.–10 p.m.

Saturday & Sunday 9 a.m.–6 p.m.

Between Semesters

Monday–Friday 9 a.m.–6 p.m.

Saturday & Sunday CLOSED

All buildings are closed during Naropa holidays. For specific holiday and semester dates, see the building hours webpage above. 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 ranked 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 my.naropa.edu for staff and faculty. Do not assume a request for an exception will be granted. (See Scheduling Rehearsal Space in the Performance Areas and Event Spaces section for information on how to reserve a room.)

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

Building hours shown above 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 than posted 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.

Paramita Campus access is limited during certain times by a controlled access security system. Students who need to get into this building in the evenings or on weekends, please see naropa.edu/paramitaaccess. Students enrolled in the graduate psychology programs will have opportunities to sign up for access to the Paramita Campus during the first week of classes.

SNOW DAYS

If classes are cancelled because of snow, an announcement will be made through the following methods:

- Text messaging to cell phones that are registered for emergency notification. A highly efficient way of

distributing information, the text messaging system is recommended to all students, who may register by visiting my.naropa.edu. Don't be the last to know what's happening on campus!

- The website startcolorado.com/closings carries information on weather-related closings for Naropa and many other organizations.
- The closure will be broadcast on channel 7, KMGHTV, and radio stations KGNU (FM 88.5), KBCO (FM 97.3 and AM 1190), and KOA (AM 850).
- You may also call the Naropa University switchboard at 303-444-0202 for a recorded message.

FIRST AID

303-546-3562

A simple first aid kit is 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 in the Student Affairs Office in the Wulsin Hall and in the 2111 Arapahoe Building. The Nalanda Campus first aid kit is kept on the Second Floor near the copier and supply closet.

ACCESS TO CU FAMILY HOUSING OPEN SPACE

The gate between the CU Family Housing Open Space and Naropa University was locked for a period of time. After 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. If we abuse our access to the property and do not respect the 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 Family Housing property. It is our responsibility to honor the agreement. Thanks for sustaining quality relations with our neighbors.

Guidelines for use of the property:

- Observe quiet hours: 1–3 p.m.; 9 p.m.–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.

STUDENT AFFAIRS

303-546-3562 | my.naropa.edu

Located in the Wulsin Building, 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 students from their 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 students orient to life at Naropa, questions and problems may arise from time to time. The function of the Office of Student Affairs is to assist students in whatever way possible with their concerns. Please contact the dean of students or the Student Affairs staff for help. Student Affairs is responsible for coordinating information or services offered to Naropa students, including general information, activities and recreation, bulletin boards, bus passes, campus conflict & disciplinary issues, career services, child care, computer labs, spiritual life, counseling referrals, disabled student assistance, first aid, graduation, health insurance, housing, international student assistance, lost and found, volunteering, orientation, Snow Lion Apartment housing, student leadership, student organizations, diversity issues, student government (see the phone list on page vi for contact information.)

One of the main functions of Student Affairs is to guide students to on-campus resources and point them to resources available in the Boulder community. Referrals and resources are available for housing, healthcare, health insurance, counseling, food resources, emergency needs, child care, and more. 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 students discover its offerings.

STUDENT INVOLVEMENT

Director of Student Life | 303-546-3549

STUDENT GOVERNMENT

my.naropa.edu

Naropa's student government is known as the Student Union of Naropa (SUN). SUN consists of two active branches: United Naropa (UN) and Student Life Programming (SLP). Each body meets separately, with some overlapping membership. Both share an overarching purpose: to gather and represent the student voice, to empower student engagement, and to provide and support opportunities for student leadership. United Naropa is composed of students representing their academic departments with a focus on student action, connections and communication among the departments, and ensuring student input in decision making. Student Life Programming is a committee of students that organizes and supports student life beyond the classroom, planning various campus activities, overseeing student lounges, and supervising student organizations. Both bodies of SUN have adopted a nonhierarchical structure for conducting their business.

UNITED NAROPA (UN)

303-546-3579 | sunofficers@naropa.edu

"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

UN Mission

Through a functional, cohesive student-driven democracy, UN provides students with a forum in which to voice their concerns, issues, questions, ideas, and interests; provides faculty and staff with a direct avenue for communication with students; and creates an inclusive community that does not react to injustice, but acts in the stance of justice.

What Does the UN Do?

- Secures representation from academic departments
- Elects the board of trustees student representative, who also must be an active UN member
- Bridges communication between departments and students
- Communicates to UN members’ respective departments and students
- Seats student representatives on university committees, including the board of trustees
- Gathers students’ voices regarding educational experience and concerns
- Provides students with avenues for action
- Actively engages in retention and support of underrepresented groups

STUDENT LIFE PROGRAMMING (SLP)

303-546-3579 | sunofficers@naropa.edu

Through organization and collaboration, SLP provides opportunities for engagement, learning, and entertainment that promote educational, social, and cultural events for students and the larger Naropa community.

What Does SLP Do?

- Sponsors community-building events, such as open mics, coffee houses, and dances
- Designs and supports culturally diverse programming
- Supports student engagement on-campus and in the local communities
- Provides leadership training and recognition of student leaders
- Coordinates the annual campus-wide Naropa Fest
- Co-sponsors the Activities Fair
- Co-creates town halls
- Coordinates student organizations by supporting the groups’ formation, offering them resources, holding them accountable, and providing funding for student organizations and their events

STUDENT ORGANIZATIONS

my.naropa.edu/ICS/Student_Life/Student_Leadership.jnz

Student organizations at Naropa University reflect current student interests and concerns. They range from an

educational to a volunteer focus, from recreational to social; they may include publications, support, events and service activities. The Student Life Programming team, along with Student Affairs, provides logistical and monetary support to these groups. For information about current student groups or to start your own group, contact the director of student life or visit 'Get Involved' on MyNaropa.

The following student organizations were among those active in the past:

- AA Group
- Allies in Action
- Analytic Meditation Club
- Bodhidharma's Eyelids
- Capoeira
- Coalition for Student Publications
- Community Kitchen
- Dance Connection
- Dharma Clowning
- Dr. Sam Beckett Foundation
- East-West Comparative Philosophy Group
- Envision Expression
- Gamers Club
- Inner-Mission
- Integral Naropa
- International Students Club
- LaughterYoga
- Living Lectures
- Naropa Animal Rights Alliance
- Naropa Dog Club
- Naropa Healers
- Naropa Snow Shredders
- Naropa Sports
- Naropa Subtle Activism Group
- Naropa Tibetan Debate Club
- Naropa Zen Group
- Peace Community Network
- ROOT (Reconnecting on Outer Terrain—Outdoor Group)
- Spiritual Working Group
- Way of Tea Club



TOWN HALL MEETINGS

Several times a semester, the entire Naropa community is invited to gather for a town hall meeting, which is sponsored by SUN and the Office of Student Affairs. Town hall meetings are opportunities 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 Office | 303-245-4747

transportation@naropa.edu | my.naropa.edu

Monday through Friday: 9–5 p.m.

Recognizing the positive effects of public transportation, Naropa University provides all faculty, staff, and students with an RTD Eco Pass, and access to Naropa's bike fleet. The Transportation Office is setting an example to the greater Boulder community, the state, and country, by modeling ways to contribute to a cleaner and healthier future; to create and accommodate more alternative and sustainable transportation options for the growing Naropa community; to make alternative transportation information accessible to community members and to serve Naropa University with integrity and honor. 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, many of which are operated by third parties, are presented below to assist students in planning. The inclusion or exclusion of any service is not an endorsement of the transportation services.

ALTERNATIVE TRANSPORTATION

my.naropa.edu

Living Near Campus

We highly recommend that all students live near campus 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. The pass offers free and discounted transportation on all regional bus routes including passage to Denver, Denver International Airport, and Eldora Ski Mountain. Several buses come directly to or near Naropa University's campus locations. For more information about bus schedules or maps, contact the Transportation Office or RTD directly at 303-299-6000. Additional information can be found at rtd-denver.com. 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.

RTD Bus Service to Naropa University

rtd-denver.com | RTD: 303-299-6000

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 takes 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 will have the most up-to-date information.

Bicycles

Designated bike paths criss-cross 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 a fleet of 140 bikes for use by registered students. Just visit the Transportation/Bike Fleet Office or the Bike Shack, show your student ID and you can use a bike for up to a month. The Naropa Bike Shop can also make small repairs on non-fleet bikes and keeps a supply of safety-related 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 zimrider.com or visit the Transportation Office.

