

# ACADEMIC INFORMATION

## Using the Policy in This Catalog

All students are responsible for all policy printed in this catalog and the Student Handbook. Every student is also responsible for the degree requirements of the major or program as listed in the catalog for the year in which the student enters. All other policy may change year-to-year; therefore, students should obtain a free copy of both the catalog and Student Handbook annually to be aware of any changes in University policy. Some departments have approved policy that is more stringent than what is listed in the academic information section of this catalog. Students are responsible for understanding and adhering to such policies and should see their department's handbook for more information.

## Exceptions to Academic and Financial Policies

The University's status as an accredited institution requires that students and the University follow all University policy. If a student has extenuating circumstances that the student believes justifies an inability to follow a particular academic or financial policy, the student may apply for an "exception to policy." Requests for exceptions to policy are reviewed by the Academic and Financial Policy Committee as is appropriate. Applications for an exception to policy must be accompanied by supporting documentation including a letter from the student's advisor. An application for an exception does not guarantee an approval. Exceptions for courses completed more than one year prior will not be considered.

Once a decision has been made, the student is notified by mail and a copy of the letter is placed in the student's file in Student Administrative Services. Students should allow one month for a decision to be made and an additional one to two weeks for a refund, if applicable, to be issued.

Under certain circumstances, a student may be assessed a processing fee or other late add/drop fees. Additionally, a late add for a course that has not been paid for may incur late tuition payment charges and interest charges. Exceptions to policy are only valid or reliable if received in writing and signed by the appropriate person acting on behalf of the University. Students are not to rely upon oral representatives of faculty and staff about exceptions of this nature.

## Academic Year

Naropa University operates on the semester system. Academic credit is awarded in terms of semester credit hours. One semester credit hour represents approximately fifteen hours of classroom contact, or one hour per week over fifteen weeks. The academic year has two fifteen-week semesters, fall and spring. In addition, some graduate programs also have a required summer session. Please see individual departments for details. The summer session generally runs for eight weeks. Students in degree programs may take summer courses for credit toward a degree contingent on prior approval by their advisors.

## Academic Advising

Each student will be assigned an academic advisor, either a faculty member or someone specially trained as an academic advisor. With the help of the academic advisor, each student is responsible for ensuring that all departmental and University academic requirements are met in order to graduate. The academic advisor guides the student throughout the academic program and helps assure that the student is working towards satisfying all graduation requirements, and is developing a coherent curriculum. It is the advisor's responsibility to approve course selection for the student before each semester's registration and to consider requests for independent study and private music lessons. The academic advisor for an undergraduate student is responsible for overseeing requirements not only within the student's major, but also all other BA requirements. The Registrar's Office makes a final evaluation of the student's academic record when the student applies for graduation.

## Preregistration

All returning degree-seeking students may preregister during the fall semester for spring courses, and during the spring semester for summer and fall courses. Preregistration ends with the twelfth week of classes for both semesters.

During preregistration, students meet with their advisors who will review transcripts and program requirements. The advisor approves course selections, clears the student for registration via web registration and signs any supplemental registration applications that may be required (such as those for independent study or private music lessons). Students then register via the web at their designated times.

Preregistration times are based on a student's seniority, calculated using total earned credit hours. If a student does not preregister during the preregistration period, the student may lose priority status.

## Courses

### Course Registration

Courses offered by the University are designed to meet the needs of degree-seeking students. Courses ordinarily last for fifteen weeks (fall and spring) or eight weeks (summer). Because of the substantial commitment of time and money, the drop/add period lasts long enough for a student to attend at least one class meeting to determine whether the course is suitable for the student's academic journey.

Registration for new students is conducted during orientation week each semester. The Admissions Office mails the schedule for orientation week to students, six to eight weeks in advance.

During orientation week, students meet with their advisors, who will review their files and program requirements. Advisors approve course selections and clear the student to register through web registration and sign any supplemental registration applications that may be required (such as those for independent study or private music lessons). At new student orientation, students will receive their web registration password and directions on how to register via web registration. Students must register via web registration at the designated time.

The priority for registration for new students during orientation week is based on total transferred credit hours. New students registering later than their designated time may lose their priority registration status. The deadline to register for courses is the last day of the drop/add period.

The registration process for returning students is the same, but returning students will meet with their advisors and register via web registration during preregistration, which occurs the semester prior to the semester for which the student is registering.

### The Drop/Add Period

Students may adjust their schedule for different courses, course sections and pass/fail or letter grade options during the drop/add period. The drop/add period for most courses ends at midnight on the eighth day of classes for the fall and spring semesters. Some courses with irregular start and end dates may have different deadlines. These deadlines are printed in the course schedule, which can be printed from the web at [www.naropa.edu/registrar](http://www.naropa.edu/registrar). The summer drop/add period is significantly different for each course and is printed in the summer schedule of classes. There are no academic or financial penalties for adding or dropping courses during the drop/add period. Changes made after this period carry both academic and financial penalties.

It is expected that during this period, a student will evaluate the course for its appropriateness and that the instructor will

use this time to assist students in making a decision about the appropriateness of the course. At no time should an instructor ask a student to leave, nor should students expect to get a refund after the drop/add date for those classes that do not suit their needs. Students who have a conflict with an instructor should seek assistance. Undergraduate students should speak with the assistant dean of the college. Graduate students should speak with the University's dean of students.

