



## **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. 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 information presented in this handbook is correct as of September 2011.

**The Mission of the Office of Student Affairs**

In alignment with the mission of Naropa University, the Department of 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 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, [www.ncahigherlearningcommission.org](http://www.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.

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
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
Activities and Recreation	303-546-3570
Admissions	303-546-3572
Alternative Transportation	303-245-4747
Bookstore (Arapahoe)	303-546-3544
Bulletin Boards	303-546-3562
Bursar's Office	303-546-3554
Bus Pass	303-546-3562
Café (Arapahoe)	303-546-3530
Career Services Coordinator	303-245-4863
Child-Care Referral	303-546-3562
Community Bicycle Program	303-245-4747
Computer Lab (Arapahoe)	303-546-3587
Computer Lab (Paramita)	303-245-4864
Contemplative Practice Coordinator	303-546-5298
Copy Center	303-546-5299
Counseling, Psychotherapy and Medical Referrals	303-245-4697
Disability Services Coordinator	303-245-4749
Extended Studies	303-245-4800
Facilities	303-546-3510
Financial Aid	303-546-3534
First Aid	303-546-3562
Health Insurance	303-546-3562
International Student Advisor	303 546-3592
Library	303-546-3507
Lost and Found	303-546-3562
Naropa Weekly	303-245-4714
Naropa Writing Center	303-245-4606
Off-Campus Housing	303-245-4621
Paramita Campus	303-245-4866
Performing Arts Center	303-546-3593
President's Office	303-546-3517
Registration Office	303-546-3500

Safety and Security Office	303-245-4686
Snow Days	303-444-0202
Snow Lion—Residence Life	303-319-9793
Student Affairs	303-546-3562
Student Union (Student Leadership)	303-546-3579
Title IX Coordinator	
Transportation Coordinator	303-245-4747

### **ACADEMIC DEPARTMENT PHONE NUMBERS**

Academic Affairs	303-546-3588
Contemplative Counseling Psychology	303-245-4828
Contemplative Education	303-546-5288
Contemplative Psychology	303-546-3518
Core Curriculum	303-245-4658
Environmental Studies	303-245-4613
Graduate Theater	303-245-4640
Interdisciplinary Studies	303-245-4711
Peace Studies	303-245-4711
Performing Arts	303-546-3519
Religious Studies	303-546-5286
Somatic Counseling Psychology	303-245-4845
Traditional Eastern Arts	303-245-4620
Transpersonal Counseling Psychology	303-546-3596
Visual Arts	303-546-3585
Writing & Poetics	303-546-3540

## 2011–12 ACADEMIC CALENDAR

### FALL SEMESTER 2011

#### August

Registration for fall closes to returning students	1
New Student Orientation & Registration Undergraduate:	16 – 19
New Student Orientation & Registration: Graduate	17 - 19
Last Day for All Students to Pay Tuition & Fees	15
First Day of Classes	22
First Day For Returning Students To Pick Up Refund Checks	22
Convocation	24
First Day For New Students To Pick Up Refund Checks 4pm)	25 (after

#### September

Last Day to Add/ Drop Courses without Financial Penalty *	1
Last Day to Apply for Fall Graduation – all students	1
Labor Day Holiday ( <i>no classes, campuses closed</i> )	3-5
Last Day to Withdraw from Courses *	30

#### October

Preferred Deadline to Apply for Financial Aid for Spring (Only if you didn't apply for Fall Aid) for all students	1
Community Practice Day (no classes, offices closed)	11
Spring Registration Begins for All Returning Students	31

#### November

Thanksgiving Holiday ( <i>no classes, campuses closed</i> )	24-27
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#### December

Wednesday Classes do not meet unless indicated on syllabus**	7
Registration for spring closes to returning students	9
Last Day of Classes	9
Grades Due	16
Winter Break	Dec10–Jan 8
Campus Closed	Dec24–Jan 1

\* Exception: Workshops and courses on alternate calendar

\*\* **Monday, Tuesday, Thurs and Friday classes must meet in this 16th week to make up for the following missed days: Labor Day, Practice Day, Thanksgiving Thursday & Friday, respectively. Buildings open for shortened hours during breaks & campuses closed on some holiday weekends. Please see <http://www.naropa.edu/campuslife/buildinghours.cfm> for specific hours.**

## SPRING SEMESTER 2012

### January

New Student Orientation and Registration	11-13
Last Day for All Students to Pay Tuition & Fees	9
First Day of Classes	17
First Day for Returning Students to Pick Up Refund Checks	17
First Day for New Students to Pick Up Refund Checks – after 4pm	19
Martin Luther King Holiday (no classes, campuses closed)	16
Last Day to Add/Drop Courses without Financial Penalty *	26
Last day to apply for Spring Graduation – all students	26

### February

Shambhala Day Celebration (no classes, Offices Closed)	22
Last Day to Withdraw from Courses *	24

### March

Preferred Deadline to Apply for Financial Aid for upcoming year – All students	1
Community Practice Day (no classes, offices closed)	6
Spring Break	24 – April 1

### April

Deadline to apply for most Naropa scholarships and assistantships	1
Fall & Summer Registration begins for returning students	9
Last day to apply for Summer graduation – All students	9

### May

Last Day of Classes **	9
Make up day for classes missed due to snow closure, instructor illness etc.	10
Commencement	12
Grades Due	18

\* **Exception: Workshops and courses on alternate calendar**

\*\* **Monday, Tuesday and Makeup for Shambhala Day 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 TBD through May 20**

### Summer Semester 2012

Academic Summer Session	May 21 – July 17
Last day to drop/add * See individual courses	
Memorial Day Weekend (No classes, campuses closed)	May 26-28
July 4th Holiday (No classes, campuses closed except SWP)	July 4
All Summer Grades Due	27

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

\* Exception: Workshops and courses on alternate calendar

\*\* Monday, Tuesday, Thursday and Friday classes must meet in this 16th week to make up for the following missed days: Labor Day, Practice Day, Thanksgiving Thursday and Friday, respectively.

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

\*\*\*\* Most summer classes are on an alternate schedule. Please check the printable or web-based course schedule for drop/add deadlines for all summer courses.

Buildings open for shortened hours during breaks and campuses closed on some holiday weekends. Please see [www.naropa.edu/buildinghours](http://www.naropa.edu/buildinghours) for specific hours.

**INTERSESSION** (no classes)

# A

## **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**

[naropa.edu/advising](http://naropa.edu/advising)

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

**B**

**BOOKSTORE**

<b>Boulder Bookstore</b> 1107 Pearl St. Boulder, CO 80302	M-Th:	10am – 10pm
	Fri-Sat:	10am – 11pm
	Sun:	10am – 8pm

The Boulder Bookstore stocks books, periodicals and journals, many of which are used in University courses.