Car Sharing

eGo CarShare: 303-271-3510 | carshare.org

eGo 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.

PARKING

my.naropa.edu

Naropa University's Arapahoe Campus employs a managed parking system. All "A" lots are monitored from 7 a.m. to 6 p.m., excluding weekends and university holidays. Semester parking permits can be purchased on a first-come, first-served basis during the parking permit sale at the beginning of the fall and spring semesters. A limited number of permit grants are awarded for individuals demonstrating financial need. Cars without permits will be ticketed and/or towed.

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 and/or towed.

Naropa Parking Permits

- Semester permit: \$120 per semester
- Single-day permit: \$3 each
- Bulk-day permit: \$2.70 per day
- Handicap permit: \$60 per semester

- Two-wheel motorized permit: \$25 annually
- Visitor permits can 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, \$15 for the second, and \$30 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 assist you.

VIA (formerly Special Transit)

303-447-9636 | viacolorado.org

VIA, formerly known as Special Transit, a private nonprofit organization located in Boulder, Colorado, 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.



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, at any time.

A. OVERVIEW AND MISSION OF THE OFFICE OF JUDICIAL AFFAIRS

Naropa University's Office of Judicial 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.

B. JURISDICTION

The Community Code of Conduct and the Prohibited Code of Conduct are applicable to actions occurring on all university facilities, including Naropa University student housing. However, behavior that occurs off campus that violates the (See Community Code of Conduct and the Prohibited Code of Conduct) and has a significant impact on the university or indicates that a student may be a threat to the health, safety, or security of the university or community members may also be subject to disciplinary action.

C. COMMUNITY CODE OF 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 wholeheartedly. 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 waver in meeting your obligations.
9. Be law-abiding and humble; act with decorum.
10. Be decent and trustworthy with friends, family, the members of Naropa University community, and society at large.

Prohibited Student Conduct

Students are required to abide by all city, county, state, and federal laws. In addition, the following actions constitute breaches of the Community Code of Conduct and will result in disciplinary action:

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, including oneself.
3. Any act of retaliation.
4. Any act of discrimination based on any protected status, including but not limited to age, race, color, religion, national origin, ability, sexual orientation, gender identity or expression, veteran status, or gender discrimination in all forms, including, but not limited to sexual assault and/or sexual harassment.
5. 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.
6. Destruction, damage, misuse, or defacing of any Naropa University buildings or property or any other property on campus.
7. 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.
8. 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.
9. Plagiarism, cheating, or academic dishonesty of any kind. (See plagiarism, cheating, and academic dishonesty policy.)
10. 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 and Other Drug policy.) If an underage student is in university housing, this prohibition includes a student who knew, or reasonably should have known, he/she was in the presence of alcoholic beverages, or possessed, displayed, or was in the presence of an alcohol container or containers.

11. Attempted or unauthorized sale, use, distribution, acquisition, or possession of any controlled substance, including medical marijuana, 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 Office of Student Affairs. (See Alcohol and Other Drug policy.) If the violation occurs in university housing, this prohibition includes a student who knew, or reasonably should have known, he/she was in the presence of illegal drugs or drug paraphernalia.

Possession of a valid and appropriately held Medical Marijuana Registry identification card does not authorize a Naropa University student or his or her guests to possess, use, or distribute marijuana in the university residence hall, university-owned property, in any public area of the university or any property the university rents for educational purposes. Students who violate this policy are in violation of the Student Conduct Code and are subject to disciplinary action.

12. Any display, possession, use, sale, or acquisition of any firearm or other weapon including ammunition, other explosive devices including fireworks, or other objects designed or used to inflict injury or damage with on university premises, even if the person possesses a valid concealed weapons permit or other lawful permission to carry a weapon. This includes, but is not limited to, items which simulate weapons or other dangerous objects.

The possession of non-lethal self-defense instruments such as mace is not prohibited; however, the reckless use of those devices is prohibited.

*Note that because Naropa University is a private institution, the Colorado law which states that a public university within the state must allow registered weapons on its land does not apply to Naropa. In keeping true to our mission, Naropa University will continue to ban weapons on campus as set forth above.

13. Obstruction or disruption of teaching or other educational activities on any of the university campuses or other property used for educational purposes.
14. Off-campus behavior that is prohibited student conduct is in violation of the university's view of right conduct, or which otherwise impairs the integrity of the university and its ability to create a lawful, ethical, and harmonious educational environment.
15. Indecently exposing one's body. Any partial or complete nudity in any public location on campus except if it is related to one's course assignments or in the case of breastfeeding mothers.
16. The Group Accountability policy places mutual responsibility with each person present when a violation occurs and will result in an investigation into each person present during an alleged violation.
17. Unauthorized use of the university's computers and any violations of the university computer rules or email policies.

18. Use of social media, personal or university email accounts, university computers, cell phones, logs, or any other electronic medium to harass or bully another member of the university community.
19. Misuse, reproduction, alteration, or forgery of any university-related document, record, key, access codes, identification, or property.
20. Actions that impair, interfere with, or obstruct the normal operations of the university, a classroom, or other instructional setting.
21. Violating any housing or residence life policies. Violating any residence hall policy appearing in Residence Hall policies or any policy properly communicated through the university's housing staff. This includes, but is not limited to, the following:
 - a. Failing to live in university housing if you are a single student twenty years of age or younger who has completed fewer than 30 hours of transferable, post-secondary school credit. Students required to live on campus must sign a Snow Lion lease agreement, pay a housing deposit, and move into student housing by 9 a.m. on the first day of classes OR have an approved Request for Exception to university housing policy, before they can enroll in classes at Naropa University. (Note: the Snow Lion lease agreement is valid for the entire academic year.)
 - b. Obstruction or disruption of disciplinary procedures, residence life administrative procedures, or any other residence hall or Naropa University authorized function or event.
 - c. Throwing items of any kind from windows, balconies, roofs, etc.
 - d. Unauthorized occupation or use of, or unauthorized entry into, any residence hall facility or student room.
 - e. The propping open of locked doorways, fire doors, or stairwell entry doors for any purpose, including, but not limited to, creating easy access for friends, parents, or visitors. Authorized key use and doorbell systems are the only appropriate means of gaining entry to the residence hall. Residents' security is our primary goal. policy infractions in this area will result in a \$25 fine. Multiple infractions in this area will result in immediate eviction.
 - f. Theft or possession of stolen goods, including illegal possession of or damage to property of Naropa university or a resident.
 - g. Interference with the right of access to residence hall facilities or with any right of any person in university housing.
 - h. Providing false or misleading information, misrepresentation, or misuse of student identification in university housing.
 - i. Setting a fire or the use of candles or any type of open flame or open filament device within the university housing.
 - j. Tampering with or the misuse of fire alarms, fire extinguishers, fire hoses, or any fire equipment, including smoke detectors.
 - k. Failure to follow emergency procedures (fire, flood, tornado, etc.).

- l. Pets of any kind are prohibited in residences.
- m. Smoking in apartments or in an undesignated area.
- n. Violation of respectful noise levels. All residents are responsible for maintaining reasonable studying conditions. Quiet hours begin at 10 p.m. Sundays through Thursdays and 11 p.m. on Fridays and Saturdays. Quiet hours require that noise be reduced so that nothing can be heard from within rooms when doors are closed.
- o. Failure to respond to a summons (verbal or written) from a residence life staff member or other Naropa staff official.
- p. Violation of guest policy (including winter, Thanksgiving, or spring break vacation housing guest policies).
- q. Refusing entry to residence life or Naropa University staff authorized to conduct health and safety inspections, repairs, or perform an authorized search (see Search and Seizure policies).
- r. Failure to attend community meetings.
- s. Violations of the terms and conditions in the Snow Lion lease agreement or policies and procedures prescribed in the Snow Lion Handbook or the Naropa University Student Handbook.

The university reserves the right to take immediate and appropriate action to ensure the integrity and safety of the university and/or university community and its ability to create a wholesome educational environment.