### The Withdrawal Period

Students may withdraw from (but not add) courses during the withdrawal period. The withdrawal period begins on the ninth day of classes and ends with the sixth week of classes for the fall and spring semesters. Some courses with irregular start or end dates may have different deadlines. Information is available from the web at [www.naropa.edu/registrar](http://www.naropa.edu/registrar). The summer withdrawal period is significantly different for each course and is printed in the summer schedule of classes. If a student withdraws from a course during this period, the grade of "W" for "withdrawal" will appear next to the course title on the student's transcript. A partial refund may apply.

Beginning with the seventh week of classes for the fall and spring semesters, no further changes in schedule are allowed, except in the case of a documented medical or family emergency. If a student fails to attend or stops attending a course without dropping or withdrawing, a grade of "F" will appear on transcripts for that course.

### Drop, Add and Withdrawal Schedule Fall and Spring

When	What Form to Use	What Appears on Transcript	% Refund
First 8 Days	Drop/Add	Nothing	100% tuition 100% fee
Days 9–15	Withdraw	Course title, grade of "W"	80% tuition 0% fee
Week 4	Withdraw	Course title, grade of "W"	50% tuition 0% fee
Week 5	Withdraw	Course title, grade of "W"	20% tuition 0% fee
Week 6	Withdraw	Course title, grade of "W"	0% tuition 0% fee
Weeks 7–15	No Changes Permitted		No Refund

## Wait Lists

A student attempting to register for a class that has no available seats may choose to be put on a wait list. As an opening occurs, the student will be automatically registered for the course and will be sent an email notifying the student of this. Students are responsible for checking their email and web registration regarding wait-listed courses. Failure to do so will not be considered an acceptable reason for a late drop.

Since a wait-listed student is automatically registered when an opening occurs, the student should attend the class until notified that she can not be added to the class, or until the end of drop/add, whichever occurs first. A student who does not wish to be in the class should drop the class as soon as this decision is made, regardless of the student's position on the wait list.

Wait-listed students should check with their advisor or web registration before the end of drop/add if they have any questions about their status in a wait-listed class.

If an opening does not occur by the last day of drop/add, the wait-listed student must stop attending the class. Instructors reserve the right to admit wait-listed students in their courses based on attendance and the requirements of the course.

Students on financial aid are responsible for being registered for the minimum number of credits they need to receive their financial aid by the end of the drop/add period. Wait-listed classes will not count toward that minimum. Students who are registered for less than their minimum should consider dropping any wait-listed courses and registering for a course that still has openings. If a student decides to wait to see if he or she gets into the class, financial aid will be delayed and the student is at risk of losing aid if he or she does not get into the class.

For any question about a financial aid award, students should check with the Financial Aid Office.

## No Shows

If a student fails to drop or withdraw from courses or workshops for which the student has registered or preregistered and is no longer attending, the student will receive the grade of "F." The student is liable for full tuition and fees for those courses, regardless of whether the student attended the courses.

## Registration Holds

A student with outstanding financial obligations to the University will not be permitted to register until payment has been made or arranged with the tuition cashier. Such obligations include, but are not limited to tuition and fees, transportation fines, library fines and loan payments.

## Changing a Course Status

### From Credit to Audit

A student may not change a course status from credit to audit in a class that is full. If the course has seats available, this change in course status can be done at the discretion of Student Administrative Services provided that the student has already dropped the class for credit.

### From a Letter Grade to Pass/ Fail

A student may only change from letter grade to Pass/ Fail during the drop/add period. This change can be made at the Student Administrative Services Office.

### From Audit to Credit

A student may not change a course status from audit to credit.

## Courses Requiring Prerequisites or Permission

If the course description stipulates that a prerequisite is necessary or permission of the instructor or department is required, it is the student's responsibility to comply with this requirement. Failure to do so will jeopardize completion of the course, and the instructor has the right to require the student to leave the course. The student will be responsible for any applicable academic and financial penalties. To gain permission to be in a course for which the student has not met the prerequisite or course requirement, the student should see the department administering the course. After obtaining authorization, the student must register for the course via web registration.

## Workshops and Special Study Opportunities

### Workshops

Workshops offered by the University are designed to meet the diverse needs of degree-seeking and non-degree-seeking students. A student must drop or add a workshop by midnight the Thursday before the workshop starts. Because the drop policy for workshops is more restrictive than for the University's regularly offered academic courses, students are encouraged to speak with the sponsoring department and/or instructor to make sure the workshop will provide what they want before registering.

### How To Register for Workshops

Students register for workshops through web registration just as they would a standard course. Only those workshops listed in the Academic Course Schedule are available for credit. The deadline to register for, drop or add workshops is midnight on the Thursday before the class begins. Full payment is required at the time of registration.