**BUSINESS SERVICE CENTER**

303-546-5299

[copyroom@naropa.edu](mailto: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 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 cut-off time will be delivered the next day. FedEx 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:* Coin-accepting copiers for students are located in the Sycamore hallway, the Allen Ginsberg Library, the Paramita lounge area and in the Nalanda Campus student area. These copiers can be used whenever the buildings are open. Copies cost \$0.10 each. Please report all problems with the copiers and direct refund inquiries to the Business Service Center. Additionally, BSC staff can assist with larger or hard-to-copy items.

*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.

*Recycling Toner Cartridges and Cell Phones:* The BSC will recycle or responsibly dispose of ink-jet cartridges from home printers 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 and Naropa University Extended Studies have their own bulletin boards around the Nalanda Campus. Please refer to these boards for more specific departmental communication.

### *DAILY UPDATE*

*Submissions:* [events@naropa.edu](mailto:events@naropa.edu)

The Daily Update, our community event email, is sent to all students, staff and faculty. The email and corresponding webpage provides information and announcements about Naropa community events. Produced by the Marketing and Communications Office, the Daily Update email is disseminated every day during the fall and spring semesters.

### *TELEPHONE MESSAGES*

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

### *MESSAGES ABOUT CLASS ABSENCES*

If you are calling to report that you will be absent or late for class, you will be connected to the academic department concerned to leave a message. 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, but Naropa requires your assistance to do so. When giving out the general Naropa phone number (303-444-0202) or the Student Affairs phone number (303-546-3562) as an emergency contact, you must provide your school/work-study schedule to the party receiving Naropa's phone numbers.

\*Note: Do not give out either number if your schedule is not included.

## **CAREER & COMMUNITY ENGAGEMENT CENTER**

Career & Community Engagement Center Coordinator: 303-245-4863

[my.naropa.edu/ICS/Student Life/Career and Community Engagement Center.jnz](http://my.naropa.edu/ICS/Student%20Life/Career%20and%20Community%20Engagement%20Center.jnz)

The services of the Career and Community Engagement Center are free to all Naropa students and alumni. The staff can assist you in making meaningful decisions beginning in your first semester and continuing throughout your Naropa journey. We are here to help students and alumni:

- explore their interests, values, skills, and talents;
- identify potential academic 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; and
- prepare for the interviewing process.

The Career and Community Engagement Center is committed to helping you launch your dreams and engage meaningfully in your communities. We look forward to working with you.

## **CEREMONIES AND SPECIAL EVENTS**

### *COMMENCEMENT*

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

### *COMMUNITY PRACTICE DAY*

It is a Naropa University tradition 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, plus 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](mailto: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

*Arapahoe: 303-546-3587*

*Paramita: 303-245-4864*

*[lab@naropa.edu](mailto:lab@naropa.edu); [naropa.edu/it/it\\_lab.cfm](http://naropa.edu/it/it_lab.cfm)*

There are two computer labs for use by the Naropa community: the main lab located in the Administration Building basement on the Arapahoe Campus and a smaller lab at the Paramita Campus. There are currently a total of twenty Windows XP PCs and three Macs (OS X or higher) in the main lab, while there are eight Windows XP PCs and three Macs in the Paramita lab. 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 WordPerfect and Open Office. In cooperation with the library, the Paramita and Arapahoe labs have copies of the Olympus digital recorder software installed on select computers. Each lab offers black-and-white laser printing (\$0.10 per page); the Arapahoe lab has a scanner. CDs can be burned at both labs. In addition, there is a reading room at the Nalanda Campus with a total of five Windows PCs and one Mac for student use. The workstations located in the student lounge at Nalanda offer black-and-white laser printing, CD burning, Internet Access and Open Office. 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

[mail.students.naropa.edu](mailto:mail.students.naropa.edu)

## STUDENT EMAIL POLICY

[naropa.edu/it/it\\_newemailpolicy.cfm](http://naropa.edu/it/it_newemailpolicy.cfm)

Technical Support: [support@students.naropa.edu](mailto: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 department and the President's office. 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

[naropa.edu/it/it\\_wireless.cfm](http://naropa.edu/it/it_wireless.cfm)

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 2000 or higher, Mac OS X 10.4 or higher, or Linux. All locations are capable of 802.11 b or 802.11 g wireless protocols, and the Snow Lion residence hall supports 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 Clean Access Agent is a required download for all Windows and OS X systems. Lab assistants at either the Arapahoe or Paramita campuses, or the computer lab supervisors, are available to troubleshoot wireless difficulties. 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.
- No streaming or downloading of music, movies or software, legal or not (this can use too much bandwidth that others need for research, e-mail, etc.).
- No use of Naropa Internet access for personal business (servers of any kind, e-mail solicitations, etc.).
- No use of the Naropa internet 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 E-mail")
2. Computers, systems, workstations, networks, networking equipment, peripheral devices, servers and printers on Naropa's campus.
3. Access to E-ropa 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 e-mail 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 Naropa View of Right Conduct.
2. Violating in any way Federal or State law, or the written policies and procedures of Naropa.
3. Downloading or using “shareware” software or pirated information, such as MP3 and DVX files.
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 e-mail messages.
8. Altering the source or destination address of e-mail.
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 E-Mail 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 for the rendition of service.

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 e-mails, or attachments thereto, sent from any computer on Naropa’s campus, whether the e-mail is sent from a University E-mail account or a personal account. It also includes the right to monitor the contents and attachments of e-mails sent and received off-campus from a Naropa e-mail 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 e-mail or our Computer Systems as a whole. Thus, students should not assume that e-mail 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.

### **E-Mail Retention and Disposal**

E-mail stored on official Naropa systems will generally be preserved for no longer than 30 days after deletion by the e-mail user. Log files associated with e-mail messages which provide a record of actual e-mail transactions, but not the e-mail content, are generally preserved for no longer than 90 days.

E-mail 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 e-mail 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 e-mails, 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](mailto:nucl@naropa.edu)

[naropa.edu/consciousness](http://naropa.edu/consciousness)

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 non-conceptual 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 SUPPORT SERVICES**

*Disability Services Coordinator: 303-245-4749*

[naropa.edu/support](http://naropa.edu/support)

In compliance with the Americans with Disabilities Act and Section #504 of the Rehabilitation Act, the Office of the Dean of Students, located in Student Affairs, coordinates the University's efforts to provide full access to educational, cultural and other programs sponsored by the University for any qualified student with a disability. The University is committed to providing services to assure an accessible environment for students with disabilities. The Disability Services Coordinator, whose office is located in the Office of Student Affairs, will discuss concerns about disabilities and consider the obligation to provide auxiliary aids and academic accommodations for all qualified Naropa students. Students requiring further information should contact the Disability Services Coordinator at 303-245-4749. A student with a disability must make his or her needs known to the Disability Services Coordinator. The student is responsible for providing evidence of eligibility for academic adjustments or auxiliary aids in the form of qualified documentation meeting Naropa University guidelines. Please note that a high school IEP or 504 plan is not adequate documentation to support accommodations since it generally does not provide the information necessary to determine services and/or testing accommodations at the postsecondary level. Requests for accommodations by returning students should be renewed each semester by notifying the Disability Services Coordinator. Changes in a disability for which a student is requesting new accommodations will typically 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 Disability Services Coordinator to explore their individual situation. Naropa's policies and procedures regarding providing

academic accommodations and auxiliary aids to students with disabilities are available upon request from the Disability Services Coordinator. Disability documentation guidelines are also available on naropa.edu.

