

NAROPA UNIVERSITY



STUDENT HANDBOOK 2016-2017

STUDENT RESPONSIBILITY STATEMENT

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

The information presented in this handbook is correct as of August 15, 2016.

THE MISSION OF THE OFFICE OF STUDENT AFFAIRS

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

ACCREDITATION

Naropa University is accredited by the Higher Learning Commission. Higher Learning Commission, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504, 312-263-0456; Fax 312-263-7462, ncahigherlearningcommission.org.

This handbook provided by:
Office of Student Affairs
Naropa University
2130 Arapahoe Avenue
Boulder, CO 80302

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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 for the betterment of our world.

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 Department of Student Affairs provides leadership and direction for enhancing student learning, wellness and personal development. Working in collaboration with the academic experience, 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. It includes myriad resources to support you on your journey. Please be sure to read the handbook's student responsibility statement to understand your role and expectations 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.

Sincerely,



Dr. Learie C. Nurse Ed.D.
Dean of Students
nurse@naropa.edu
303.546.3506

ACADEMIC CALENDAR: 2016-2017

FALL SEMESTER 2016

<i>Event</i>	<i>Date</i>
Deadline to pay tuition and fees	August 15
New Student Orientation	August 17-20
First day of classes	August 22
First day that refunds are available	August 22
Convocation	August 24
Last day to drop/add classes without financial penalty*	September 1
Labor Day Holiday (no classes, campus closed)	September 3-5
Preferred deadline to apply for financial aid for spring (if did not apply for fall aid)	October 1
Last day to withdraw from courses	October 30
Community Practice Day (no classes, offices closed)	October 11
Spring registration begins for returning students Registration dates vary by degree program and credits earned. See registration schedules on MyNaropa for details.	October 24 – November 11
Last day to apply for spring 2017 graduation	November 11
Thanksgiving holiday (no classes)	November 23-25
Thanksgiving holiday (campuses closed)	November 24-27
Deadline to submit UNDG spring independent study applications to school directors/deans	December 15
Deadline to submit Grad Spring Independent	December 1
Last day of classes for fall semester**December 9	
Fall Commencement	December 10
Grades due	December 16
Winter break (no classes, campus closed)	December 17 – January 1

* Exception: Workshops and courses on alternate calendar

** All classes meet the week of December 7th to make up for the following missed days: Labor Day, Practice Day, and Thanksgiving break of Wednesday, Thursday & Friday.

SPRING SEMESTER 2017

<i>Event</i>	<i>Date</i>
Deadline to pay tuition and fees	January 9
New Student Orientation	January 12-13
First day of classes	January 17
First day that refunds are available	January 17
Martin Luther King Holiday (no classes, campus closed)	January 16
Last day to drop/add classes without financial penalty*	January 26
Shambhala Day Celebration (no classes, campus closed)	TBA
Last day to withdraw from courses	February 24
Deadline to apply for most Naropa assistantships	March 1
Preferred deadline to apply for financial aid for the upcoming year	March 1
Community Practice Day (no classes, offices closed)	March 7
Spring Break	March 25-April 2
Fall and Summer registration begins for returning students	March 20 – April 14
Registration dates vary by degree program and credits earned. See registration schedules on MyNaropa for details.	
Deadline to apply for most Naropa scholarships	April 1
Last day to apply for Summer 2017 and Fall 2017 graduation	April 15
Deadline to submit UNDG summer & Fall Independent	April 15
Deadline to submit summer independent study applications to school directors/deans	May 1
Last day of classes for spring semester**	May 10
Make up day for classes missed due to snow closure, instructor illness, etc.	May 12
Spring Commencement	May 14
Grades due	May 17

* Exception: Workshops and courses on alternate calendar

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

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

NAROPA UNIVERSITY 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.

- Arouse respect for teachers, the wisdom of many traditions, and all who seek wisdom. Honor the process of learning.
- Seek out and practice disciplines that benefit yourself and others
- Be true to your inspiration. Apply yourself wholeheartedly. Enjoy yourself. Don't be afraid to take a risk.
- Assume responsibility for your state of mind and all of your actions.
- Speak gently and thoughtfully.
- Refrain from slander. Maintain your dignity.
- Be generous to all without prejudice.
- Do not waver in meeting your obligations.
- Be law-abiding and humble; act with decorum.
- Be decent and trustworthy with friends, family, the members of the Naropa University community, and society at large.