## Schedule to Add and Drop Workshops Fall, Spring and Summer

When	What Form to Use	What Appears on Transcript	% Refund
Until Midnight on the Thursday before the workshop	Drop/Add	Nothing	100% tuition 100% fee
After the Thursday before the workshop	No further changes		No Refund allowed

### Withdrawal Period for Workshops

Withdrawals from workshops are not permitted by the University, except in the case of a documented medical or family emergency. Failure to attend a workshop will result in the grade of "F" for that workshop on the student's transcript.

### Special Study Opportunities

Special study opportunities include independent study, private music lessons, audited courses and courses taken through consortium agreement. Each of these is designed to permit some latitude in non-traditional approaches to learning, because the University is committed to honoring the integrity of individual academic journeys and non-traditional approaches to learning. Because of the need to interface our unique latitude in this area with the requirements of accreditation, special study opportunities require students to comply with extra policies and procedures. The availability of each type (independent study, courses taken through consortium agreement and audited courses) is limited by restrictions that are designed to protect academic integrity at Naropa.

Students may count no more than a total of 12 credit hours of independent study and 6 credits of private music lessons toward a degree, subject to department approval. For Music majors, minors and Interdisciplinary Studies majors there is no set maximum on private music lessons.

### How to Register for Special Study Opportunities Independent Study

Independent study is considered a semester-long course. A student may add independent study courses until the last day of drop/add. Neither approval nor credit is given retroactively. The regular per-credit tuition is assessed. The student must submit the approved supplemental independent study application with Academic Affairs' and advisor's signatures. If a student is planning to take an independent study, the student should begin the process the semester prior to allow time to develop the proposal and obtain the proper approval. Late adds are not permitted. 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 grade due date of the semester in which the student is registered for the course.

A student must be in the junior or senior year or must be a graduate student to be enrolled in an independent study.

### Audited Courses—Fall and Spring Only

Full-time, degree-seeking students may audit courses that have been set up as available to audit by the departments. Students do not receive credit for audited courses. An automatic grade of "AU" is given, regardless of attendance or completed course work. To audit a course, a student must first make sure the course is available to audit. The Office of Student Administrative Services (SAS) will have a list of courses available to audit during drop/add week. This is also available via the web at [www.naropa.edu/registrar](http://www.naropa.edu/registrar). Please note that workshops and summer courses are never available for audit. Audit forms are available to students during drop/add week at SAS and must be turned in by the last day of drop/add for the course with the signature of the instructor. Audit forms are processed on a first-come, first-served, space-available basis. After the end of drop/add period for the course, SAS will notify a student if the student was not registered to audit the course requested. If a course is full, or not available to audit, the student must stop attending the course.

A student may not drop, withdraw, receive a grade of incomplete or receive a refund for an audited course.

Weekend workshops and summer courses are not available for audit.

A student who is in the final semester before graduation and who is registered less than full-time status is permitted to audit an additional course. This option is available for one semester only.

### Private Music Lessons

Private music lessons are considered semester-long courses and therefore are subject to the registration, drop/add, withdraw and refund policies for courses. A student may not drop or add private music lessons later in the semester, nor is approval or credit given retroactively. The regular per-credit tuition is assessed. The instructor must be approved by the Music co-chair of the Performing Arts Department (PFAR) before a student can register for a private music lesson. The student's "Application for Private Music Lessons" form must be signed by the Music co-chair of PFAR or the advisor to PFAR and the student's advisor. This form should be submitted to Student Administrative Services by the last day of drop/add. 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 semester in which the student is registered for the course.

For private music lessons the ratio of contact hours per credit hour is 5:1. Examples are available on the "Application for Private Music Lessons."

## Consortium Agreements

The purpose of Consortium Agreements (also known as Individual Study Opportunity-ISO) is to allow students to take a semester at another school without taking a leave from Naropa and to assist students in keeping their federal financial aid if they are taking a course at another school.

### *Procedure for taking a Consortium Agreement.*

The information and application packet for Consortium Agreements explain the process. However, please keep the following information in mind:

A student should see his or her advisor to determine if the school with which the student would like to study is eligible and that the program and classes he or she intends to take fit with course work at Naropa.

To receive a grade, the student must request a transcript from the consortium school and have it sent to Student Administrative Services. The transcript must arrive at Student Administrative Services within one semester after the student has finished courses at the consortium school.

Restrictions: Courses taken through consortium are not considered "in residence" courses. (See "In Residence Requirements"). Graduate students may only take 6 credits out of residence while undergraduate students may take 60 credits.

All courses taken through consortium must count toward the degree but cannot count toward the major. For graduate students, all consortium courses must count toward the degree. Exception: Courses taken through consortium may count toward the major for graduate and undergraduate students in Interdisciplinary Studies.

Financial Aid: If the student is receiving financial aid, aid will be based on the cost of attendance at the consortium school. Students may not use Naropa scholarship or grants to attend a consortium school. Students should consult the Financial Aid office with any questions about how a consortium may affect financial aid.

## Requirements for Graduation Undergraduate Study

### **The Bachelor of Arts and Bachelor of Fine Arts Degrees**

Undergraduate students must meet the minimum requirements to receive the Bachelor of Arts degree from Naropa University. Please see the BA and BFA requirements as listed in the undergraduate section of this catalog.

The minimum academic requirements an undergraduate student must complete to receive an undergraduate degree at Naropa University are as follows:

1. The student must maintain a cumulative GPA of at least 2.0.
2. Only courses numbered between 100 and 499 may be counted toward degree requirements.