D. DEFINITIONS AND GENERAL TERMS

For the purpose of the Community Code of Conduct and the Judicial Procedures related to violations of the Community Code of Conduct, the following definitions apply:

1. **Accountability Board.** Accountability Board consists of members of the student, staff, and faculty that have been trained and selected to hear cases related to certain violations of the Community Code of Conduct. The dean of students, Title IX coordinator, and provost may not serve on an Accountability Board. In the event of a complaint of sexual harassment or sexual violence, the complaint will not be heard by an Accountability Board.
2. **Coercion.** Exists when a sexual initiator engages in sexually pressuring and/or oppressive behavior that violates norms of respect in the community, such that the application of such pressure or oppression is intended to cause or actually causes the object of the behavior to engage in unwanted sexual behavior. Coercion may be differentiated from seduction by the repetition of the coercive activity beyond what is reasonable, the degree of pressure applied, environmental factors such as isolation, and the initiator's knowledge.
3. **Community Conference Circle.** A restorative community justice circle process where the respondent sits together with the restorative justice facilitator, a member of the faculty, staff, and another student from Naropa, as well as specifically impacted people and support persons, to share the story of what happened, examine the impact of the situation to self, others (both specifically impacted people and the community in general,) and the institution, and strategize and ratify a reparative contract designed to repair the harm caused and restore a sense of wholeness while being in right proportion with the impact of the situation. In the event of a complaint of gender discrimination, the complaint will not be heard by a Community Conference Circle.

4. **Complainant.** A party that makes a complaint related to a respondent's alleged violation of policies.
5. **Consent.** Informed, freely and actively given, mutually understandable words or actions which indicate a willingness to participate in mutually agreed upon sexual activity. Consent is not effectively given if it results from the use of physical force, threats, intimidation, or coercion.
 - a. It is the responsibility of the initiator, or the person who wants to engage in the specific sexual activity to make sure that he or she has consent from their partner(s).
 - b. Consent to some form of sexual activity does not necessarily imply consent to other forms of sexual activity.
 - c. The initiator must obtain consent at every stage of sexual interaction.
 - d. Consent will be determined using both objective and subjective standards. The objective standard is met when a reasonable person would consider the words or actions of the parties to have manifested an agreement between them to do the same thing, in the same way, at the same time, with one another. The subjective standard is met when a party believes in good faith that the words or actions of the parties manifested an agreement between them to do the same thing, in the same way, at the same time, with one another.
 - e. Consent may never be given by:
 - i. A minor to an adult.
 - ii. Mentally disabled persons when the mental disability is known or reasonably should have been known.
 - iii. Physically incapacitated persons when the incapacitation is known or reasonably should have been known to the initiating party that the person is incapacitated due to illness, consumption of alcohol or drugs, is unconscious, etc.
 - f. Additional Clarifying Rules of Consent:
 - i. A person who is the object of sexual assault is not required to physically or otherwise resist a sexual aggressor.
 - ii. Silence, previous sexual relationships, and/or the existence of a current relationship with the respondent do not imply consent.
 - iii. Consent cannot be implied by attire, or inferred from the giving or acceptance of gifts, money, or other items.
 - iv. Consent to sexual activity may be withdrawn at any time, as long as the withdrawal is communicated clearly. Withdrawal of consent can be done in numerous ways and need not be a verbal withdrawal of consent.
 - v. A respondent's intentional use of alcohol/drugs does not excuse a violation of policy.
6. **Dean of students.** The person designated by Naropa University to be responsible for the administration of the Community Code of Conduct and Judicial Processes.

7. **Discrimination.** Occurs when an individual suffers an adverse consequence, such as failure to be hired or promoted, denial of admission to an academic program, lack of academic reward or advancement etc., on the basis of her/his protected class. Gender discrimination can also include sexual assault and sexual harassment.
8. **Force.** The use of physical violence and/or imposing on someone physically, including threats, intimidation, and Coercion that overcome resistance to produce Consent.
9. **Harassment.** Verbal or physical conduct based upon an individual's protected class status that unreasonably interferes with that individual's work or academic performance or creates an intimidating or hostile work or educational environment.
10. **Intercourse.** Vaginal or anal penetration by a penis, object, tongue or finger and oral copulation (mouth to genital contact or genital to mouth contact).
11. **Investigator.** A party appointed to investigate an alleged breach of the Community Code of Conduct. Investigators can be the dean of students, the residence hall director, the Title IX coordinator or the investigation can be delegated to a third party, including the Deputy Title IX Coordinators, the Director of Human Resources, vice president for academic affairs, or another individual (either from within the university or from outside the university) to conduct or assist with an investigation. Generally the investigator for Snow Lion investigations will be the residence hall director, the investigator for non-Title IX investigations will be the dean of students, and the investigator for allegations of plagiarism and academic dishonesty will be the dean of undergraduate studies or school director. In the event that there are multiple charges of a respondent violating policies, the respondent asserts counterclaims against a complainant, or there are assertions of retaliation, the university will make reasonable efforts to assign the same investigator to all claims that appear to be related.
12. **Intimidation.** Occurs when someone uses their physical presence to menace another, although no physical contact occurs, or where one's knowledge of prior violent behavior by an assailant, coupled with menacing behavior, places fear in a person as an implied threat.
13. **Plagiarism.** To plagiarize is to steal another's words or ideas and present them as one's own. Plagiarism can include a use of printed materials, video materials, or online materials, without noting the source of those materials. Instances of plagiarism include but are not limited to:
 - i. Failure to enclose in quotation marks (or indent in the case of a lengthy quotation) a passage taken directly from another's work.
 - ii. Failure to credit sources for quotations.
 - iii. Failure to acknowledge by citation ideas taken from another's work, even if such ideas are expressed in one's own words.
14. **Policy or Policies.** The written rules and regulations of the university as found in but not limited to, the Student Handbook, gender discrimination policy, the Community Code of Conduct, on-campus residential lease agreement and student housing handbook, undergraduate catalog, and web pages.

15. **Respondent.** Any student accused of violating the policies.
16. **Restorative Justice Facilitator.** The trained facilitator who facilitates Community Conference Circle pre-conference meetings, the Community Conference Circle; develops the Reparative Contract and meets with the respondent at the conclusion of the Reparative Contract term.
17. **Residence Hall Director.** The person who oversees the operations of the university housing for students and the enforcement of university policies in the university housing.
18. **Retaliation.** Any adverse action taken against a witness or complainant because they exercised their rights under anti-discrimination laws, spoke out against discrimination, or assisted someone in exercising their rights.
19. **Sexual Exploitation.** When an individual takes non-consensual or abusive sexual advantage of another for that individual's own benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual assault offenses. Examples of sexual exploitation include, but are not limited to:
 - i. Invasion of sexual privacy,
 - ii. Prostituting anyone,
 - iii. Non-consensual photography, video- or audio-taping of sexual activity,
 - iv. Going beyond the boundaries of consent (i.e. letting your friends hide in the closet to watch you having consensual sex),
 - v. Engaging in voyeurism,
 - vi. Knowingly transmitting an STI or HIV to another,
 - vii. Exposing one's genitals in non-consensual circumstances,
 - viii. Inducing another to expose their genitals;
 - ix. Sexually based stalking and/or bullying.
20. **Sexual Harassment.** Interaction between individuals of the same or opposite sex that is characterized by unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, living conditions, and/or educational evaluation; (2) submission to or rejection of such conduct by an individual is used as the basis for tangible employment or educational decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or educational environment.
21. **Sexual Assault.** Sexual assault includes, but is not limited to, non-consensual sexual touching, non-consensual sexual intercourse, and/or sexual exploitation.
22. **Sexual Touching.** Any contact with the breasts, buttocks, groin, or genitals, or touching another with any of

these body parts, or making another touch you or themselves with or on any of these body parts.

23. **Title IX.** Title IX of the Education Amendments of 1972 is codified into law in 20 U.S.C. § 1681 and 30 C.F.R. Part 106. This law prohibits gender discrimination and provides that “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.” Gender discrimination prohibited under Title IX can include, but is not limited to, sexual harassment and sexual assault.
24. **Title IX coordinator.** The person who coordinates university compliance with Title IX, including prevention and remediation of sex and gender discrimination, including sexual assault. The Title IX coordinator as referred to in policies includes deputy coordinators. The Title IX coordinator may assign a deputy coordinator or appoint investigator(s) to work with such cases. Naropa’s Title IX coordinator is:

Matt Peterson | Director of Student Life
2130 Arapahoe Ave. | Boulder, CO 80302
303-546-3549 | mpeterson@naropa.edu

E. JUDICIAL PROCEDURES

1. Applicability of Judicial Procedures.

The judicial procedures shall be used for all student violations of the Community Code of Conduct, with two exceptions: gender discrimination and plagiarism or academic dishonesty. Cases involving alleged gender discrimination, including but not limited to claims of sexual harassment and sexual assault, the Title IX coordinator will initiate the process outlined in the gender discrimination, sexual harassment, and sexual assault grievance procedures (naropa.edu/documents/departments/student-life/title-ix-policy.docx). Cases involving allegations of plagiarism or academic dishonesty shall be handled using the process outlined in plagiarism and Academic Dishonesty (page 68).

