



# When You're Ready to Complete your Naropa Degree

Congratulations! If you're reading this, you must be very close to completing your degree at Naropa University! To make it easy, we've created a packet with checklists, frequently asked questions and links to forms.

**Commencement:** The process for completing your degree is separate from the one to participate in commencement.

**For information on participating in Commencement, please see Student Affairs or Visit [http://www.naropa.edu/campuslife/import\\_info\\_grad.cfm](http://www.naropa.edu/campuslife/import_info_grad.cfm).**

## Table of Contents

|                                                | <b>Page</b> |
|------------------------------------------------|-------------|
| Degree Checklist                               | 1           |
| Degree Frequently Asked Questions              | 2-3         |
| Degree Instructions – deadlines & instructions | 4           |
| Degree Application – Graduate Students         | 5           |
| Degree Application – Undergraduate Students    | 6           |

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## Degree Completion Checklist

**You must complete everything on this list in order to complete your Naropa degree and receive a diploma.**

| <b>What is it?</b>             | <b>Description</b>                                                                                                                                                                                                                                                                        | <b>Around when do I do this?</b>                                                                                                                                                                                     | <b>I Did It!</b>         |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <b>Get started</b>             | In the semester before you plan to complete your degree, speak to your advisor to get started in the process                                                                                                                                                                              | During pre-registration advising, in the semester before you complete your degree.                                                                                                                                   | <input type="checkbox"/> |
| <b>Degree application</b>      | This is your official notice to the University that you plan to complete your degree. You must do this in order to receive a diploma. See below for your form.                                                                                                                            | This is due in Student Administrative Services on the last day of drop/add for the semester in which you will complete your degree.                                                                                  | <input type="checkbox"/> |
| <b>Advisor Degree Audit</b>    | This is a required form that you will complete with your advisor. It shows that you and your advisor have reviewed your courses and that you understand what courses you still need to complete (usually the courses you are taking in your final semester).                              | April for spring or summer completion, and November for fall completion. Your advisor will contact you when this form is ready to be reviewed. Your advisor will submit it to Student Admin Services on your behalf. | <input type="checkbox"/> |
| <b>Graduation Survey</b>       | An important last survey to obtain information about your experience at Naropa.                                                                                                                                                                                                           | You must complete the survey at <a href="http://www.naropa.edu/current/surveys.cfm">www.naropa.edu/current/surveys.cfm</a> before the Clearance Fair.                                                                | <input type="checkbox"/> |
| <b>Clearance Fair</b>          | This is a required event where you can obtain the clearances required from various departments to confirm that we can confer your degree. The tuition cashier, library and other departments will be there. There are also some <i>Commencement</i> tasks to be completed there, as well. | This is held in April for spring completion, and November for fall completions. Those completing in the summer will be contacted by registration.                                                                    | <input type="checkbox"/> |
| <b>Financial Aid Clearance</b> | A required meeting for those who ever had financial aid                                                                                                                                                                                                                                   | Students who have had financial aid will receive an email about this.                                                                                                                                                | <input type="checkbox"/> |

## Frequently Asked Questions

### Where do I get the Degree Application form?

This is now known as the “degree completion form”: <http://www.naropa.edu/registrar/forms.cfm>

### I go by a different name than my legal name. Can I have that printed on my diploma?

Sorry, no. The diploma is an official document, therefore it can include only your legal name. You can opt to abbreviate your first and middle names, but not your last name.

### Can I have my title on my diploma?

No. We only use legal names on the diploma without titles.

### What if my diploma never showed up? Or was lost? Or was eaten by my dog? What if I need a copy for a foreign visa?

Please contact [aregistrar@naropa.edu](mailto:aregistrar@naropa.edu). Include your name and student ID number.

### When will I get my diploma?

Diplomas are not sent to students until the following steps are confirmed:

- You have completed all above listed steps to apply to complete your degree.
- All of your grades are in and are sufficient to earn your degree per your Degree Audit.
- Your diploma is printed and signed by the President, the Chair of the Board of Trustees, the Vice President for Academic Affairs, and the Registrar.
- Any outstanding tuition and/or fees are paid.
- You have completed Financial Aid exit interviews (if you received aid).

Once all of the above is confirmed complete, your diploma will be mailed to the address you specify on your Degree Application. Usually, diplomas are sent out within four weeks of the semester grade due date.

### What should I do if I want my diploma sent elsewhere?

Please email [aregistrar@naropa.edu](mailto:aregistrar@naropa.edu) with your name, student ID number, and the address to which you want your diploma sent.