3. All requirements of the department must be completed as outlined in this catalog.

4. All work must be completed within the maximum time frame for degree completion as outlined in this catalog.

### **In-Residence Requirement and Transfer Credit**

Undergraduate students must take at least 60 credits in residence at Naropa. Credit transferred from another accredited college or University (included courses taken through consortium agreement) or credits taken at Naropa as a non-degree-seeking student do not count toward in-residence credits. The first semester a student is matriculated at Naropa must be taken on campus (exception: online degree programs).

If a student wishes to change a for-credit course from non-degree to degree-seeking status in order to have these credits apply toward a degree, the student may do so with the permission of his or her advisor, who must indicate in writing to the registrar which requirement the course will fulfill.

### **Classification of Students**

Each semester, full-time degree-seeking students will be classified in one of the four classes according to the total number of credit hours earned at Naropa University and/or accepted as transfer credits.

Freshman	0–29.5 hours
Sophomore	30–59.5 hours
Junior	60–89.5 hours
Senior	90–120 hours

### **Graduate Study**

Naropa offers the following graduate degrees:

- Master of Arts
- Master of Divinity
- Master of Fine Arts
- Master of Liberal Arts

The minimum academic requirements a graduate student must complete to receive a graduate degree at Naropa University are as follows:

1. The student must maintain a cumulative GPA of at least 2.7.
2. Only courses numbered between 500 and 899 may be counted toward degree requirements.
3. All requirements of the department must be completed as outlined in this catalog.
4. All work must be completed within the maximum time frame for degree completion as outlined in this catalog.

### **In-Residence Requirement and Transfer Credits**

Graduate students may have a maximum of 6 credits taken out of residence. Credit transferred from another accredited college or university (including courses taken through consortium agreement) or credits taken at Naropa as a non-degree-seeking student do not count toward in-residence

credits. If a student wishes to change a Naropa for-credit course from non-degree to degree-seeking status in order to have these credits apply toward a degree, the student may do so with the permission of the student's advisor, who must indicate in writing to the registrar which requirement the course will fulfill.

## Enrollment Status

### Full-, 3/4- and Half-Time Status

Enrollment status is used for federal government reporting purposes to determine, among other things, eligibility for financial aid and deferment of financial aid loan repayments. The minimum credit requirements that follow apply to all sessions (fall, spring and summer), and do not, in any way, prohibit a department from requiring that more credits per semester be taken. The minimum credit requirements refer only to courses taken for credit. Courses taken for non-credit or audit are not considered in determining full-, 3/4- and half-time status.

International students should contact the international student advisor before making any changes to enrollment status.

### Undergraduate

#### Fall, Spring & Summer

Full-Time	12 or more credits per semester
3/4-Time	9–11.9 credits per semester
Half-Time	6–8.9 credits per semester

### Graduate

#### Fall, Spring & Summer

Full-Time	9 or more credits per semester
Half-Time	6–8.9 credits per semester

There is only one exception to these definitions of enrollment status. See "Special Student Status."

## Special Student Status

### (Master's Paper/Thesis/Manuscript)

If a graduate student has not finished the master's paper, thesis or manuscript by the time the student has completed all other course work required for the degree, the student must register for a 0.5-credit extended paper, extended thesis or extended manuscript course for each semester the project remains unfinished until the student officially graduates. Students must register for extended classes during the drop/add period. It is the student's responsibility to finish the work in time for it to be evaluated and graded and for the grade to be submitted to the registrar by the grade due date of the semester for which he or she is registered.

Paying the bus pass fee and 0.5 credit tuition entitles a student to special student status, which means that the student can be verified as a half-time student while carrying 0.5 credits. This status is granted for as many semesters as are remaining within the time limit for completing the degree. During this time, students are not eligible to receive financial aid or to be on leave of absence.

There is no need to register for extended master's work courses during the summer unless the student is planning to complete the work during the summer session.

Students may receive a grade of "Pass," "Fail" or a letter grade for a master's work extension course. Two other grades may be given:

### SP = Satisfactory Progress

The project is not yet completed, but the student made adequate progress; this grade can only be used in master's work and extension courses.

### I/F = Incomplete/Failure

For unusual, extenuating circumstances when only a small portion of the work remains to be completed. Students are not eligible to receive the grade of I/F at the end of the fall semester. They are eligible to receive the grade of I/F at the end of the spring semester, in order to continue working on their project during the summer if an extended master's work course is not offered over the summer. If a student has not finished the work in time for it to be evaluated and graded and the grade to be submitted to the registrar by the grade due date of the summer session, the student must register for another extended master's work course during the following fall. The I/F grade will then be changed to SP.

## 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 field 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."

## 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.

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

## 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. A form must be completed, signed by the student and then instructor and submitted to Student Administrative Services before the grade can be given.

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 does not count as a semester. 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. These courses may be taken on a pass/fail (P/F) basis with the department's approval. 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 go to Student Administrative Services.

Please note: A student receiving Veteran's 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	=	Non-credit
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."