## **DIVERSITY**

[naropa.edu/diversity](http://naropa.edu/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 Leadership & Engagement: 303-546-3549*

*Disability Services Coordinator: 303-245-4749*

The Disability Services Coordinator 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 or a member of his or her staff. 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.)

## **EL CENTRO DE LA GENTE**

*303-245-4625*

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.

# F

## FACILITIES

303-546-3510

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

# G

## 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. I/F grades allow students one additional semester to complete the work. Summer is not considered a 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.

### *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 within four (4) weeks of the grading semester's completion. 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 chair of the department that offers the course, which should be done no later than eight (8) weeks after the grading semester's completion. The appeal should include copies of all correspondence with the instructor of the course. The department chair may either change the grade or reject the appeal and shall do so in writing within four (4) weeks of receiving the appeal. In the event a student is unable to resolve the issue to his or her satisfaction with the department chair, the student may submit an appeal to the Vice President for Academic Affairs for resolution within four (4) weeks of receiving the department chair's decision. The appeal to the Vice President for Academic Affairs shall include a record of all correspondence with both the instructor and the department chair related to the grade appeal. The Vice President FOR Academic Affairs may also request all other related materials such as a copy of all relevant work submitted by the student in the course. The ultimate ruling from the Vice President for Academic Affairs on grade disputes is final and shall be completed within four (4) weeks of receiving the appeal.



## **HEALTH**

*SUBSTANCE ABUSE HELP*  
303-245-4697

The Office of Student Affairs keeps current listings of local twelve-step groups, including one that meets at Naropa and agencies that offer low-cost support services. Additional information and assistance is also available at the Naropa University Counseling Center.

## **NAROPA UNIVERSITY COUNSELING CENTER**

303-245-4697  
[naropa.edu/counselingcenter](http://naropa.edu/counselingcenter)

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 regain your ground, identify needs, assess the severity of your situation, provide any necessary intervention and connect you with community resources. They work with a variety of issues such as relationships, sexual orientation, gender identity, depression, anxiety, extreme moods, sex assault/incest, trauma, substance abuse, cultural/diversity issues, body image, stress management, transition issues, suicidal thoughts, grief and more. Contact the counseling interns at 303-245-4697 or visit the Naropa website for more information and to make an appointment.

## **MEDICAL AND DENTAL REFERRALS**

303-546-3562

Referrals for physicians, medical services and dentists are also 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  
naropa.edu/studenthealthinsurance*

Health insurance coverage is mandatory for all full-time degree-seeking undergraduate students enrolled at Naropa University. 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.

## HOUSING

*naropa.edu/housing*

### *RESIDENCE LIFE AT SNOW LION APARTMENTS*

*Residence Hall Director: 303-447-3846*

All first year students 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 a twin long 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. Private bedrooms in two bedroom apartments are based on availability and are assigned on a first-come, first-served basis. The bedrooms range in square footage. The smallest occupancy room is 11 × 10. The living rooms, on average, are 14 × 15. Upper-division students (sophomores, juniors, seniors and graduate students) can reserve a private one bedroom apartment, a private room in a two bedroom apartment, or share a bedroom in either a one or two bedroom apartment (not furnished).

### *POLICIES*

Although 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, the substance-free apartments offer an additional measure of support for individuals who choose not to drink or use other drugs. For a full list of Snow Lion policies, please see the Snow Lion Handbook (<http://www.naropa.edu/studentlife/housing/documents/SLHandbook09-10.pdf>). 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 the policies of University Housing are subject to disciplinary proceedings as outlined in the Naropa University Student Handbook.

### *VISION*

The vision of Naropa University Housing is to uphold Naropa's unique mission by teaching and preparing every resident to "meet the world as it is and to change it for the better." We achieve this vision by providing student-centered, co-curricular education, which fosters academic success, campus involvement and personal development within an inclusive community that engages students in the pursuit of knowledge and growth.

### *MISSION*

The mission of Naropa University Housing is to provide a healthy, sustainable, contemplative and compassionate community where students are supported and holistically engaged. Naropa's residential educational programming strives to provide academic support through co-curricular activities, creating an intersection between formal instruction, the community and the world. The residence hall is a place where learning comes alive!

## *DIVERSITY STATEMENT*

Naropa Residence Life Staff is committed to and proactive in providing a safe, comfortable and equitable experience for all residents, regardless of race, ethnicity, religion, socioeconomic status, class, (dis)ability, national origin, immigration status, gender, sexual orientation or other social and cultural identifiers that have been socially and historically used to discriminate or treat people unequally. We strive to create an environment in which all members of the residence life community can celebrate the richness of our diversity as well as discuss and take action on issues. We also encourage a contemplative approach to diversity in which all the members of the community reflect and work on understanding how their perspectives, backgrounds and biases affect the way they function in their roles and relationships in resident life.\*

\*Inspired by “Stages of Inclusion in Residential Hall”—EdChange Multicultural Pavilion, [www.edchange.org/multicultural/resources/residence.html](http://www.edchange.org/multicultural/resources/residence.html)

## *NAROPA UNIVERSITY RESIDENCE LIFE PROGRAM GOALS*

- Develop communities that are safe, supportive and diverse
- Create environments that foster the success of students
- Introduce students to practical skills that will sustain autonomy and interdependence
- Actively support the staff who live and work in University housing
- Foster meaningful campus and civic engagement
- Foster human development and growth through contemplative self-disciplines, goal setting, support and mentorship
- Empower students to reflect and work on understanding how cultural biases, perspectives and backgrounds affect the way they function in their roles and relationships in community environments
- Offer leadership opportunities to students through the peer mentor, peer advocate and RA positions
- Help students understand the concept of interdependence and develop an awareness of community living principles

Programming at Snow Lion is one of the ways we fulfill our mission of helping new undergraduates find ways to make connections between what they are learning in the classroom and their daily lives. Students choose activities according to their personal interests. Some of the themes for our educational and social programs are health awareness, lifestyle choices, social justice and leadership skills. Some events we've sponsored are pancakes@noon, 24hr poetry readings, movie nights, substance-free potlucks, lucid dreaming and funk your gender dialogue. We also provide resources and connections to our outdoor club ROOT. See [www.naropa.edu/studentlife/root.cfm](http://www.naropa.edu/studentlife/root.cfm) for more information.

## *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 Coordinator provides assistance to students who are looking for housing, connecting them to resources on campus and in the Boulder community. The Housing Coordinator can be reached at [housing@naropa.edu](mailto:housing@naropa.edu) or 303-319-9793.