### How will I get my deposit back?

Your deposit refund also depends on the same processes for the diploma, minus the printing/signing. Your refund will be sent to the mailing address listed for you in WebReg. Please ensure that this address is up-to-date for you for the 1-3 months after your last semester.

### I already walked in "graduation." Doesn't that mean I "graduated?"

No -- you only participated in the Commencement Ceremony. This is not the same as completing your degree. You must complete all academic requirements of your program; earn sufficient credits and GPA to earn your degree from Naropa University.

**I don't understand: What's the big deal if I turn something in late?**

Advisors and administrators produce and process a lot of paperwork for you, behind the scenes, to verify your academic progress and to audit your degree completion. When you apply late, your degree is processed out of sequence, which takes more time and effort than if you were simply included in the group of pending degree-seekers who applied on time. The late fee serves as both a deterrent for you, and cost recovery for us. Please turn your forms in on time.

**I need help with some part of this process and my question wasn't answered above. Who do I contact?**

For degree completion procedures, start with your advisor. Remember, if you need help with commencement or the fall ceremony, please contact Student Affairs.

## Instructions on Completing Your Degree:

1. Log into WebReg, check your mailing address, and update it if needed. Important information will be sent to the address listed there.
2. **Complete the Degree Application and mail it or submit it to Student Administrative Services by the last day of drop/add for the semester.** Applications received after this date will be subject to a \$25.00 late fee.
3. Make an appointment in late September through mid October (fall) or in March and April (spring) with your advisor to complete your **Degree Audit** form. Your advisor will submit the form.
4. **If you received a student loan while attending Naropa, you must attend a financial aid exit interview.** We will contact you via email in late September (fall) or early February (Spring) about the exit interview dates and times. If you are out of the state and not returning to Boulder, you can complete this exit interview online. Watch your email for details about exit interviews.
5. You **must** obtain administrative clearances by attending a Clearance Fair to be held in mid-April for spring and summer graduates and in November for fall graduates. This is to confirm that you have paid any debt to the university and done other tasks that are required to complete your degree. **The administrative clearance form (available at the Clearance Fair) is due in Student Administrative Services by November 13 for fall and April 2<sup>nd</sup> for spring (or first business day after).** A late fee of \$45.00 will be assessed if the form is received after these dates. Please let us know if you live out-of-state and will not be in Boulder to attend a Clearance Fair. We recommend that you check in with these departments a few weeks before the clearance fair to clear up any outstanding debt or problems that may interfere with your clearance to complete your degree.
  - a. The **Tuition Cashier** will verify that you have no outstanding balances. Students with an outstanding balance will not be allowed to participate in the commencement ceremony and will not receive a diploma or transcripts. 303-546-3554; [tuition@naropa.edu](mailto:tuition@naropa.edu)
  - b. **Financial Aid** will advise you on completing your Student Loan Exit Interviews (if you received student loans while attending Naropa). This may be done online at [mappingyourfuture.org](http://mappingyourfuture.org) 303-546-3563; [karenl@naropa.edu](mailto:karenl@naropa.edu)
  - c. The **Library** will verify that you do not have any overdue books or unpaid fines. 303-546-3507; [library@naropa.edu](mailto:library@naropa.edu)
6. You are invited to Naropa's Commencement Ceremony in May (unless you have walked in a previous spring ceremony) or the Fall Ceremony. Is there still a fall ceremony? See [www.naropa.edu/campuslife/import\\_info\\_grad.cfm](http://www.naropa.edu/campuslife/import_info_grad.cfm) for additional information.

**Congratulations!**

# Naropa University Degree Application For Graduate Students

A late fee of \$25.00 will be assessed if this form is submitted after the deadline of ***last day of/add drop***.

|                                               |  |
|-----------------------------------------------|--|
| <b>Intended Semester of Degree Completion</b> |  |
| <b>Intended Year</b>                          |  |

|            |      |           |              |                        |
|------------|------|-----------|--------------|------------------------|
| First Name | M.I. | Last Name | Student ID # | Social Security Number |
|------------|------|-----------|--------------|------------------------|

|                                                                                 |               |
|---------------------------------------------------------------------------------|---------------|
| Please <b>PRINT</b> exact, <u>legal</u> name you want to appear on your diploma | Current Phone |
|---------------------------------------------------------------------------------|---------------|

|                             |      |       |          |         |
|-----------------------------|------|-------|----------|---------|
| Address to Mail Diploma to: | City | State | Zip Code | Country |
|-----------------------------|------|-------|----------|---------|