## Contesting a Grade

If a student believes that a grade has been assigned incorrectly or unfairly, the student should consult the instructor to determine the basis for assigning the grade. The instructor may request a grade change by using the "Grade Change" form available outside the Office of Student Administrative Services. Normally, grades may be changed only if the instructor discovers an error in calculating the original grade. 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 request a review of the grade through a written letter to the vice-president for academic affairs.

The deadline for requesting a grade change is the end of the second week of the semester following the semester in which the grade was assigned (e.g., for fall semester grades, the end of the second week of the following spring semester).

## **Academic Standing, Satisfactory Academic Progress, Probation and Suspension**

### **Academic Good Standing**

Undergraduate academic good standing requires a semester grade point average (GPA) of 2.0. Graduate good standing requires a semester GPA of 2.7. Grade point average and academic good standing do not guarantee acceptance into an internship. Consult departments for details.

### **Academic Probation**

If a student's semester GPA falls below good standing, the Office of the Registrar will notify (1) the vice-president for academic affairs, (2) the student's advisor, (3) the director of financial aid (if the student receives financial aid) and (4) the dean of students. The student will be placed on academic probation and notified of this status in writing by Academic Affairs. Probation status is indicated on transcripts.

### **Academic Progress**

Students must complete a minimum number of credits each semester in order to be making Satisfactory Academic Progress according to the following schedule:

Graduate Students: 10 credits per year

Graduate Certificate Students: 5 credits per year

Undergraduate Students: 20 credits per year

Undergraduate Certificate Students: 10 credits per year

This schedule ensures that students will complete their program within the maximum time frame for degree completion.

Student records will be reviewed each year and those students who have not completed a minimum of the needed number of credits may be asked by their department to create a plan for completing their degree in the allotted time (see "Maximum Time Frame for Degree Completion"). Those students who fail to comply with this plan may be suspended from the University.

### **Academic Suspension**

Two consecutive semesters of academic probation automatically result in suspension. Suspension status is indicated on transcripts. Once on academic suspension, a student is not allowed to enroll in credit courses at the University. To initiate an appeal to be reinstated to the University following suspension, a student must write a letter concerning the situation to the vice-president for academic affairs and must complete any outstanding course work such as courses that still have a grade of I/F (incomplete). A review committee is then formed to evaluate the situation.

The committee consists of the student, the student's academic advisor, the vice-president for academic affairs, the dean of students and the director of financial aid (if the student receives financial aid).

Students can avoid probation and suspension by seeking help from instructors, academic advisor, tutors and fellow students before their status is at risk. Together they can discover positive ways to avert disciplinary measures. The earlier students seek support, the more likely they are to avert problems. Contact Student Affairs for referrals or specific assistance.

## **Leaving Naropa Graduation**

### **Maximum Time Frame for Degree Completion**

Students must complete all requirements for their degree program and graduate within the following time frames:

#### **Undergraduates**

Students who transferred in 0–29 credits	6 years
Students who transferred in 30–59 credits	5 years
Students who transferred in 60 credits	4 years
Certificate programs	3 years

#### **Graduate Students**

Programs requiring more than 60 credits	6 years
Programs requiring 45–60 credits	5 years
Programs requiring 30–45 credits*	3 years
Certificate programs	3 years

\* An exception is the 32-credit MLA Creation Spirituality program, which allows five years for completion.

### **Applying for Graduation**

Students must apply to graduate during the last semester in which all course work will be completed. Graduation applications may be obtained from the student's academic advisor. Only legal names will be printed on diplomas. It is very important to read the Naropa Weekly each week for updates, deadlines and announcements concerning the graduation process.

### **Degree Dates**

Degrees carry the date of the semester in which a student completes all of the requirements for the degree. Whether or not a student is eligible to graduate in the summer is entirely at the discretion of the student's academic department.

### **The Effect of Incompletes or Course Work Not Yet Taken**

If a student has no more than 3 credits of incomplete work, the student may apply to sit with classmates at the commencement ceremony. To be included in the ceremony, the student must submit an "Application to Participate in Ceremony" form that has been signed by the student's advisor.

If a student has any incomplete work, the student's degree will carry the date of the semester in which the work was completed, not the semester in which the work was started. A student who takes an Incomplete during the semester of expected graduation will automatically be moved to the next graduation review. If course work (including extended master's paper/thesis) is not completed by the end of the following semester, the student must reapply for graduation.

If a student is taking courses at another accredited institution to fulfill degree requirements, official transcripts must be received within one semester after the courses have been completed. Undergraduate students taking courses at another institution to complete requirements and who are not enrolled in any classes at Naropa for their last semester must apply for a Leave of Absence in order to retain his or her student status. Graduate students who have registered for thesis are not eligible to take a Leave of Absence and must register for Extended Thesis each semester until graduation requirements are met.

### **Diplomas & Transcripts Verifying Graduation**

A diploma and two copies of official transcripts are mailed after final grades have been verified and after other audit checks are completed, normally eight to ten weeks after the ceremony. Official transcripts verifying graduation can be mailed earlier; after final grades have been verified, normally four weeks after the ceremony. There is no charge for the first two transcripts; however, requests for early transcripts must be in writing. Although there is only one commencement ceremony per academic year (at the end of the spring semester), diplomas and official transcripts verifying graduation will be available approximately three weeks after the end of the semester in which all requirements for a degree are completed.