ALPHABETICAL DIRECTORY OF RESOURCES

ACADEMIC ADVISING

Graduate Academic Advising | Each Graduate Program's Main Office

Undergraduate Academic Advising | Wulsin Hall, 2nd Floor

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

ACADEMIC SUPPORT PROGRAM

Wulsin Hall, Basement | 303-546-3576

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

To meet with an academic coach, or learn more about the ASP, please contact the Academic Coaches at academiccoaching@naropa.edu.

BOOKSTORE

Boulder Bookstore | 303-447-2074

1107 Pearl St. Boulder, CO 80302

boulderbookstore.com

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

BUSINESS SERVICE CENTER

303-546-5299 | copyroom@naropa.edu

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

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

MAILING

Items may be packaged and mailed to domestic and international locations via the U.S. Postal Service. All forms and materials are available in the BSC, including envelopes, boxes, and stamps. Mail is delivered to the post office at 4 p.m. every business day.

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 students, will be delivered promptly provided that it is placed in a correctly labeled interoffice envelope. In most cases, interoffice mail will be delivered in twenty-four hours or less.

COPIERS

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

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

Black and white copies will be \$0.06 each; color copies (where available) \$0.40 each. Copies of larger format 11 x 17 (ledger / tabloid) paper will be charged double (\$0.12 for black & white, \$0.80 for color). Student accounts all receive a \$20.00 credit at the beginning of each semester for copying and printing purposes. Once an account holder has spent the complimentary funds, the account must be replenished by the account holder before further copies or printing can take place. Funds can be added via Paypal, or in person at the Business Services Center. All account funds are automatically cleared at the end of each spring semester, which includes any user funds deposited into an account. Please note that these plans are not yet final and are subject to change.

FAX

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

PRINT CARTRIDGES

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, checks, or credit. 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 operated by Community Table Kitchen – A program of Bridge House offers wholesome, healthy, gourmet meals to nourish the body as well as the spirit. The café is a program of Bridge House dedicated to creating innovative programs to address homelessness, feeding the hungry in the community; while

providing jobs and culinary arts training for homeless individuals as a stepping stone out of homelessness. It 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 bulletin boards at the Paramita and Nalanda campuses.

At the Paramita Campus, two boards are for Naropa University events postings only. One of these is located just inside the classroom entrance door near the southeast corner of the building. The second is located on the wall across from the main restrooms. Students, staff, and faculty may post items on these boards, but postings not related to Naropa events will be removed. The large bulletin board in the café area is for housing, job postings, and items for sale. At the Nalanda Campus, the boards are located on the wall across from the main restrooms. Students, staff, and faculty may post items on these boards, but postings not related to Naropa events will be removed. Please date your posting. Items will remain posted no longer than two weeks. Undated items will be removed immediately. Academic departments have their own bulletin boards around the Nalanda Campus. Please refer to these boards for more specific departmental communication.

TELEPHONE MESSAGES

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

Messages About Class Absences

If you are calling to report that you will be absent or late for class, you may contact your faculty member via MyNaropa where you will find contact information available. We cannot deliver messages to classrooms. It may be helpful for you to exchange numbers or email addresses with fellow classmates in order for messages to get directly to the professor.

Emergency Messages

Special attention will be given to all emergencies. When giving out the general Naropa phone number (303-444-0202) or the Student Affairs phone number (303-546-3562) as an emergency contact, please know that our office hours are limited during the week and holiday periods, and we may not be able to respond in a timely manner. Please call 911 if this concern is a life-threatening emergency.

CAREER & COMMUNITY ENGAGEMENT

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

- Explore your interests, values, skills, and talents
- Identify potential academic majors/programs and career paths
- Identify and engage in service/volunteer opportunities
- Develop internship and job search strategies
- Plan graduate school or other educational application processes
- Learn how to write effective cover letters and resumes
- Prepare for the interview process

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

CEREMONIES AND SPECIAL EVENTS

COMMENCEMENTS

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

COMMUNITY PRACTICE DAY

It is a Naropa University tradition in the middle of each semester to suspend classes and business for a day to engage as a community in individual and group contemplative practices and activities. Contemplative education becomes more than a noble idea when we gather in this way. Even if you do not have a contemplative discipline, when you stop your normal routine and create a gap in your schedule, space occurs that can allow you to be more present and to appreciate the subtleties of your life and your surroundings. The morning includes group meditation and other practices, as well as a featured speaker from our community. Throughout the day, there are practices from different traditions, as well as activities that embody the notion of service as practice. These could include loving-kindness practice, listening circles, walking a labyrinth, Japanese Tea Ceremony, centering prayer, contemplative gardening, sacred chanting, aikido, Mudra Space Awareness, and others. It is an opportunity for members of the Naropa community to share their particular practice or discipline with each other.