# I

## *INTERNATIONAL STUDENTS*

*International Student Advisor: 303-546-3592*

[naropa.edu/intlstudents](http://naropa.edu/intlstudents)

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.

# L

## *LIBRARY, ALLEN GINSBERG*

[naropa.edu/naropalibrary](http://naropa.edu/naropalibrary)

*Circulation Desk: 303-546-3507*

General Staff Email: [library@naropa.edu](mailto:library@naropa.edu); fax: 303-245-4636

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

Access Services Coordinator: 303-245-4668

## *LIBRARY HOURS DURING THE SEMESTER*

Monday through Thursday: 8 a.m.–9 p.m.; Friday: 8 a.m.–5 p.m. Saturday and Sunday: noon–6 p.m.

Winter Break, Spring Break and Summer Break hours:

Monday through Friday: 10 a.m.–4 p.m.; closed weekends

(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](mailto: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

### *Adjunct Faculty*

- New books – 3 weeks, 3 renewals
- Books – 6 months, unlimited renewals, 100 total (including new books)
- AV materials – 1 week, unlimited renewals, 25 total per format
- LPs – 1 week, unlimited renewals, 25 total

### *Ranked Faculty*

- New books – 3 weeks, 3 renewals
- Books – 12 months, unlimited renewals, 250 total (including new books)
- AV materials – 1 week, unlimited renewals, 25 total per format
- LPs – 1 week, unlimited renewals, 25 total

### *Naropa Staff*

- 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

### *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. Lost and found boxes are also located at the Nalanda Campus in the Performing Arts Center and in the main computer lab.

### *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*

*Contemplative Practice Coordinator: 303-546-5298*

[naropa.edu/mi](http://naropa.edu/mi)

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*

*PAC Administrative Coordinator: 303-546-3593*

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 (coffeehouses, 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.

PAC is available for rent for nonacademic events. Requests for rental policy information may be addressed to the PAC administrative coordinator.

### *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.

#### *Piano Room*

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

### *RECORDING STUDIO*

*PAC Administrative Coordinator: 303-546-3593*

You may reserve the recording studio located in Cedar Cottage on the sign-up sheet or through the PAC administrative coordinator.

### *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:*

9 171: 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*  
[webview.naropa.edu](http://webview.naropa.edu) (Best viewed from Firefox web browser)

Webviewer is Naropa's online room-scheduling program. From the above URL, select "Faculty, Staff and Student Room Scheduling." Select "Scheduling Program" for information on room availability and room requests. For detailed instructions on how to use the Webviewer program (including general guidelines for space usage, priorities, building hours, etc.), please email [tchorton@naropa.edu](mailto:tchorton@naropa.edu) for a copy of the instruction manual. If you need further assistance, please contact the PAC Administrative Coordinator.

### *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 up to two hours per week in PAC and up to five hours in all other studio spaces.

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

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

#### *Priority I*

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

#### *Priority II*

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

#### *Priority III*

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

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



## **SAFETY AND SECURITY**

[naropa.edu/security](http://naropa.edu/security)

*Safety and Security Manager: 303-245-4686;*

*Emergencies: 720-309-8211*

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

### *EMERGENCIES*

#### *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)
- Email to Naropa addresses
- RSS feed (in web browser, by subscription)
- Emergency updates on the Naropa home page at [www.naropa.edu](http://www.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 your WebReg webpage by clicking on the corresponding link. 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 and 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 Administration 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 semesters: Monday–Friday: 8 a.m.–10 p.m.; weekends: 9 a.m.–6 p.m.

Between semesters: Monday–Friday: 9 a.m.–6 p.m.; weekends: buildings 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 [eropa.naropa.edu](http://eropa.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 [www.naropa.edu/campuslife/paramita-access.cfm](http://www.naropa.edu/campuslife/paramita-access.cfm). 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.

## *OTHER*

### *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 their account on WebReg. Don't be the last to know what's happening on campus!
- The Naropa University website, [naropa.edu](http://naropa.edu), will have an announcement on the home page and through RSS feed.
- [www.startcolorado.com/closings](http://www.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 Administration Building and in the Facilities Department in the 2111 Arapahoe Building.

### *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*

Located in the Administration 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 you orient yourself to life as a student at Naropa, questions and problems may arise from time to time. The function of the Office of Student Affairs is to assist you in whatever way possible with your 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 you discover its offerings.

## **STUDENT INVOLVEMENT**

*Director of Student Leadership & Engagement: 303-546-3549*

## STUDENT GOVERNMENT

[naropa.edu/sun](http://naropa.edu/sun)

The Naropa 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 or [sunofficers@naropa.edu](mailto: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 or [sunofficers@naropa.edu](mailto: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, coffeehouses, CODs and dances
- Designs and supports culturally diverse programming and campaigns
- 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**

[https://my.naropa.edu/ICS/Student\\_Life/Student\\_Leadership.jnz](https://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 associate dean of students.

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 Coordinator: 303-245-4747*

[transportation@naropa.edu](mailto:transportation@naropa.edu)

[naropa.edu/transportation](http://naropa.edu/transportation)

*Monday through Friday: 8:30 a.m.–noon.; 1–5 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 expanding population of Boulder County is causing increased traffic congestion, dangerous air pollution levels and an extreme need for alternatives. Transportation has become an issue of health rather than simply one of convenience. Additionally, Naropa University’s Arapahoe Campus has limited parking; therefore, students, staff and faculty are encouraged not to drive to campus.

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

[naropa.edu/transportation](http://naropa.edu/transportation)

#### *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 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 [www.rtd-denver.com](http://www.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  
[www.rtd-denver.com](http://www.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](http://zimrider.com) or visit the Transportation Office.

### *Car Sharing*

eGo CarShare: 303-271-3510; [carshare.org](http://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**

[naropa.edu/transportation](http://naropa.edu/transportation)

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.

## *SPECIAL TRANSIT*

303-447-9636; [specialtransit.org](http://specialtransit.org)

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



## **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.

### *CONDUCT AND CONFLICT*

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

### *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 waiver 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 Conduct*

The following actions constitute misconduct and will result in disciplinary action. Students are also required to abide by all city, county, state and federal laws.