2. Where to Report Violations of the Community Code of Conduct.

Suspected violations of policies or conflicts between students, between a student and faculty, or a student and staff should be brought to the attention of the dean of students, the Title IX coordinator, or the residence hall director. If for any reason you are uncomfortable reporting the claim to any of these individuals, please report your claim to either the vice president of student affairs and enrollment management or the director of human resources.

If your concern involves claims of gender discrimination, including but not limited to claims of sexual harassment or sexual assault, please report your claim directly to the dean of students or the Title IX coordinator. However, all claims of gender discrimination will be reported to the Title IX coordinator regardless of whether you choose to do so directly.

If a conflict or a breach of the policies involves a staff or faculty member, the dean of students will assist students in ensuring their complaint is directed to the appropriate individuals (such as Academic Affairs, school directors, or Human Resources) based on the parties involved and following established procedures. Staff and faculty are accountable to university policies for staff and faculty.

3. Confidentiality.

If a complainant requests confidentiality, the university will take all reasonable steps to investigate and respond

to the complaint consistent with the request for confidentiality, but such a request can hamper the university's investigation and confidentiality cannot be guaranteed.

4. Making a Complaint.

Sometimes you may not be sure how far you want to go with a concern, issue, or complaint. Please go to the Office of Student Affairs for support and consultation when you are considering pursuing a complaint (formal or informal) against a faculty, staff member, or another student. The university has developed informal and formal complaint processes. The use of an informal complaint or informal resolution procedure is optional. In instances where parties involved do not wish to engage in the informal procedure, where informal resolution is not appropriate, or in situations where attempts at the informal procedure are unsuccessful, the formal procedure may be followed. If a student elects to initially pursue an informal complaint process, it can be abandoned at any time and the student can elect to file a formal complaint.

In the event a complaint is brought against a student, the Judicial Procedures outlined in this Student Handbook will apply. In the event a complaint is brought against faculty or staff for a non-gender discrimination matter, the procedures identified in the faculty handbook and/or employee handbooks will apply to the investigation.

a. Formal Complaint Process

Students who wish to file a formal complaint against a student, staff member, or faculty should address their concerns to the dean of students. If for any reason you are uncomfortable reporting the complaint to the dean of students, you may report the complaint to the Title IX coordinator, the provost and vice president for academic affairs, or the director of human resources. All complaints, regardless of whom they are filed against, must be in writing, must be filed as soon as possible, but no later than 90 days after the alleged incident leading to the complaint and must include as much of the following information as possible:

- i. The name, department, and position (including all that apply: undergraduate, graduate, faculty, staff, employee) of the person or persons making the complaint and contact information for the same.
- ii. The name, department, and position of the person or persons allegedly caused the violation of the Community Code of Conduct or engaged in gender discrimination.
- iii. A description of the incident(s), including the date(s), location(s), and the presence of any witnesses.
- iv. If the complainant is also an employee: the alleged effect of the incident(s) on the complainant's position, salary, benefits, promotional opportunities, or other terms or conditions of employment.
- v. The names of other students or employees who might have been subject to the same or similar violations of the Community Code of Conduct.
- vi. Any steps the complainant has taken to try to stop the violations of the Community Code of Conduct.
- vii. Any other information the complainant believes to be relevant to the violation of the Community Code of Conduct, including harassment or retaliation.

b. Informal Complaint Process

Sometimes students simply wish to register a concern about a situation or dispute and are not seeking any

particular action or outcome. Methods and contacts for making such complaints are described below:

- i. Faculty/Staff: If you simply wish to register a complaint about a faculty or staff member but are not seeking a particular outcome, you may contact or write a letter to the supervisor of the individual or to the school director. If it feels appropriate, you may copy the director of human resources (for complaints about staff) or the provost and vice president for academic affairs (for complaints about faculty). You are encouraged to sign your letter and give contact information. Complaints made anonymously will be reviewed, but are often less effective. All informal complaints will be reviewed and may or may not be given specific responses. If you desire a response to your complaint, you are encouraged to use the formal complaint process.
- ii. Students: If you simply wish to register a complaint about a fellow student, but are not seeking a particular outcome, you may contact or write a letter to the dean of students, the residence hall director, or the Title IX coordinator. You are encouraged to sign your letter and give contact information. Complaints made anonymously will be reviewed but are often less effective. All simple complaints will be reviewed, but they may not be given specific responses. If you desire a response to your complaint, you are encouraged to use either the formal complaint process. Informal resolution procedures may be used when the college determines that it is appropriate. Informal procedures are never applied in cases involving sexual harassment or sexual assault.

5. Notice to Respondent

- a. If an investigation is initiated, the investigator will send the respondent a written notification via the student's Naropa email address and by U.S. mail to the address on record with the university registrar within five business days.
- b. The written notification will include:
 - i. A description of the alleged acts.
 - ii. The policy that has allegedly been violated.
 - iii. The requirements for the respondent to set up a conference within five business days of the date of the notice.
- c. The written notification may include a "no contact order" with the complainant. If a "no contact" order is detailed in the written notification, it is the responsibility of the respondent to not have any contact with the individual(s) named, directly or through third parties, or via electronic means, including attending joint classes. Failure to comply with this request may result in additional disciplinary action.
- d. If the respondent does not schedule a meeting with the investigator by the date specified in the notice or if the respondent schedules or does not attend the meeting, the investigator can decide the outcome of the case in the respondent's absence and shall notify the respondent of the same within 90 days. The respondent cannot be found to have violated the Community Code of Conduct solely because he or she failed to attend the meeting.
- e. Interim Suspension. In certain circumstances, the dean of students or an investigator may impose a university and/or residence hall interim suspension during the judicial process. An interim suspension may

be imposed a) to insure the safety and well-being of members of the Naropa University community or preservation of Naropa University property; or b) if the student poses a threat of disruption or interference with the normal operations of the university. During an interim suspension, the respondent may be denied access to university housing, the campuses, and all other university activities or classes for which the respondent might otherwise be eligible.

6. Respondents Rights in the Judicial Process

All respondents accused of violating the Community Code of Conduct will be afforded the following rights:

- a. Be provided with all written complaints regarding the respondent that have been provided to Naropa university officials.
- b. The right to know the nature of the complaint, the evidence supporting the complaint, and the impact of their behavior on the Snow Lion and/or Naropa community.
- c. The right to present their position to the investigator, including the ability to present pertinent and relevant witnesses and documentation to the decision makers if different from the investigator.
- d. The right to understand the judicial procedures and the reasons for referral to either an investigation, the Community Conference Circle, an Accountability Board, or a Title IX investigation.
- e. The right for clarification of policies when requested.
- f. The university retains the right to review meeting issues/decisions with parents and relatives when allowed by law, including when the student appears to be endangering self or others, if the student has violations related to alcohol or drugs, a health or safety emergency, or if the university has a FERPA release of information form on file.
- g. Respondent shall receive notification and explanation of decisions, sanctions, as well as consequences for the respondent not completing a reparative contract.
- h. The right to be sanctioned based on a preponderance of the evidence.
- i. The right to submit an appeal in cases of suspension/eviction, and expulsion.
- j. Have a voluntary advisor or advocate; provided that the advisor or advocate may not participate in the investigation or any hearing.

7. Complainant's Rights in Judicial Process

All complainants bringing claims of a violation of the Community Code of Conduct will be afforded the following rights:

- a. Be provided with all written responses provided by the respondent to Naropa University officials.
- b. The right to present their position to the residence hall director, investigator and/or the dean of students, including the ability to present pertinent and relevant witnesses and documentation to decision makers.
- c. The right to understand the judicial procedures and the reasons for referral to either an investigation, Community Conference Circle, Accountability Board, or a Title IX investigation.

- d. The right for clarification of applicable community standards, contractual obligations, and policies when requested.
- e. The university retains the right to review meeting issues/decisions with parents and relatives when allowed by law, including when the student appears to be endangering self or others, if the student has violations related to alcohol or drugs, or if the university has a FERPA release of information form on file.
- f. Receive a written statement of the Accountability Board, dean of students, or investigation's conclusions and notice of any sanctions imposed upon the respondent, which are intended to protect the complainant.
- g. The right to have a decision made by the dean of students, investigator, or the Accountability Board based upon the preponderance of the evidence.
- h. The right to have a voluntary advisor or advocate, provided that the advisor or advocate may not participate in the investigation or any hearing.