CONVOCATION

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

SHAMBHALA DAY

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

CHILD CARE

Child-Care Referral | 303-546-3562

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

Alaya Preschool | 303-449-5248

alaya@alayapreschool.org

Alaya Preschool, founded by Chögyam Trungpa Rinpoche and affiliated with Naropa University, provides childcare 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).

Children's Alley at the YWCA | 303-449-1951

childrensalley@ywcaboulder.org

For more than 30 years, Children's Alley at the YWCA of Boulder County has offered a caring and nurturing environment for children. All staff have practical experience in childcare and are certified in Early Childhood Education, as well as First Aid/CPR. Children's Alley is licensed by the State Department of Human Services. They offer sliding scale childcare based on family income, and can accommodate short notice and non-traditional childcare hours. Children's Alley is open Monday-Thursday, 7:30am-8:00pm; Friday, 7:30am-5:30pm; and Saturday, 9:00am-5:00pm.

COMPUTER ACCESS

Computer Labs | lab@naropa.edu

IT Help Desk | 303-245-4609

There are three computer labs for use by the Naropa community: the main lab located in the Wulsin Hall basement on the Arapahoe Campus, the Paramita Lab located in the Student Reading Room/Lab at the Paramita Campus, and one located in the Nalanda Campus Library and Lab space. PCs run Windows 7, and Macs are running OS X 10.8. Students may log onto lab computers and copiers using the following:

Username: xxxxxx (replace "xxxxxx" with your student ID number)

Password: your MyNaropa password

There are currently a total of twenty-five Windows PCs and three Macs in the main lab, while there are seven PCs and three Macs in the Paramita lab, and an additional five Windows PCs and one Mac in the Nalanda Campus Library and 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 Open Office and iWork. Each lab offers black-and-white copying and printing. CDs can be burned at all labs. The computer lab hours may change depending on the time of the year. The labs are closed during Naropa-observed holidays and for Practice Day.

COPIERS

Use of Naropa copiers requires logging in with your student credentials. Logging in to a copier can be performed at each copier's display panel by entering your student credentials (the same credentials used to login to a lab computer) or by use of your Student ID card. Posted instructions can be found near every Naropa copier.

If you have not already associated your Student ID/Smart Card with the copiers, please refer to posted instructions that can be found near every copier on how to do so.

STUDENT EMAIL POLICY

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

STUDENT WIRELESS ACCESS POLICY

Wireless access is available 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 Vista, Windows 7, Windows 8, Mac OS X 10.5 or higher, Apple IOS (iPad, iPhone), and most Android devices. All Naropa locations support the 802.11g and 802.11n wireless protocols on both the 2.4GHz and 5Ghz bands. The Snow Lion residence hall also has wireless support for non-802.1x compliant devices (which includes gaming consoles [such as XBOX 360, PS3, PS4, Wii, etc.], internet TV's, e-book readers, etc.). Please submit a new IT support request for assistance in connecting such devices to the wireless network at Snow Lion. This capability does not exist outside of Snow Lion.

Students must comply with the following wireless access policy to be allowed on the Naropa student wireless network:

Only active Naropa students may connect to, and use, Naropa's wireless network(s).

Naropa's IT department does not support personal computer equipment beyond assistance with connecting said equipment to the Naropa wireless network. Service of a personal laptop is the student's responsibility.

Streaming or downloading of music, movies, software, and/or other media (legal or not) is monitored, and may be restricted or blocked at the discretion of the IT department. While media consumption is commonplace today, it can negatively impact network performance.

No use of Naropa Internet access for personal business (servers of any kind, email solicitations, etc.).

No use of Naropa resources for illegal or unethical activities (hacking, spamming, DOS attacks, distributing copyrighted material, etc.).