1. An individual's intentionally reckless action, alone or in concert with others, that impedes or impairs the University's mission, processes or functions, or interferes with the rights of others.
2. An action or threatened interference, physical or sexual attack, physical or verbal harassment, intimidation or personal abuse against any member of the University community, including oneself.
3. Any sexual act that occurs without the consent of the other person or when the other person cannot give consent due to the use of drugs or alcohol or an intellectual or other disability. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion.
4. Any act of a sexual nature that creates an intimidating, hostile or offensive campus, educational or work environment for another person. This includes unwelcome sexual advances or requests for sexual favors, comments, gestures or other forms of verbal or physical conduct or communication.
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 and cheating in academic work of any kind. (See Plagiarism 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.)
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 Student Affairs Office. (See Alcohol and Other Drug Policy.)
12. The display, possession, use, sale or acquisition of any firearm or other weapons—including non-lethal weapons and any gunpowder, ammunition or firecrackers—on University property, which is contrary to state or federal law or municipal ordinance or which is not specifically authorized by the University.
13. Obstruction or disruption of teaching or other educational activities on any of the University campuses or other property used for educational purposes.
14. Violating any housing or residence life policies.
15. Off-campus behavior, which is in flagrant violation of the University's view of right conduct, or which impairs the integrity of the University and its ability to create a lawful, ethical and harmonious educational environment.
16. 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..
17. The Group Accountability Policy places mutual responsibility with each person present when a

- violation occurs, which will result in an investigation into each person present during an alleged violation.
18. Unauthorized use of the University's computers and any violations of the University computer rules or email policies.
  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.

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.

### *CONFLICT RESOLUTION*

If you are experiencing conflict with a student, staff or faculty, you may seek guidance and support from the Office of Student Affairs. If the conflict involves a staff or faculty member, Human Resources, Department Chairs or Academic Affairs may be consulted in this process. Participation in informal conflict resolution does not affect your right to engage in the judicial process.

#### *Violations of University Policy*

Suspected violations of University policies by students, faculty or staff should be brought to the attention of the Dean of Students, the Title IX Coordinator (as designated on page 55) or the Residence Hall Director. If a complainant requests confidentiality, the University will take all reasonable steps to investigate and responds to the complaint consistent with the request for confidentiality, but such a request can hamper the University's investigation.

Upon receiving written or oral information indicating a possible violation by a student of the Community Code of Conduct, the Dean of Students shall convene the Judicial Process and may in his or her sole discretion elect to use a Restorative Justice process, commence an investigation or convene an Accountability Board.

If a complaint involves a staff or faculty member, The Office of Student Affairs will assist students in contacting the appropriate departments (Academic Affairs, Department Chairs or Human Resources) based on involved parties and following the established procedures. Staff and faculty are accountable to the University policies and have their own set of policies and procedures.

#### *When You Are Not Sure What to Do*

Sometimes you may not be sure how far you want to go with a concern, issue or complaint. You can speak to the Dean of Students to explore the extent of your concern, and the Dean can assist in clarifying the issues and exploring the options you have for proceeding. Engaging in an informal process does not prevent a complainant from making a formal complaint at any time.

### *JURISDICTION*

The Community Code of Conduct is applicable to actions occurring on all University facilities, including University student housing. However, behavior that occurs off campus that violates the Community 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.

### *JUDICIAL PROCESS AND PROCEDURES*

#### *Definitions and General Terms*

For the purpose of the Judicial Process organization, the following definitions apply:

1. Dean of Students (DOS) is the person designated by the President of Naropa University to be responsible for the administration of the Policies.
2. Resident Hall Director (RHD) is the person who oversees the operations of the Student Housing and the enforcement of University policies.
3. The Accountability Board (AB) are members of the student, staff and faculty that have been trained and selected to hear cases related to the violations of the Community Code of Conduct. The Dean of Students and Title IX Coordinator may not serve on an AB. In the event of a complaint of sexual harassment or sexual violence, the complaint may only be heard by an AB.
4. The term Appeals Process (AP) refers to the process by which an appeal can be considered.
5. The term Policy or Policies refers to the written rules and regulations of the University as found in but not limited to, the Student Handbook, the Community Code of Conduct; on campus residential lease agreement and student housing handbook; undergraduate catalog; and University Housing web pages.
6. The term Person(s) of Concern (POC) means any student accused of violating the Policies.
7. The term Restorative Justice Facilitator (RJ Facilitator or RJF) refers to a trained facilitator to facilitate pre-conference meetings, Community Code of Conducts, and meet with the POCs at the conclusion of the Reparative Contract term.
8. The term Community Conference Circle (CCC) refers to a restorative community justice circle process where the POC sit together with the RJ 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.
9. The term Reparative Contract refers to the written requirements developed by a CCC, the AB or the DOS, which are designed to allow the POC to repair any harm or impact in a specific, measurable, attainable, relevant and timely way (see below).

#### *CHARGES AND NOTICE*

1. Upon receiving a Complaint, the Dean of Students or Residence Hall Director will contact the POC alleged to have committed the violation via the student's Naropa email address and a written notification by U.S. Mail to the address on record with the University registrar within three (3) business days.
2. The written notification will include:
  - a. A description of the alleged misconduct.
  - b. The code of conduct that has been violated.
  - c. The requirements for the POC to set up a conference within five working days of the date of the notice.
3. If the POC does not schedule a meeting with the Dean of Students or Resident Hall Director by the date specified in the notice or if the POC schedules but does not attend the meeting, the Dean of Students, RHD or AB can decide the outcome of the case in the POC's absence and shall notify the POC of the same within one week. The POC cannot be found to have violated the Community Code of Conduct solely because he/she failed to attend the meeting.
4. Interim Suspension. In certain circumstances, the Dean of Students or a designee may impose a University and/ or residence hall interim suspension prior to the completion of an investigation or an AB hearing. An interim suspension may be imposed a) to insure the safety and well-being of members of the University community or preservation of 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 POC may be denied access to University housing, the campuses, and all other University activities or classes for which the POC might otherwise be eligible.

### *POC's Rights in the Judicial Process*

All POC's accused of violating the Naropa Policies will be afforded the following rights:

1. The right to know the nature of the complaints, the evidence supporting the complaints, and the impact of their behavior on the Snow Lion and/or Naropa community.
2. The right to present their position to the Residence Hall Director and/or the Dean of Students.
3. The right to understand the judicial process and the reasons for referral to either the CCC or AB.
4. The right for clarification of applicable community standards, contractual obligations and Policies when requested.
5. Results of the meetings are considered confidential and will be shared with college officials and others, such as alleged victims, only on a need-to-know basis. 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.
6. POC shall receive notification and explanation of decisions, sanctions, as well as consequences for the POC not completing a Reparative Contract.
7. The right to be sanctioned based on a preponderance of the evidence.
8. The right to submit an appeal in cases of probation, suspension/eviction, and expulsion.

### *Complainant's Rights in Judicial Process*

1. Have a voluntary advisor or advocate; provided that the advisor or advocate: (i) cannot be an attorney; and (ii) may not participate in the hearing.
2. Be provided with all written responses provided by POC to University officials.
3. Reasonable review of investigation file prior to CCC, AB, or conclusion of DOS investigation.
4. Present pertinent and relevant witnesses and documentation to decision makers.
5. Receive a written statement of the AB or Dean of Students conclusions (POC Sanctions, if applicable).
6. No evidence of Complainant's prior sexual history or sexual partners will be permitted in cases of sexual harassment or sexual violence.