8. Standard of Decision

In order to find that a student has violated the Community Code of Conduct, the standard of decision used in a hearing is preponderance of evidence. In other words, the dean of students, investigator, or Accountability Board must conclude it is more likely than not that the violation occurred.

9. Proceedings Are Closed and Confidential

Investigations, Accountability Board proceedings, and Community Conference Circles are confidential and closed to the public. All students are on notice that the university may record the proceedings; no other party may record the proceedings. The participants in such proceedings are required to maintain confidentiality so as to ensure that there is no re-victimizing, retaliation, or harassment of the complainant or respondent and breaches of confidentiality shall be considered a violation of the Community Code of Conduct and may subject the individual breaching confidentiality to disciplinary action.

10. Commencement of Proceedings

Upon receiving a written complaint against a student, the dean of students will review the allegations to decide whether the allegations, if true, are a violation of the Community Code of Conduct. If the dean of students determines the allegations are a violation of the Community Code of Conduct, the dean of students shall then 1) send the respondent a written notice as enumerated above; 2) if appropriate, seek to resolve the situation through an informal resolution process such as a Community Conference Circle; 3) initiate an investigation or appoint an investigator to conduct an investigation; and/or 4) at the option of the dean of students convene an Accountability Board.

11. Use of an Investigation/Accountability Board

Alleged infractions by a respondent of the Community Code of Conduct will be handled by an Investigation or the Accountability Board, at the option of the dean of students, in the following circumstances:

- a. In the event that the respondent does not accept responsibility for his or her actions in a way that is satisfactory to the university official.
- b. There is a dispute regarding whether the alleged violation of policies occurred.

- c. The person has violated Naropa policies on a previous occasion.
- d. The dean of students or residence hall director determines that a Community Conference Circle would be inappropriate.
- e. The respondent is not ready or willing to sit in a Community Conference Circle.

12. Investigation

An investigator shall conduct and conclude an investigation within ninety days of the complaint being filed, or as soon as practical. During the investigation, the investigator shall:

- a. Attempt to meet with and interview the complainant and respondent. Meetings with the complainant and respondent shall be held separately.
- b. Request the complainant and respondent to identify all witnesses and evidence.
- c. Review and consider all evidence the investigator can reasonably obtain, including attempting to contact and interview all witnesses.
- d. At the conclusion of the investigation, the investigator shall report its findings to the dean of students. Alternately, the dean of students can act as the investigator, which does not alter this process. The dean of students may then elect to either refer the matter to an Accountability Board or make a determination about the facts presented.
- e. In the event the dean of students elects not to refer the matter to an Accountability Board, the dean of Students shall make a determination regarding whether there was a violation of the Community Code of Conduct using the preponderance of evidence standard including the following:
 - i. Make a determination about the facts presented;
 - ii. Determine whether the facts found constitute a violation of university investigator;
 - iii. Determine any mitigating circumstances;
 - iv. Decide on a sanction;
 - v. Provide written documentation to the complainant and respondent of the findings of fact and decision/outcome. In addition, the respondent shall receive the sanctions (if applicable) and Reparative Contract within two weeks of the conclusion of an investigation (if applicable).

13. Accountability Board

- a. The Accountability Board will conduct a hearing within fifteen business days of a referral to an Accountability Board by the dean of students. The hearing may be continued once at the option of the dean of students or the Accountability Board for no more than thirty days.
- b. Prior to the Accountability Board hearing, the complainant, investigator, and respondent shall identify all witnesses and evidence each plans to present at the hearing and disclose the same to the other sides, no less than three business days prior to the hearing.
- c. During the hearing, the Accountability Board will consider testimony and evidence presented by the

investigator, the complainant, and the respondent using the following procedures:

- i. Allowing witnesses to testify who have relevant information.
 - ii. Review physical evidence and written statements.
 - iii. Permit both the complainant and respondent to have legal counsel present; however, legal counsel may not participate in the hearing in any manner.
 - iv. The parties will not have the opportunity to directly cross-examine each other, but may submit written questions to the Accountability Board for consideration and use.
- d. At the conclusion of the hearing, the Accountability Board shall:
- i. Make a determination about the facts presented using the preponderance of evidence standard;
 - ii. Determine whether the facts found constitute a violation of university investigator;
 - iii. Determine any mitigating circumstances;
 - iv. When a violation is found, recommend to the dean of students a sanction. The dean of students shall have final determination of a sanction.
 - v. Provide a written report to the complainant and respondent of the findings of fact. In addition, the respondent shall receive the sanctions (if applicable) and Reparative Contract within two weeks of the hearing's conclusion or the conclusion of the dean of students' investigation.

F. GENDER DISCRIMINATION

Naropa University does not discriminate on the basis of gender in its education programs and activities, and Title IX of the Education Amendments of 1972 (Title IX) prohibits the discrimination on the basis of sex in education programs or university activities, regardless of whom is the perpetrator. Gender discrimination includes, but is not limited to, sexual assault and sexual harassment. Naropa University is firmly committed to impartial investigations and addressing all gender discrimination complaints under all circumstances, including when there is a pending criminal investigation or prosecution. The university reviews the procedures on a biennial basis to ensure the university is acting to prevent and stop gender discrimination, sexual harassment, and sexual assault.

The gender discrimination, sexual harassment, and sexual assault Grievance Procedures ("gender discrimination policy") provides the only mechanism by which a claim of gender discrimination can be investigated and addressed. In the event that parties have multiple claims against each other, one of which includes a claim of gender discrimination, the procedures and appeals processes contained in the gender discrimination policy (naropa.edu/documents/departments/student-life/title-ix-policy.docx) shall control.

Please contact the Title IX coordinator or the dean of students to report a claim of gender discrimination, sexual harassment, or sexual assault:

Matt Peterson | Director of Student Life | Title IX Coordinator
2130 Arapahoe Ave. | Boulder, CO 80302
303-546-3549 | mpeterson@naropa.edu

or

Bob Cillo | Dean of Students
2130 Arapahoe Ave. | Boulder, CO 80302
303-546-3506 | bcillo@naropa.edu

G. RESTORATIVE COMMUNITY JUSTICE

At the sole option of the dean of students or the residence hall director, Naropa may use a Restorative Community Justice Approach (“Restorative Justice”) to address the following first-time infractions of the Community Code of Conduct:

- Using obscene or indecent language or to annoy or harass another (includes telephone calls).
- Athletics or the use of athletic equipment in the hallways, stairwells, and common areas.
- Possession, use, and distribution of alcohol, or purchasing alcohol on behalf of a minor (Snow Lion student) or drunken and disorderly conduct in the Snow Lion apartments.
- Possession of any illicit or illegal drugs, including medical marijuana. A valid and appropriately held Medical Marijuana Registry identification card does not authorize a Naropa University student or his or her guests to possess, use, or distribute marijuana in the university residence hall, university-owned property, in any public area of the university or any property the university rents for educational purposes.
- Violation of respectful noise levels, including those dictated by the City of Boulder and Naropa University. All residents are responsible for maintaining reasonable studying conditions. Quiet hours begin at 10 p.m. Sundays through Thursdays and 11 p.m. on Fridays and Saturdays. Quiet hours require that noise be reduced so that nothing can be heard from inside a room when doors are closed.
- Gambling.
- Possession of a waterbed.
- Propping open entry doors, unauthorized occupation or entry of Snow Lion facilities or other student rooms, or obstructing entryways and exits.
- Leaving stoves or ovens unattended.
- Climbing over the courtyard fence.
- Setting off any security or fire alarm when there is not an emergency.
- Unexcused absence of a Snow Lion community meeting.
- Violating the Snow Lion guest investigator.
- Possession of a candle.
- Security door propping.
- Climbing over security fence.

- Smoking in an undesignated area.
- Public nudity.

Under no circumstances will a Restorative Community Justice Approach or mediation be utilized for any allegations of sexual assault. In addition, Restorative Justice may not be available if the respondent has committed multiple violations of Naropa policies.

Restorative Justice is a community-based model of addressing violations of university and Snow Lion policies. It can also be utilized as a peace-making process if there is an interpersonal or community conflict. Restorative Justice seeks to repair harm caused in violations to the Naropa Community Code of Conduct, the university housing Community Standards, and the terms of the Snow Lion lease while attempting to bring the community closer together—to restore a sense of balance and harmony.