### **Refund of Confirmation Deposit**

A student's confirmation deposit of \$250 will be refunded by mail as soon as all graduation audits are completed. Students can contact the Tuition Cashier within one month after graduation to donate the \$250 confirmation deposit to the Naropa Scholarship fund.

### **Leave of Absence**

If a student plans to take a break from studies at Naropa, the student can save his or her place in the program for a maximum of one year by following the leave of absence procedure. If the student is in good academic and financial standing, the leave is usually approved, and the student may return to the University within one year without having to reapply for admission. A student may take multiple leaves of absence as long as they do not exceed a total of one calendar year. A student in "Special Student Status" may not take a leave of absence.

Procedure for a student who has not registered for the semester in which the student wishes to take a leave: A leave of absence should be applied for during the semester prior to departure. The deadline to begin the process of taking a

leave of absence is the end of the drop/add period during the first semester in which the student is not registered for courses. Applications begun after that date will be assessed a \$30 processing fee. A student should begin the process by notifying his or her advisor and filling out a "Leave of Absence" form. The deadline for completion of the process is the last day to withdraw from classes. By this date, the student should be sure to have received permission from all departments listed on the "Leave of Absence" form.

A student who fails to register for the current semester and who does not file for a leave of absence will be considered an "Unknown Withdrawal" after the last day of drop/add. After the last day to withdraw from classes, requests for a leave of absence can no longer be accepted for the current semester. At this time, any student with incomplete applications will become an "Unknown Withdrawal." (See "Failure to File a Formal Leave of Absence or Withdrawal from the University.")

Procedure for a student wishing to take a leave of absence during a semester for which the student has already registered: A student who is registered for the current semester but wishes to take a leave of absence in the current semester is encouraged to drop his or her classes and begin the process of applying for a leave before the last day of drop/add in order to avoid financial penalties. A student who begins the process after the last day of drop/add will be financially responsible for any classes from which he or she withdrew. Any student who is still pending approval for a leave after the last day to withdraw from classes will be considered an "Unknown Withdrawal." No applications for a leave of absence will be accepted after the last day to withdraw from classes.

A student who applies for a leave of absence must drop or withdraw from his or her classes.

### **Leave of Absence Policy**

Any student who is considered an "Unknown Withdrawal" must reapply for admission to continue studies at Naropa University. The basis of this policy is the University's belief that continuity is an integral and significant part of contemplative education. This policy applies when students (1) file a formal withdrawal from the University, (2) drop or withdraw from all courses in any one semester, (3) complete all courses in any one semester but do not register the following semester or (4) do not return from a leave of absence within the specified time.

There is one exception to this policy. If a student with less than 6 credits left to complete a degree is still within the maximum time frame to complete the degree, the student will be allowed to submit a retroactive leave of absence request, with approval by the academic department and advisor. The retroactive leave of absence will be subject to a \$30 late fee. The student would then be allowed to finish the remaining requirements and graduate without being readmitted to the University.

For what to do in case of a medical or family emergency, see "Leaves of Absences and Withdrawals in Cases of Medical or Family Emergency."

A student's re-admission, as well as the number of credits the student has previously earned that can be counted toward the degree the student is seeking, is at the discretion of the academic department to which he or she is applying.

The "Leave of Absence" form is available from the student's advisor. Students must route it to the following people for their signature and approval: (1) academic advisor; (2) the dean of students, (3) library and (4) the international student advisor; if appropriate and (5) the Office of Student Administrative Services. Library fines, unpaid tuition or dues and other factors may prevent permission to take a leave. Students are responsible to be sure that they have received permission from each necessary department.

### **Returning from a Leave of Absence**

If a student is returning to a program after an authorized, unexpired leave of absence, the student should contact his or her academic advisor stating the semester returning. It is not necessary to reapply through the Admissions Office.

Students may register during orientation week with new students, or may preregister with other returning students during the preregistration period of the semester preceding the semester returning (during April to return in the fall semester; or during November to return during the spring semester). Students returning from a leave due to a medical condition may be required to submit documentation or gain University approval before returning.

### **Withdrawal after a Leave of Absence**

If at the end of a leave of absence the student decides not to return, the student must then follow the procedures for a permanent withdrawal (see below) in order to have the confirmation deposit returned.

### **Special Consideration for Graduate Students**

Graduate students, who have completed all their course work but not their master's thesis, paper or manuscript, are not eligible for leaves of absence. Instead, they must register for a 0.5 credit extended thesis, extended paper or extended manuscript course for every semester that elapses until the master's work is completed.

### **Leave of Absence & Confirmation Deposits**

When a leave of absence is taken, the confirmation deposit is not returned.

### **Permanent Withdrawal from the University**

If a student decides to leave Naropa and has no intention of returning, the student must complete the "Permanent Withdrawal from the University" form, which is available from the student's advisor. It is the student's responsibility to make appointments with the following people to obtain their

approval and signatures on the form: (1) academic advisor; (2) the dean of students, (3) library, (4) the international student advisor; if appropriate and (5) the Office of Student Administrative Services.