### *Restorative Community Justice and Social Justice Orientation*

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 Naropa Policies:

- 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 the University. All residents are responsible for maintaining reasonable studying conditions. Quiet hours begin at 10:00 p.m. Sundays through Thursdays and 11:00 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 for a prolonged period of time.
- Hopping 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 policy.
- Possession of a candle.
- Security door propping.
- Hopping off 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 harassment or sexual violence. In addition, restorative justice may not be available if the POC 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 Student 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, the RJF shall set up a CCC. The CCC shall:

1. Review the incident or issues.
2. Give an opportunity for everyone, including the POC and the 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.

*Dean of Student's Investigation/ Accountability Board*

Alleged infractions by a POC of Naropa Policies will be handled by a DOS Investigation or AB, at the option of the DOS, in the following circumstances:

- In the event that the POC does not accept responsibility for his or her actions in a way that is satisfactory to the University Official.
- There is a dispute regarding whether the alleged violation of Policies occurred.
- The person has violated Naropa Policies on a previous occasion.
- The Dean of Students or RHD determines that a CCC would be inappropriate.
- The POC is not ready or willing to sit in a CCC.
- Allegations of sexual harassment or sexual violence. (These events must always be heard by an AB).

*Dean of Students Investigation*

The DOS shall conduct and conclude an investigation within 30 days of the Complaint being filed. During the investigation, the DOS shall:

1. Attempt to meet with and interview the Complainant and POC. Meetings with the Complainant and POC shall be held separately.
2. Request the Complainant and POC to identify all witnesses and evidence.
3. Review and consider all evidence the DOS can reasonably obtain, including attempting to contact and interview all witnesses.
4. At the conclusion of the DOS Investigation, the DOS shall either refer the matter to an AB or make a determination about the facts presented using the preponderance of evidence standard including the following:
  - a) Determine whether the facts are true and constitute a violation of University policy;
  - b) Determine any mitigating circumstances;
  - c) Decide on a sanction;

- d) Provide written documentation to the Complainant and POC of the findings of fact and decision/ outcome. In addition, the POC shall receive the sanctions (if applicable) and Reparative Contract within two weeks of the conclusion of the DOS' investigation.

#### *Accountability Board*

The AB will conduct a hearing within 6 days of the Complaint being filed or a referral to an AB by the DOS, whichever is later. The hearing may be continued once at the option of the DOS or the AB for no more than thirty (30) days.

1. Prior to the AB hearing, the Complainant, DOS and POC shall identify all witnesses and evidence each plans to present at the hearing and disclose the same to the other side, no less than three business days prior to the hearing.
2. During the hearing, the AB will consider testimony and evidence presented by both sides, including:
  - a) Allowing witnesses to testify who have relevant information.
  - b) Permit both the Complainant and POC to have legal counsel present, however legal counsel may not participate in the hearing in any manner.
  - c) The parties will not have the opportunity to directly cross-examine each other, but may submit written questions to the AB for consideration and use.
3. At the conclusion of the hearing, the AB shall:
  - a) Make a determination about the facts presented using the preponderance of evidence standard;
  - b) Determine whether the facts are true and constitute a violation of University policy;
  - c) Determine any mitigating circumstances;
  - d) Recommend to Dean of Students a Sanction. Dean of Students has final determination of a sanction
  - e) Provide written documentation to the Complainant and POC of the findings of fact and decision/ outcome. In addition, the POC shall receive the sanctions (if applicable) and Reparative Contract within two weeks of the hearing's conclusion or the conclusion of the DOS's investigation.

#### *Reparative Contract*

A Reparative Contract refers to the written requirements developed by a CCC, the AB or the DOS, which are designed to allow the POC to repair any harm or impact in a specific, measurable, attainable, relevant and timely way. The RHD or DOS shall determine the terms of the Reparative Contract when a CCC is unable to arrive at consensus and mutual agreement with the POC regarding the terms of the Reparative Contract. All Reparative Contracts will be made in writing and maintained by the RJ Facilitator. The University generally will not issue a Reparative Contract when the penalty is suspension, eviction or expulsion. If the POC violates the terms of the Reparative Contract, they will be referred to an AB.

The Reparative Contract cannot be changed without the written consent of the DOS. In the event that a documented medical or family issue will prevent the POC from completing the contract by the deadline, the POC must contact the RJ Facilitator BEFORE the Reparative Contract deadline. The RJ Facilitator determines whether to re-negotiate the time-line. The RJ Facilitator will email circle or judicial board participants to get their consent for the change. The RJ Facilitator may also choose to express 'increased concern' and communicate this status with the Dean of Students 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 POC violates the terms of the Reparative Contract, they will be referred to an AB.

## *Sanctions*

After hearing the case, the DOS or the AB may find the POC not responsible, or may find the POC responsible and issue a sanction or sanctions based on that finding. A copy of the final decision may be sent to the POC's advisor or other relevant University personnel and may be placed in the POC's file. Sanctioning can happen in two ways: restorative justice circle in which the sanctions are co-created and mutually agreed upon or the sanctioning is decided by the DOS or the AB.

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, etc.
- 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 POC that further misconduct may result in more severe sanctions.
- Apology: The POC may be asked to provide a spoken and/or written apology to any parties the POC has harmed.
- Monetary fines to repair damage caused by prohibited action.
- Judicial fee.
- Reparative Contract.
- Residence hall reassignment: A POC who resides in University-sponsored housing may, through the conduct process, be assigned to a different residence room or apartment.
- Residence hall termination: A POC's University housing agreement may be terminated through the conduct process, and the POC may be prohibited from residing in University housing either on a permanent or temporary basis. Specific exclusion from University-sponsored housing may also be imposed.
- Probation: A trial period during which the POC'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 and expulsion. Please note that academic probation follows a different procedure. (Please see the academic catalog for information.)
- Suspension: The POC is required to leave the University for a specific period of time. A notation will be placed on the POC's transcript that will be removed after the time period. The POC may return after meeting the conditions, on a case-by-case basis, established by the University. The POC may also be barred from college premises and/or college-sponsored events. Please note that academic suspension follows a different procedure. (Please see the academic catalog for information.)
- Expulsion: The POC is required to permanently leave the University. If a student is expelled, a permanent notation will be recorded on the student's transcript. The student may also be barred from college premises and/or college-sponsored events.
- Delay or Denial of Degree Award: The 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.

## *Appeal Process for Student*

If a student is placed on probation, terminated from Naropa University-sponsored housing, suspended or expelled, the student may file an appeal. The review of the appeal will be based on the existing record or any new information provided. A letter detailing reasons for an appeal needs to be submitted to the Dean of Students within fourteen days of the sanction. The Vice President for Student Affairs will assign a school official who has had no prior involvement with the case to act as the Appeals Officer. The Appeals Officer will review existing or new information and make a recommendation to the Vice President for Student Affairs who will make the final decision.