If an offense is deemed eligible for Restorative Justice, it will be referred to the restorative justice facilitator. The restorative justice facilitator shall set up a Community Conference Circle. The Community Conference Circle shall:

1. Review the incident or issues.
2. Give an opportunity for everyone, including the respondent, complainant, and others impacted, to tell his or her story.
3. Discuss individuals' role and responsibility in the violation.
4. Determine the intention and impact of each involved party's behavior.
5. Discuss harm and repair.
6. Develop a Reparative Contract.

H. REPARATIVE CONTRACT

The Reparative Contract contains the written requirements developed by a Community Conference Circle, the Accountability Board, or the dean of students, which are designed to allow the respondent to repair any harm or impact in a specific, measurable, attainable, relevant and timely way. The residence hall director or dean of students shall determine the terms of the Reparative Contract when a Community Conference Circle is unable to arrive at consensus and mutual agreement with the respondent regarding the terms of the Reparative Contract. All Reparative Contracts will be made in writing and maintained by the disciplining authority. Naropa University generally will not issue a Reparative Contract when the penalty is suspension, eviction, or expulsion.

The Reparative Contract cannot be changed without the written consent of the dean of students. In the event that a documented medical or family issue will prevent the respondent from completing the contract by the deadline, the respondent must contact the dean of students before the Reparative Contract deadline. The dean of students determines whether to re-negotiate the timeline. The dean of students or restorative justice facilitator may contact Community Conference Circle participants to get their consent for the change. The dean of students or restorative justice facilitator may also choose to express 'increased concern' and add a life-skills class or activity alongside the renegotiated timeline.

Failure to complete the Reparative Contract (in the absence of an extenuating circumstance, see above) will be

considered an additional offense. If the respondent violates the terms of the Reparative Contract, he or she will be referred to an Accountability Board or the dean of students for additional sanctions.

I. SANCTIONS

Once a violation of the Community Code of Conduct is identified, one or more of the following sanctions may be imposed:

- Conditions 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, mandatory attendance at a university-sponsored alcohol/drug awareness class, drug and alcohol evaluations and/or educational/intervention programs by outside agencies, random alcohol and/or drug testing, and community service. Fees may apply for these services which are the responsibility of the respondent.
- Alcohol and Drug Offenses. If a student is found to be in violation of state or federal laws or university policies governing alcohol or drugs, the student will be sanctioned according to the dean of students assessment of risk. First and second offenses will always include at a minimum, parental notification (for students under 21) and probation for one semester. Depending on the dean of students' assessment of risk, sanctions may also include: mandatory attendance at a university-sponsored alcohol/drug awareness class, drug and alcohol evaluations and/or educational/intervention programs by outside agencies, random alcohol and/or drug testing, and community service. Fees may apply for these services.
- Sanctioning of alcohol and drug violations may be more severe if the incident includes any of the following factor(s): public intoxication, provision of alcohol/drugs to minors, damage to property, or failure to cooperate with a university official. Sanctioning may also be more severe if the violation is accompanied by other violations of the Community Code of Conduct or multiple violations of the Community Code of Conduct.
- Verbal warning: notice that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.
- Formal reprimand: A warning may be issued to the respondent that further misconduct may result in more severe sanctions.
- Apology: The respondent may be asked to provide a spoken and/or written apology to any parties the respondent has harmed.
- Monetary fines to repair damage caused by prohibited action.
- Judicial fee.
- **Disciplinary Hold:** A disciplinary hold may also be placed if a student fails to complete assigned sanctions. The disciplinary hold prohibits the student from registering for classes until all sanctions have been completed.
- **Reparative Contract:** The written requirements developed by a Community Conference Circle, the Accountability Board, or the dean of students, which are designed to allow the respondent to repair any harm or impact in a specific, measurable, attainable, relevant, and timely way.
- **Residence Hall Reassignment:** A respondent who resides in university-sponsored housing may, through the

conduct process, be assigned to a different residence room or apartment.

- **Residence Hall Termination:** A respondent's university housing agreement may be terminated through the conduct process, and the respondent may be prohibited from residing in university housing either on a permanent or temporary basis.
- **Probation:** A trial period during which the respondent's conduct is monitored may be imposed. Any additional violations of the Code of Conduct or other university policies during this period may be subject to exceptional disciplinary action, such as suspension or expulsion. Please note that academic probation follows a different procedure. (Please see the academic catalog for information.)
- **Suspension:** The respondent is required to leave the university for a period of time. The respondent may return after meeting the conditions, on a case-by-case basis, established by the university. The respondent may also be barred from university premises, university housing, classes, and/or university-sponsored events. Please note that academic suspension follows a different procedure. (Please see the academic catalog for information.)
- **Expulsion:** The respondent is required to permanently leave the university. The student may also be barred from college premises and/or college-sponsored events.
- **Delay or Denial of Degree Award:** Naropa University may elect to delay the issuance of a degree during the proceeding of a judicial process or refuse to issue a degree to student who is suspended or expelled.
- **Revocation of a Degree:** An awarded degree may be revoked for violators of the Community Code of Conduct, which occurs prior to the award of the degree but are discovered after the degree is awarded.

J. APPEAL PROCESS FOR STUDENTS

A respondent whose sanctions include being terminated from university housing, suspension, or expulsion, may file an appeal to the findings of fact and the sanctions. The complainant may file an appeal to the findings of fact, but not the sanctions or lack of sanctions imposed upon the respondent. The review of the appeal will be based on the existing record or any new information provided. A letter detailing reasons for an appeal must be submitted to the vice president for student affairs within fourteen days of the issuance of the written report to the complainant and respondent of the findings of fact and decision/ outcome of an investigation or Accountability Board.

The vice president for student affairs may serve as the appeals officer or may assign the appeal to a school official who has had no prior involvement with the case to act as the appeals officer. The appeals officer will review the investigation, the record of an Accountability Board hearing (if any), and any arguments made by the parties. The appeals officer shall determine if the findings of fact demonstrated by a preponderance of the evidence that the Community Code of Conduct was violated and/or whether the resulting sanction was appropriate given the findings of fact. If deemed appropriate by the appeals officer, the appeals officer may elect to refer the matter to the fact-finding body to consider new evidence, overrule the finding that there was a violation of the Community Code of Conduct, or issue new or amended sanctions. The decision of the appeals officer is final.

K. IMMEDIATE ACTION

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 Naropa University by the president, provost and vice president for academic affairs, vice president for student affairs & enrollment management, dean of students, director of human resources, or their designee(s) when deemed necessary for the safety or well-being of the Naropa University community and others.

Academic Issues

When a student registers for and attends a course, the experience will prove quite positive most of the time. This doesn't mean that every aspect of the course will be fun or easy. Like most things in life, a course will have its ups and downs and may be challenging both personally and intellectually.

On balance, most students will probably complete the course with a sense of satisfaction. Sometimes, however, there might be some extraordinary difficulty with a particular course or instructor. Perhaps the assignments were not understood, the course or subject matter was overwhelming, or the course asked too much. Perhaps there was some sort of personal conflict with the instructor or with other students in the class. If this should happen, do not panic and decide to drop the course.

First, talk with the instructor. Naropa instructors can be open, approachable, and genuinely interested in the student's journey. Try to share concerns directly with the instructor, providing the opportunity to resolve any conflict or concern. Sometimes it helps a student to put his/her questions or concerns in writing, give it to the instructor, and ask for an appointment to discuss it.

If a student is not satisfied with the outcome of the discussion with the instructor, then the student should discuss it with his/her academic advisor. Advisors can listen to and understand the particular concerns as they have the experience and knowledge to help students develop a way to respond to the situation.

If the problem cannot be resolved in either of the aforementioned ways, or the problem concerns a program instead of a specific course or instructor, the next step would be to discuss the situation with the school director. If the faculty member is also the school director, contact the Office of Academic Affairs.

If the situation is not resolved by the school director, please consider discussing this concern regarding a course, instructor, or academic program with the provost and vice president for academic affairs. The provost and vice president for academic affairs 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. Appointments with the provost and vice president for academic affairs can be made by calling 303-546-3588 or by stopping by the office in the 2111 Arapahoe Building.

Administrative Issues

If you are experiencing difficulties with 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 and may provide some guidance.

ALCOHOL AND OTHER DRUG POLICY

Standards of Conduct

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 prohibits unlawful manufacture, dispensation,

possession, use, or distribution of a controlled substance (illicit drugs and alcohol) of any kind, and of any amount. These prohibitions include medical marijuana. These prohibitions cover any Naropa University property or 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. Further information on Naropa University's drug-free school and workplace policy is available in the Office of the dean of students. A copy of the Department of Health, Alcohol and Drug Abuse Division, Licensed Treatment Programs shall be filed in the Office of the director of human resources. This information is also available at colorado.gov/treatmentdirectory/interview1.jsf.