### **Withdrawal Beginning in the Next Semester**

A student should apply for withdrawal from the University during the semester prior to departure. The deadline to begin the process of withdrawing during the first semester in which the student is not registered for courses is the end of the drop/add period. Applications begun after that date will be assessed a \$30 processing fee. A student should begin the process of withdrawing by notifying his or her advisor and filling out a "Withdrawal from the University" form. The deadline for the completion of the withdrawal process is the last day to withdraw from classes. By this date, the student should be sure to have received permission from all departments listed on the "Withdrawal from the University" form.

A student who fails to register for the current semester and who does not file for a withdrawal will be considered an "Unknown Withdrawal" after the last day of drop/add. After the last day to withdraw from classes, withdrawal requests can no longer be accepted for the current semester. At this time, any student with incomplete applications will become an "Unknown Withdrawal." (See "Failure to File a Formal Leave of Absence or Withdrawal from the University.")

Procedure for a student wishing to withdraw from the University during a semester for which the student has already registered: A student who is registered for the current semester but wishes to withdraw in the current semester is encouraged to drop his or her classes and begin the process of applying for withdrawal from the University before the last day of drop/add in order to avoid financial penalties. A student who begins the process after the last day of drop/add will be financially responsible for any classes from which the student withdrew. Any student who is still pending approval for withdrawal after the last day to withdraw from classes will be considered an "Unknown Withdrawal." No applications for withdrawal will be accepted after the last day to withdraw from classes.

Students must be sure to drop or withdraw from all classes they do not plan to complete, including classes for which they have preregistered. Failure to drop or withdraw from classes will result in being charged for full tuition.

Students who wish to withdraw from the University must drop or withdraw themselves from their classes.

### **Withdrawal and Financial Aid**

If a student is permanently withdrawing from the University and is receiving federal financial aid, see "Withdrawals and Return of Title IV Funds" in the Financial Aid section. Students may need to repay some of their financial aid and

may end up owing Naropa if they completely withdraw. Students should consult with the financial aid counselor before making a decision regarding withdrawing from the University.

When a student has completed the paperwork for permanent withdrawal from the University, the student's confirmation deposit (minus any outstanding fees) will be refunded by mail. If the student wishes to return to the University, the student must reapply through the Admissions Office. See "Re-admission."

### **Leaves of Absence & Withdrawals in Cases of Medical or Family Emergency**

Medical and family emergencies may entitle a student to the grade of "withdraw" (W) for courses. The student must complete the "Exception to Policy/Emergency Withdrawal" form and a health care professional must complete the "Medical Documentation" form (in the case of a medical or mental health emergency). The student must provide documentation that clearly shows that the student was unable to complete his or her work due to the emergency. The documentation will then be reviewed by the University. Tuition may be pro-rated in proportion to the portion of the semester actually attended. The student must apply for a leave of absence to hold a place in the program until the student is able to return. Students withdrawing from classes due to a medical condition may be required to submit documentation or gain University approval before returning.

Grades of "W" do not constitute permanent withdrawal from the University.

### **Unknown Withdrawal**

If a student does not register for any fall or spring semester and does file a permanent withdrawal or leave of absence, the student forfeits the confirmation deposit and the student's status is changed to "Unknown Withdrawal." A student who is "Unknown Withdrawal" is considered to have left the University and forfeits the deposit.

If a student leaves the University and she has preregistered for courses for the subsequent semester, she must drop those courses or shall be liable for all tuition and fees for those courses, and will receive the grade of "F" for those courses not attended.

A student who is considered "Unknown Withdrawal" must reapply for admission to continue studies at Naropa University. The basis of this policy is the University's belief that continuity is an integral and significant part of contemplative education. This policy applies when students (1) file a formal withdrawal from the University, (2) drop or withdraw from all courses in any one semester, (3) complete all courses in any one semester but do not register the following semester or (4) do not return from a leave of absence within the specified time.

There is one exception to this policy, provided the student did not permanently withdraw from the University. If a student left with less than 6 credits remaining to complete a degree, and the student is still within the maximum time frame to complete the degree, that student will be allowed to submit a retroactive leave of absence request, with approval by the academic department and advisor. The retroactive leave of absence will be subject to a \$30 late fee. The student would then be allowed to finish the remaining requirements and graduate without reapplying to the University.

### **Re-Admission**

- If a student completed all courses in any one semester but did not register the following semester and did not file a leave of absence, the student must reapply for admission to continue studies at Naropa University.
- If a student dropped or withdrew from all courses in any one semester; and did not file a leave of absence, the student must reapply for admission to continue studies.
- If a student does not return to the University after a leave of absence, the student must reapply for admission to continue studies.
- If a student filed a "Permanent Withdrawal from the University" form, the student must reapply for admission to continue studies.

A student's re-admission, as well as the number of credits previously earned that can be counted toward the degree the student is seeking, are at the discretion of the academic department to which the student is applying. The admission and graduation requirements of the academic year for which the student is reapplying will apply.

A completed application form, three letters of recommendation for graduates, two for undergraduates, official transcripts reflecting further course work (if applicable), and a statement of interest are required for re-admission.