Nothing herein is intended to deny the appropriate school official the option of taking immediate action. Individuals presenting imminent danger to others, college property and/or the educational process may be immediately suspended from the University by the President, Vice President for Academic Affairs, Vice President for Student Affairs, Dean of Students, Director of Human Resources or their designee(s) when deemed necessary for the safety or well-being of the University community and others.

### *Filing a Complaint Against a Faculty or Staff Member (by a Student)*

#### *Informal Consultation Process*

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

#### *Academic Issues*

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

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

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

If you are not satisfied with the outcome of your discussion with your instructor, then discuss it with your Academic Advisor. Your Advisor can listen to and understand your concerns. Advisors have the experience and knowledge to help you to develop a way to respond to the situation.

If you cannot resolve a problem with a course, instructor or program by discussing it with your instructor, there are formal avenues you may pursue. The next step would be to discuss the situation with the Department Chair. If the faculty member is also the Department Chair, contact the Office of Academic Affairs.

If this does not work, consider discussing your concern regarding a course, instructor or academic program with the Vice President for Academic Affairs or a member of his or her staff. 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. You may discuss with the Assistant Dean for Curriculum and Instruction about how best to formulate your approach to a concern. You may also meet with the Vice President for Academic Affairs if you remain unresolved about the situation or wish to provide feedback. You may make an appointment with the Vice President for Academic Affairs by calling 303-546-3588 or by stopping by the office in the Lincoln Building.

#### *Administrative Issues*

Although the University is always refining its policies and streamlining its systems and procedures, communication sometimes breaks down. 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.

#### *Formal Grievance Process*

Students who would like to file a formal grievance about a specific staff or faculty member should address their concerns to the Director of Human Resources (staff/administrative complaints) or the Vice President for Academic Affairs (faculty/academic complaints). Both of these offices have specific grievance procedures.

#### *Simple Complaint Process*

Sometimes students simply wish to register a concern about a situation or dispute and are not seeking any particular action or outcome or a University policy or practice. If you simply wish to register a complaint about a faculty or staff member but are not seeking a particular outcome, you may write a letter to the supervisor of the individual or to the Department Chair. If it feels appropriate, you may copy the Director of Human Resources (for complaints about staff) or the Vice President for Academic Affairs (for complaints about faculty). You are encouraged to sign your complaint 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 consultation process or the formal grievance process.

### **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 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 [www.colorado.gov/treatmentdirectory/interview1.jsf](http://www.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 the 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 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*

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

- Receive authorization from the Vice President for Academic Affairs if the function is related to academic departments.
- Receive authorization from the Vice President for Business and Finance 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: [www.bacchusgamma.org/alcohol-health.asp](http://www.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 [www.usdoj.gov/dea/concern/concern.htm](http://www.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 or by picking up an intake form in the Office of Student Affairs.

### *Legal Sanctions*

#### *Federal*

Please see [www.justice.gov/dea/agency/penalties.pdf](http://www.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 ([www.sos.state.co.us/CCR/Welcome.do](http://www.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, the University must also acknowledge its responsibility to all of its students. Babies and children are not allowed in the classroom. However, the instructor, in the case of emergencies or extenuating circumstances, may make exceptions. In such cases, permission must be obtained from the instructor prior to the beginning of the class.

## *CLASS ATTENDANCE AND PARTICIPATION POLICY*

Class attendance and participation are 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 departments in particular are responsible for engaging the staff, faculty and students in education about the ethical issues regarding cultural appropriation and the curricular oversight necessary to ensure that awareness of these issues is sustained.

### *Complaint Resolution Procedure*

The following 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 department in which the course, workshop or other program, publication or behavior originated. Each department will have on hand a standard complaint form, on which the concerned party will state the cause for concern. The department head will meet with the concerned party to discuss the matter and to propose a satisfactory resolution. If concerned parties are unable to receive satisfaction, they may, within ten days, bring the matter to the Special Advisor to the President, Inclusivity and Diversity. Concurrently, the department head will submit a written memorandum to the Special Advisor to the President, Inclusivity and Diversity indicating what efforts have been made to resolve the issue, with a copy of this memorandum to the concerned party.

The Special Advisor to the President, Inclusivity and Diversity will review the complaint and bring the Department Chair and other affected faculty/staff member(s) together with the concerned party with the aspiration of coming to a mutually satisfactory resolution. If this is unsuccessful, the Special Advisor to the President, Inclusivity and Diversity will form a committee composed of (1) one faculty/staff member from the department in question (and a Naropa student union representative if appropriate); (2) one "at large" faculty/ staff member selected from a pool of those willing to serve in such a role; (3) a content expert(s) with professional knowledge of the relevant content material and without a vested interest in the case; (4) one person selected from a pool of faculty and staff members who has received appropriate diversity training; and (5) Special Advisor to the President, Inclusivity and Diversity. This committee will review the complaint and take appropriate action, notifying the affected department, 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 days, to the vice president of academic affairs, whose judgment will be final.

### *DUAL RELATIONSHIP POLICY*

Dual relationships between faculty and students are prohibited. A dual relationship is defined as a current or previous therapeutic, business/financial, private teaching, consensual relationship, personal relationship or relationship with a relative in combination with an academic relationship in any of the following situations:

1. A student is enrolled in a class taught by faculty.
2. Faculty (for example, a department chair) has responsibility to evaluate a student's academic progress, even if the student is not in a current class with the faculty member.
3. The involved Faculty can reasonably foresee that a student will be enrolled in the faculty member's class in the future.

Should a student involved in an academic relationship with a faculty member or academic administrator approach the faculty member to begin a prohibited dual relationship, the faculty member is prohibited from engaging in the relationship until thirty (30) days after the student is no longer enrolled at the University for any reason other than the normal semester breaks. Should a student currently involved in a relationship with a Faculty member be registered for a course that the faculty member is teaching, the faculty member shall, prior to the first class session, disclose the relationship to the Vice President of Academic Affairs or the Dean of Students and then openly discuss the matter with either the Vice President of Academic Affairs or the Dean of Students and the student, and in the case of a pre-existing consensual or personal relationship or when a relative of the faculty member is involved, the student shall be transferred out of any course taught by the faculty member in question. In all other instances the Vice President of Academic Affairs or the Dean of Students, as applicable, shall determine whether it is feasible to avoid a dual relationship by either postponing the class until after the relationship is terminated, and/or referring the student to another qualified professional. If the Vice President of Academic Affairs or Dean of Students, determines, in his or her sole discretion, that it is feasible to avoid a dual relationship the student may be allowed to take the class in question so long as the student and faculty member comply with any requirements or qualifications imposed by the Vice President of Academic Affairs or Dean of Students. If the Vice President of Academic Affairs or the Dean of Students determines that it is not feasible to avoid a dual relationship the student shall be transferred of af any course taught by the faculty member in question.

#### *Definitions for 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 a student that is also working for the University (e.g., as a graduate assistant, on work study, etc.).

*Faculty:* "Faculty" 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 Relationships:* "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.