Naropa University's alcohol and other drug policies reflect current interpretations of state and local laws governing the use, distribution, and consumption of alcohol and other drugs (see Prohibited Conduct) and is in compliance with the Drug-Free Workplace Act of 1988. The belief of Naropa University is that by increasing awareness and knowledge about alcohol and other drugs, you may be assisted in making rational and appropriate decisions about their 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.

In addition to Naropa's 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.

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

Any university event serving alcohol must abide by the following:

- Receive authorization from the provost if the function is related to academic departments.
- Receive authorization from the provost 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 safe transportation home.
- Do not let anyone leave the event with alcohol.

HEALTH RISKS ASSOCIATED WITH THE USE OF DRUGS AND ALCOHOL

Health Risks of Alcohol

There are both short- and long-term health risks associated with drinking over time. These risks include damage to the heart, liver, and brain. However, it should be noted that the vast majority of our health risks occur over the course of a single evening, not after decades of abuse. A college-aged student has a much higher risk of an alcohol-related injury caused by a car crash, slipping or falling, getting into a fight, etc., than developing cirrhosis of the liver" (Source: Bacchus Network). Alcohol-related automobile accidents are the number one cause of death among people ages fifteen through twenty-four. Approximately 50 percent of all youthful deaths from drowning, fires, suicide, and homicide are alcohol related. Furthermore, alcohol and other drug use is often a factor in date rape.

Even low doses of alcohol significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse, as well as dangerous risk-taking behavior. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol can be fatal.

Long-term health risks are important to know because if a person is currently a heavy drinker, has been so in the past, or plans on continuing drinking in this manner in the future, that person ought to know the consequences and damage. Please consult the Bacchus Network website for more information on long-term effects: bacchusgamma.org/alcohol-health.asp.

Health Risks of Illicit Drugs

Drugs interfere with the brain's ability to take in, sort, and synthesize information. They distort perception, which can lead users to harm themselves or others. Drug use also affects sensation and impairs memory. In addition to these general effects, specific health risks associated with particular types of drugs are discussed at usdoj.gov/dea/concern/concern.htm.

Assistance in Recognizing and Dealing with the Abuse of Alcohol and Illegal Drugs

Students who believe they have an abuse problem, have a friend with a problem, or simply would like more information, are invited to contact the Naropa University Counseling Center in the Office of Student Affairs for a listing of community resources. The Naropa University Counseling Center can be accessed by calling 303-245-4679.

Legal Sanctions

Federal

Please see justice.gov/dea/agency/penalties.pdf for more information.

State Drug Laws

State criminal statutes, which may be generally found under Titles 12 and 18 of the Colorado Revised Statutes (sos.state.co.us/CCR/Welcome.do), cover the same scope of conduct as the federal laws, and although sentences and fines are generally less severe than federal law provides, life sentences are possible for repeat offenders. The maximum penalty for the most serious single offense (manufacture, sale, or distribution) is sixteen years in prison and a \$750,000 fine. The maximum penalty for the least serious state offense (possession or use of one ounce or less of marijuana) is a fine of \$100. The state laws concerning driving under the influence of alcohol (see below) apply equally to driving under the influence of drugs.

Finally, local ordinances such as the Denver, Boulder, Longmont, Louisville, and Lafayette municipal codes impose a variety of penalties. Secondary civil consequences may also flow from criminal drug violations. Property associated with the criminal acts, including homes and vehicles, can be confiscated by the state or the federal governments. Those who are convicted of felony violations may be barred from governmental employment and from licensed professions such as law, medicine, and teaching.

State Alcohol Laws

State laws regulating the production, dispensation, possession and use of alcohol may be found in Title 12 of the Colorado Revised Statutes. Perhaps the most significant aspect for the Boulder campus is the prohibition of the distribution of alcoholic beverages to any person under the age of twenty-one, to a visibly intoxicated person, or to a known alcoholic. State laws also prohibit any form of assistance to these categories of people in obtaining alcoholic beverages. Violation of these laws is a misdemeanor punishable by fines up to \$1,000 and jail sentences of a year. However, such conduct may, in some circumstances, constitute contributing to the delinquency of a minor, and it could then be determined to be a felony offense punishable by a six-year prison sentence and a \$500,000 fine. Secondary civil consequences for liquor law violations may include ineligibility for liquor and driver's licenses.

Criminal sanctions may also apply to those who operate motor vehicles while under the influence of alcohol and/or drugs. Under Section 42-4-1307 Colorado Revised Statutes, for a first-time offender, the maximum penalty for such an act is one year in jail and a \$1,000 fine. If a person is injured as a result of someone operating a motor vehicle while under the influence of alcohol and/or drugs, the act is a felony punishable by two years in prison and a \$500,000 fine.

If a person is killed, the sentence can be four years in prison with a \$750,000 fine. All such convictions also result in the revocation of driving privileges. State law requires drivers who are stopped by the police for suspected violation of this law to submit to scientific tests that determine the amount of alcohol in their blood, and those who refuse to be tested automatically lose their driver's license. Remember, one need not be "out of control" to be "under the influence." A substantial effect on physical capability is all that is required. Chemical test results and the testimony of an expert toxicologist can result in a conviction even when some people may feel minimally intoxicated.

In addition, individuals may face a variety of penalties imposed by municipal ordinances.

Note: This description is intended only to give a basic, general understanding of the range of serious legal sanctions that can arise from the unlawful possession, distribution, and/or use of illicit drugs and alcohol. Individuals who are concerned about specific circumstances should seek the advice of their personal attorney.

See also the Medical Marijuana policy below.

CHILDREN AND BABIES IN THE CLASSROOM POLICY

While we recognize the difficult circumstances that arise for students who are parents, Naropa 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 required and 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 the attendance policy in the syllabus at the beginning of the course; it is the students' responsibility to abide by the policies. Some departments may have attendance requirements for majors published in departmental handbooks. Absence or lateness does not excuse students from required course work and may jeopardize their academic good standing. Students who receive veterans' benefits 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. When 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.

Statement

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 schools 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 procedure 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.

A complaint by a concerned party should be first expressed to the school in which the course, workshop, or other program, publication, or behavior originated. The school director will meet with the concerned party to discuss the matter and to propose a satisfactory resolution. If concerned parties are unable to receive satisfaction, they may, within ten days, bring the matter to the Inclusivity Committee for review.

The Inclusivity Committee will review the complaint and bring the school director 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 Inclusivity Committee, will review the complaint and take appropriate action, notifying the affected school, faculty/staff member(s), and the concerned party. A concerned party or the affected department or faculty/staff member(s) who wishes to appeal the action may do so, in writing, within ten business days, to the provost and vice president for academic affairs, whose judgment will be final.

DUAL RELATIONSHIP POLICY

The Dual Relationship policy is applicable to faculty and staff alike and should be read in concert with the Dual Relationship policy outlined in the Faculty Handbook, as amended. Faculty members are to be guided by both the Employee and Faculty Handbook. However, as pertaining to faculty members only, should any inconsistencies arise between the language of the dual relationship policies outlined in the Employee and Faculty Handbooks, the language set forth in the Faculty Handbook shall control.

Dual relationships between faculty and students are prohibited, as are dual relationships between students and staff members in an advisory capacity [including, but not limited to, internship coordinators, academic advisors, academic administrators, meditation instructors, residence life staff, and on-campus counselors]. All other staff members are urged to use caution when entering a dual relationship with a student.

A dual relationship is defined as a current or previous therapeutic, business/financial, private teaching, romantic, or personal relationship in combination with an academic relationship in any of the following situations:

- A student is enrolled in a class taught by faculty or is assigned to a staff member in an advisory capacity.
- Faculty (for example, a school director) has responsibility to evaluate a student's academic progress, even if the student is not in a current class with the faculty member.
- The involved Faculty or staff member can reasonably foresee that a student will be enrolled in the faculty member's class or assigned to the staff member in an advisory capacity in the near future.

Should a student involved in an academic relationship with a faculty member, or staff, approach the faculty or staff member to begin a relationship, the employee shall not engage in the relationship until the student is no longer enrolled at the university for any reason other than the normal semester breaks. Further, an employee may not approach a student to begin a relationship, or engage in a relationship, in like circumstances.