### **Student Records**

#### **Permanent Change of Address**

All students must inform the Office of Student Administrative Services of new addresses and telephone numbers when they move. Many different departments of the University will often have the need to be in contact, but most importantly this information can be essential in case of emergency. Failure to update addresses and telephone numbers promptly does not relieve students from responsibility for being aware of the information that the University attempted to deliver. To change an address, students may email [regist@naropa.edu](mailto:regist@naropa.edu) from their Naropa.net email account or they may mail an address change with a signature to Naropa University, Student Administrative Services, 2130 Arapahoe Avenue, Boulder, CO 80302. Students may also fax address changes with a signature to 303.546.3536.

## Temporary Change of Address

Students often take extended vacations and breaks. It is essential that Student Administrative Services be notified of a temporary address and phone number along with dates for which the information should remain in effect. Failure to provide a temporary address or telephone promptly does not relieve students from responsibility for being aware of the information that the University attempted to deliver.

## Change of Name

If a student changes his or her name, the student must submit official documentation to the Office of Student Administrative Services. Identification showing both the old name and the new name is required. Acceptable documentation includes a marriage certificate or court order for legal name change.

## Change of Other Personal Information

If a student's marital status, parent address or emergency contact has changed or is expected to change soon, the student must inform the Office of Student Administrative Services; they may need this information in case of emergency, or for reporting purposes. The "Biographical Data Sheet" located outside the Office of Student Administrative Services should be used to update this information.

## Obtaining Records

### Transcripts

The Office of Student Administrative Services issues both official and unofficial transcript copies of student academic records. Student signatures are required to authorize the release of a transcript. A "Transcript Request" form is available outside the Office of Student Administrative Services, or on the web at [www.naropa.edu](http://www.naropa.edu) for this purpose.

### Transcripts for Recent Graduates

Two copies of the student's official transcripts are automatically mailed (along with diplomas) after final grades have been verified and after other graduation audit checks are completed, normally eight to ten weeks after the end of the final semester. Official transcripts verifying graduation can be mailed earlier, after final grades have been confirmed, normally four weeks after the ceremony. There is no charge for the first two transcripts; however, requests for early transcripts must be in writing.

### Transcript Fees

Unofficial Transcript	\$1
Official Transcript	\$5
Additional Charge to Fax Transcript	\$3
Additional Charge for 24-hour Svc	\$10
Additional Charge for Overnight Express Delivery	Actual mailing cost

### Transcript Holds

A hold will be placed on records if a student has not met obligations to the University. Such obligations include, but are not limited to, tuition and fees, transportation fees, library fines and loan payments. Transcripts may also be withheld for non-financial reasons, such as failure to apply for graduation.

Official transcripts will not be released by the University, to a student or any other person or organization authorized, until all outstanding financial obligations to the University have been met. Once a student's obligations have been fulfilled, transcript requests can be processed.

## Other Student Records

Students may make an appointment to view files at no charge. Students may request that their student academic record be photocopied by the Office of Student Administrative Services for a charge of \$1 per page, up to a maximum of \$30. Copies will not be made of third-party documents. An example of a third-party document would be transcripts or diplomas from another school. Requests for copies of student academic records to be sent to other parties must be in writing and must carry the student's (or the student's authorized representative's) signature. Providing a student has not waived right of access to these letters, the student may request copies of letters of recommendation. If the student did not indicate whether right of access to the letters was waived, it will be assumed that the student waived rights. The charge for this service is \$1/page.

Those who applied to Naropa University, but never attended, have no access to any information submitted to Naropa. Copies will not be made of any application materials and materials will not be returned to students, with the exception of artwork and slides. In order for these items to be returned, the applicant must have provided a self-addressed, stamped envelope.

## Disputing Records

A student has up to one year after a class ends to dispute any of his or her academic records or apply for a medical or family emergency withdrawal from a class. After this time, a disputation of a student record will not be considered.

## Family Educational Rights and Privacy Act of 1974

Naropa University makes every effort to comply with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment). This act is designated to protect the privacy of educational records, to establish a student's right to review and inspect student records and to provide guidelines for the correction of inaccurate information through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by the institution to comply with the act.

The policy permits disclosure of educational records under certain limited circumstances and routine disclosure, at the University's discretion, of information referred to as directory information: name, permanent and local addresses, telephonenumber(s), date and place of birth, major/minor field of study, class, anticipated degree and completion date, dates of attendance, full- or half-time status, degrees and

awards received and most recent school attended. The student has the right to prevent the disclosure of directory information by filing a request in the Office of Student Administrative Services on a "Non-release of Directory Information" form provided by that office. Such requests remain in force until rescinded in writing by the student, former student or graduate. A copy of the complete policy and procedures may be obtained in the Office of Student Administrative Services. If a student's records are subpoenaed by a court, Naropa is legally obliged to release them. In the event of this, Naropa will make every effort to inform the student involved. Questions concerning the Family Educational Rights and Privacy Act should be referred to the associate registrar or the dean of students.

## **Student Right to Know**

As required by the Clery Act, Naropa's annual campus crime report as well as policies regarding crime on campus can be located on Naropa's website at [www.naropa.edu/currentstudents](http://www.naropa.edu/currentstudents).