Any questions regarding this policy should be referred to the Vice President for Academic Affairs or the Dean of Students. Should a faculty member approach a student to initiate a dual relationship, the student is encouraged to report it as soon as possible to the Vice President for Academic Affairs or the Dean of Students.

#### *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 the faculty member may apply for a waiver of the Dual Relationship Policy.

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

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

#### **NOTICE OF NON-DISCRIMINATION AND PROHIBITION OF HARASSMENT**

Naropa University is committed to equality of educational opportunity. The 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 or gender expression or any other status protected by law.

Harassment is defined as unwelcome behavior or conduct that may be based upon a person's protected status (as described above) and occurs when submission to or rejection of such conduct is used as the

basis for a tangible employment or academic action or when such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive work or learning environment

Prohibited sexual discrimination includes sexual harassment and sexual violence. Examples of sexual harassment include any act of a sexual nature that creates an intimidating, hostile, or offensive campus, educational or working environment for another person. This includes unwelcome sexual advances or requests for sexual favors, comments, gestures, or other forms of verbal or physical conduct or communications.

### *Reporting Discrimination*

If you, as a student, believe yourself to be the victim of any form of discrimination or harassment, including but not limited to sexual harassment or sexual assault, please report your concerns to the Dean of Students or Naropa's designated Title IX coordinator, who is:

Matt Peterson, Director of Student Leadership and Engagement, 2130 Arapahoe Ave. Boulder, CO 80302; Contact Information: 303.546.3549; [mpeterson@naropa.edu](mailto:mpeterson@naropa.edu).

If you, as a student, believe yourself to be the victim of any kind of discrimination in any employment practices, please see the Director of Human Resources.

### *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 Student Conduct Code and are subject to Sanctions.

### *OPEN FLAME POLICY*

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

### *PET POLICY*

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

1. Pets are not allowed in any classroom under any circumstances.
2. Pets are not allowed in 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.

### *PLAGIARISM POLICY*

To plagiarize (from the Latin *plagiarius*, plunderer) is to steal another’s words or ideas and present them as one’s own. Plagiarism is a violation of academic ethics and of Naropa University policy. Suspected instances of plagiarism may be investigated in accordance with the Judicial Process and subject to sanctions dubbed below.

Instances of plagiarism include:

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

### *Reporting Plagiarism*

A faculty member who identifies a suspected case of plagiarism will report and provide documentation to the Dean of Students and the individuals identified below.

First instance of plagiarism in a BA class:

- BA advising and the dean for undergraduate education, who will investigate, document and may take disciplinary action up to and including failure in the course.

Second and subsequent instances of plagiarism in a BA class for the same student:

- BA advising and the dean for undergraduate education, who will investigate, document and take Sanctions up to and including suspension, expulsion, or revocation of a degree.

First instance of plagiarism in an MA class:

- Student’s advisor and the appropriate School Director (of the course in which the plagiarism was alleged to occur), who will investigate, document and may take Sanctions up to and including failure in the course.

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

- Student’s advisor and the appropriate School Director (of the course in which the plagiarism was alleged to occur) and the vice president for academic affairs, who will investigate, document and may take Sanctions up to and including suspension, expulsion, or revocation of a degree.

Other forms of academic dishonesty and cheating will be investigated and Sanctions taken through the same process. (See the code of prohibited conduct under University Policies.)

### *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.

### *SEXUAL VIOLENCE AND SEXUAL HARASSMENT*

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

Students found responsible for sexual violence or sexual harassment, including but not limited to rape, acquaintance rape or other sex offenses (forcible and non-forcible) as defined by state and/or federal law or University policy, shall incur sanctions including but not limited to probation, suspension and/or expulsion. Faculty and staff who are found responsible for sexual violence or sexual harassment, including but not limited to rape, acquaintance rape or other sex offenses (forcible and non-forcible) as defined by state and/or federal law or University policy, may receive termination of employment. Further, in certain circumstances, the offender may be barred from the University campus at the University's discretion.

### *Reporting a Sex Offense*

1. A student who believes he or she has been the victim of a sex offense is encouraged to promptly contact community resources, the Boulder Police Department and/or MESA (Moving to End Sexual Assault). The student also should contact the Title IX coordinator and the Dean of Students, regardless of whether the student has reported the alleged sexual offense to the local authorities. Title IX Coordinators contact information is: Matt Peterson, 303.546.3549; mpeterson@naropa.edu
2. In all cases, the student is encouraged to preserve potential evidence of criminal sexual assault

- or other sexual offense.
3. After consultation with the Dean of Students and/or Title IX Coordinator, the student who has been the subject of an alleged sex offense has the right to initiate the formal complaint process with the Director of Human Resources if the complaint is against a staff member, with the Vice President for Academic Affairs if the complaint is against a faculty member, or with the Dean of Students if the complaint is against another student. In all instances of a formal complaint, an Accountability Board will be convened in accordance with the Judicial Process on Page 46 of this Student Handbook. During the course of the judicial process, the student may also request accommodations to avoid contact with an alleged perpetrator, such as changes in class assignments and/or, if the student is a resident of Naropa housing, changes in living arrangements.
  4. In all cases, the student has an option to notify proper law enforcement authorities, such as the Boulder police, and if the student chooses to do so, the student may request assistance from the Dean of Students or Title IX coordinators in notifying these authorities. The Office of Student Affairs can provide information concerning existing safety, health and counseling resources, on or off campus, for assisting victims of sexual assault.

### *SMOKING POLICY*

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

Smoking is limited to the following areas on Naropa University property.

#### *Arapahoe Campus*

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

#### *Paramita Campus*

- West end of the parking lot.

#### *Nalanda Campus*

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



## **WORK-STUDY AND STUDENT EMPLOYMENT**

[naropa.edu/workstudy](http://naropa.edu/workstudy)

The Federal College Work-Study Program (CWSP) and Naropa Student Employment Program (NSEP) are collectively referred to as “work-study” and are administered by the Department of Human Resources in conjunction with the Financial Aid Office.

CWSP is a federally funded work program available to students who are qualified U.S. citizens 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 at [www.naropa.edu/employment/pdf/workstudyhandbook.cfm](http://www.naropa.edu/employment/pdf/workstudyhandbook.cfm).

## **WRITING CENTER**

303-245-4606; [nwc@naropa.edu](mailto:nwc@naropa.edu)

[naropa.edu/nwc](http://naropa.edu/nwc)

*Location: Sycamore Hall*

*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 writers of all skill levels. Staffed by trained graduate students with extensive writing experience, the NWC can assist at any stage of the writing process, from brain-storming and organizing to revising and documenting. The NWC can also assist with creative writing assignments, master's theses, scholarship essays, research papers and more. Appointments can be made on the hour and on the half hour for twenty-five or fifty minutes. Drop-ins are welcome when time is available. Please contact the center for more information.

### *STUDENTS WITH PARTICULAR WRITING NEEDS*

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



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