Should a student 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, discuss the matter with the provost or director of human resources and the student whether any of the following options are feasible:

1. Suspend the relationship until after the class is completed (not available for relatives);
2. Postpone the class until after the relationship is terminated; or
3. Refer the student to another qualified professional in the case of therapeutic, business, or private teaching relationships.

Any questions regarding this policy should be referred to the provost and vice president for academic affairs or director of human resources. Should an employee approach a student to initiate a dual relationship, the student is encouraged to report it as soon as possible to the provost and vice president for academic affairs or the dean of students.

DEFINITIONS FOR THE DUAL RELATIONSHIP POLICY

Consensual Relationship: A "Consensual Relationship" is a sexual and/or romantic relationship between two persons who voluntarily enter into such relationship.

Direct Supervision: “Direct Supervision” means the lowest level of supervision responsible for assigning work, supervising activities related to that work, appraising performance, determining salary or wage increases, and/or making decisions in regard to the hiring, firing, and disciplining of an employee.

Instructor: “Instructor” means any person employed by Naropa University as faculty or staff, full-time or part-time. This definition includes graduate assistants, teacher, teaching assistant, group process leader, group process supervisor, and adjunct and/or visiting faculty.

Personal Relationship: “Personal relationship” shall mean marital or other committed relationships, significant familial relationships, significant others, or consensual sexual or romantic relationships.

Relative: A “relative,” for the purpose of this policy, is defined as an individual for whom faculty have been assigned legal responsibility in a guardianship capacity, and/or immediate family members, and shall include parent, child, sibling, brother, sister, spouse, in-law, aunt, uncle, niece, nephew, grandchild, grandparent, members of households, and/or such persons related by marriage. For the purposes of this policy and in the interest of brevity, the term “relative” is used in various areas throughout this policy to also apply to individuals falling within the definition of “relative,” as well as individuals involved in “personal and/or consensual/ romantic relationships.”

Student: A “student” is any person currently enrolled full-time or part-time in any academic program associated with Naropa University, including the Summer Writing Program and any non-degree seeking program.

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. If 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 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 the application is approved by the provost, 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.

HIV/ 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.

MEDICAL MARIJUANA POLICY

Possession of a valid and appropriately held Medical Marijuana Registry identification card does not authorize a Naropa University student or his or her guests to possess, use, or distribute marijuana in the university residence hall, university-owned property, in any public area of the university or in any property the university rents for educational purposes. Students who violate this policy are in violation of the Community Code of Conduct and are subject to sanctions.

NOTICE OF NON-DISCRIMINATION AND PROHIBITION OF HARASSMENT

Committed to equality of educational opportunity, Naropa University does not discriminate in offering access to its educational programs and activities on the basis of race, color, gender, age, national or ethnic origin, religion, disability, veteran's status, sexual orientation, gender identity, gender expression, or any other status protected by law.

Reporting Discrimination

- If you, as a student, believe yourself to be the victim of any form of discrimination, please report your concerns to the dean of students or Naropa's designated Title IX coordinator, who is:

Matt Peterson | Director of Student Life | Title IX Coordinator
2130 Arapahoe Ave. | Boulder, CO 80302
303-546-3549 | mpeterson@naropa.edu

- If you, as a Naropa student employee (eg. workstudy, temporary employee, GA, etc.), believe yourself to be the victim of any form of discrimination, please see the director of human resources.

OPEN FLAME POLICY

Because of the unique contemplative heritage and practices of Naropa 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.

PLAGIARISM, CHEATING, OR ACADEMIC DISHONESTY

Making a complaint

A faculty member who identifies a suspected case of plagiarism, cheating, or academic dishonesty ("cheating") will report and provide documentation of the cheating, including any source materials in the event of plagiarism to the dean of students, whom will notify the individuals identified below.

Cheating in a BA class: Director of Center of Student Excellence and Engagement and the dean for undergraduate education.

Cheating in a MA class: The student's academic advisor and the appropriate school director (of the course in which the plagiarism was alleged to occur).

Investigation

In the event of a BA class, the dean for undergraduate education and in the event of an MA class, the school director, shall investigate the alleged cheating. The investigation shall include reviewing the evidence produced

by the faculty member, and interviewing the respondent, reviewing materials produced by the respondent and interviewing any witnesses identified by either the faculty member or the respondent. The Investigation shall conclude with a written report that identifies if cheating occurred and the nature of the cheating.

Disciplinary Action

First instance of cheating: disciplinary action up to and including failure in the course. Second and subsequent instances of cheating for the same student sanctions may be up to and including suspension, expulsion, or revocation of a degree.

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 are examples of common citation errors:

1. Information that is considered common knowledge does not need a citation. If in doubt about what is common knowledge, please check with your instructor.
2. Specific wording and use of an author's ideas must bear a citation.
3. The paraphrasing of another's ideas must bear a citation.

RELIGIOUS HOLIDAY POLICY

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 a religious holiday policy (described below).

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.

SERVICE ANIMAL & PET POLICY

Service Animal Policy

Under Title III of the ADAAA, service animals are allowed to accompany persons with disabilities on the Naropa University campus. A service animal must be permitted to accompany a person with a disability everywhere on campus except in situations where safety may be compromised or where the service animal may interfere with the fundamental nature of the activities being conducted.

Pet Policy

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

1. Pets are not allowed in any classroom under any circumstances.
2. Pets are not allowed in shared areas such as the Allen Ginsberg Library, the computer labs, meditation halls, and student lounges.
3. Pets must always be on a leash on campus.
4. Pets must never be left unattended in the interior or exterior of the university.
5. Any pet found unattended will be picked up by Boulder Animal Control, which may issue tickets for having a pet off leash.
6. No pets are allowed in offices unless the pet owner has asked specific permission of all 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.
7. 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 takes priority over inconvenience to the owner.



WORK-STUDY AND STUDENT EMPLOYMENT

my.naropa.edu

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 Office of Student Financial Services.

CWSP is a federally funded work program available to students who are qualified U.S. citizens or eligible noncitizens. 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 if you are an international student. U.S. citizens or eligible noncitizens must be full-time students to receive CWSP.

If you are a first-time work-study student, you must submit a New Hire Paperwork packet within three days of your first day of work, including proper I-9 identification showing employment eligibility. These documents are required by federal law. You must submit the documents (and a Personnel Action Notice from your supervisor) by the tenth day of the month in order to be paid on the last day of the month (excluding Saturday and Sunday). For more information, please refer to the work-study handbook on MyNaropa, found in the work-study section under “Employee.”

WRITING CENTER

Wulsin Hall, 2nd floor | 303-245-4606 | nwc@naropa.edu
my.naropa.edu

Hours:

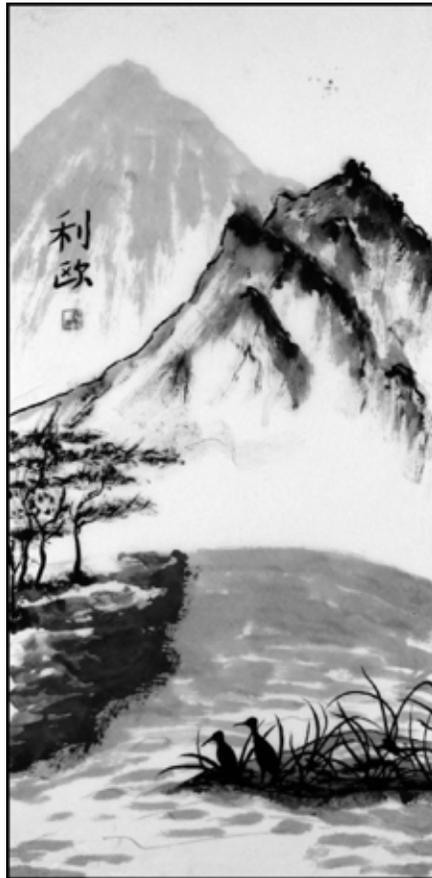
Monday–Thursday 10 a.m.–6 p.m.

Friday 10 a.m.–2 p.m.

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 free, respectful, collaborative, and engaged learning environment for all writers. Staffed by trained graduate students with extensive writing experience, the NWC can assist at any stage of the writing process, from brainstorming and organizing, to drafting and revising. The NWC can also assist with creative writing assignments, master's theses, scholarship essays, research papers, and more. Appointments can be scheduled for 25 or 50 minutes. Drop-ins are welcome when time is available.

Appointments: naropa.mywconline.com/

Resources: my.naropa.edu



Hushed, ink and caligraphy brush, Leo J. Soula-Hutchison, Music and Visual Arts '13