Indicate the degree for which you are applying. Use "M" for Major Course of Study, "C" for Concentration, "CT" for Certificate

|                                                |  |                                            |
|------------------------------------------------|--|--------------------------------------------|
| <b>MASTER OF ARTS</b>                          |  | <b>Transpersonal Psychology</b>            |
|                                                |  | Concentration in Ecopsychology             |
| <b>Contemplative Education</b>                 |  |                                            |
|                                                |  | <b>Transpersonal Counseling Psychology</b> |
| <b>Environmental Leadership</b>                |  | Concentration in Art Therapy               |
|                                                |  | Concentration in Counseling Psychology     |
| <b>Interdisciplinary Studies</b>               |  | Concentration in Wilderness Therapy        |
| Specify Discipline(s):                         |  |                                            |
| <b>Indo-Tibetan Buddhism</b>                   |  | <b>MASTER OF DIVINITY (MDiv)</b>           |
|                                                |  |                                            |
| <b>Indo-Tibetan Buddhism with Language</b>     |  | <b>MASTER OF FINE ARTS:</b>                |
| Specify Language:                              |  |                                            |
|                                                |  | <b>Creative Writing</b>                    |
| <b>Psychology: Contemplative Psychotherapy</b> |  |                                            |
|                                                |  | <b>Writing &amp; Poetics</b>               |
| <b>Religious Studies</b>                       |  | Concentration in Prose                     |
|                                                |  | Concentration in Poetry                    |
| <b>Religious Studies with Language</b>         |  | Concentration in Translation               |
| Specify Language:                              |  |                                            |
|                                                |  | <b>Theater</b>                             |
| <b>Somatic Counseling Psychology:</b>          |  | Concentration in Contemporary Performance  |
| Dance/Movement Therapy                         |  | Concentration in Lecoq Based ACT           |
| Body Psychotherapy                             |  |                                            |

**IMPORTANT:** By completing this form, I understand that my name, the degree I earned, my hometown and my degree date may be printed publically in newspapers, Naropa publications or Naropa's website.

If I do **not** want my name to be published I must check here

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Naropa University Degree Application For Undergraduate Students

A late fee of \$25.00 will be assessed if this form is submitted after the deadline of ***last day of add/drop***.

|                                               |  |
|-----------------------------------------------|--|
| <b>Intended Semester of degree completion</b> |  |
| <b>Intended Year</b>                          |  |

|            |      |           |              |                        |
|------------|------|-----------|--------------|------------------------|
|            |      |           |              |                        |
| First Name | M.I. | Last Name | Student ID # | Social Security Number |

|                                                                                 |               |
|---------------------------------------------------------------------------------|---------------|
|                                                                                 |               |
| Please <b>PRINT</b> exact, <u>legal</u> name you want to appear on your diploma | Current Phone |

|                             |      |       |          |         |
|-----------------------------|------|-------|----------|---------|
|                             |      |       |          |         |
| Address to Mail Diploma to: | City | State | Zip Code | Country |

Mark the box of the degree you are applying for, using “**M**” for Major, “**O**” for Minor, “**C**” for Concentration, “**CT**” for Certificate

| <b>Undergraduate -- This information to be confirmed in Degree Audit Process</b> |                                        |
|----------------------------------------------------------------------------------|----------------------------------------|
| <b>Contemplative Psychology</b>                                                  | <b>Music</b>                           |
| Concentration in Expressive Arts & Well-Being                                    |                                        |
| Concentration in Psychological Science                                           | <b>Peace Studies</b>                   |
| Concentration in Psychology of Health & Healing                                  |                                        |
| Concentration in Transpersonal & Humanistic Psychology                           | <b>Performance (BFA)</b>               |
| Concentration in Somatic Psychology                                              |                                        |
|                                                                                  | <b>Religious Studies</b>               |
| <b>Early Childhood Education</b>                                                 | Sanskrit minor                         |
| Contemplative Education minor                                                    | Tibetan minor                          |
|                                                                                  |                                        |
| <b>Environmental Studies:</b>                                                    | <b>Traditional Eastern Arts</b>        |
| Ecology & Systems Science minor                                                  | Concentration in Aikido                |
| Environmental History and Justice minor                                          | Concentration in Tai Chi Ch'uan        |
| Environmental Sustainability minor                                               | Concentration in Yoga                  |
| Horticulture                                                                     | Concentration in Yoga Teacher Training |
| Sacred Ecology                                                                   |                                        |
|                                                                                  | <b>Visual Arts</b>                     |
| <b>Gender &amp; Women's Studies</b> (minor only)                                 |                                        |
|                                                                                  | <b>Writing &amp; Literature</b>        |
| <b>Interdisciplinary Studies</b>                                                 |                                        |
| Specify Discipline(s):                                                           |                                        |

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If I do **not** want my name to be published I must check here

Signature \_\_\_\_\_ Date \_\_\_\_\_