This service is a privilege and may be restricted, denied, or revoked at any time.

These rules are subject to change.

COMPUTER SYSTEMS POLICY

The following computer systems policy covers all uses and users of the following, collectively referred to as “Computer Systems”:

- Naropa.edu email accounts and facilities (“university email”).
- Computers, systems, workstations, networks, networking equipment, peripheral devices, servers, copiers, and printers on Naropa’s campus.
- Access to MyNaropa and the Internet.
- Any other Naropa property attached to the Naropa network.

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

Users must be aware that email messages, internet connections, and all files and folders accessed or maintained on the Computer Systems—including university, business, and personal emails; 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:

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

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

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

Naropa also reserves the right to monitor the activity and accounts of individual users of Computer Systems, including individual log-in sessions, communications, files, and the content of web-pages visited, without notice.

This includes the right to view or scan the contents of any email messages, or attachments thereto, sent from, or to, any computer or account on Naropa's equipment and/or infrastructure, whether the email is sent from a university email account or a personal account. It also includes the right to monitor the contents and attachments of emails sent and received off-campus from a Naropa email account, while logged onto Naropa's network, or on a Naropa-issued computer.

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

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

Email Retention and Disposal

Email stored on official Naropa systems will generally be preserved for no longer than fifteen days by the email user. Log files associated with email messages that provide a record of actual email transactions, but not the email content, are generally preserved for no longer than ninety days.

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

Disclaimer

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

CONSCIOUSNESS LABORATORY

303-546-3521 | nucl@naropa.edu

The Naropa University Consciousness Laboratory is a training and research facility that fosters a contemplative approach to psychological science. Our mission is to develop and use new methods in order to gain greater understanding of human capacities for engaging with awareness. In this lab, students at both graduate and undergraduate levels are trained to explore both conceptual and 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.

DEAN OF STUDENTS OFFICE

303-546-3506 | my.naropa.edu

The dean of students is responsible for the overall vision and effectiveness of student services at Naropa University, which function to create a campus environment that complements and supports the academic mission of the university, promotes student safety and wellbeing, and enriches the quality of student life. The dean of students supervises and oversees the various Student Affairs functional areas, including: student life, residence life, career and community engagement, contemplative practices, counseling center, disability resources, student conduct, international student and scholar services, student wellness, parent relations, and new student orientation. The dean is also the primary student conduct officer for the university. The dean of students is an excellent first point of contact for students who are seeking grounding, navigating challenges, and setting goals.

DISABILITY RESOURCES

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

Specialist for Assistive Technology | 303-546-3560

In compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, the coordinator of disability resources is responsible for the university's efforts to provide full access to educational, cultural, and other programs sponsored by the university for any qualified student with a disability. The university is committed to providing services to assure an accessible environment for students with disabilities. The coordinator of disability resources, whose office is located in the Office of Student Affairs will discuss concerns about disabilities and evaluate eligibility for auxiliary aids and academic accommodations for all qualified Naropa students. Students requiring further information should consult the policies and procedures listed on MyNaropa under "Disability Resources" in the under the "Student" tab and then contact the coordinator of disability resources at 303-245-4749. A student with a disability must make his or her needs known to the coordinator of disability resources in order to receive accommodations. The student is responsible for providing evidence of the current functional impact of a disability supporting the need for requested academic adjustments or auxiliary aids through an intake interview and qualified documentation meeting Naropa University guidelines. Please note that a high school IEP or 504 plan may not constitute adequate documentation to support accommodations as this frequently does not provide the information necessary to determine appropriate access services and/or testing accommodations at the postsecondary level. Requests for accommodations by returning students should be renewed each semester by notifying the coordinator of disability resources. Changes in a disability for which a student is requesting new accommodations may require updated documentation.

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

DIVERSITY

Naropa University maintains 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 and inclusion in the campus climate, the teaching and learning environment, student support, and related institutional policy.

Diversity-related events on campus include speakers, film series, faculty workshops, and anti-oppression trainings. Students are encouraged to join student organizations that include Naropa's Community of Color, Unity in Diversity, Somewhere on the Spectrum, and the International Student Group. The Office of Diversity and Inclusion oversees Naropa's multicultural resource center and sponsors events to raise awareness of diversity issues.

KEY POSITIONS PROVIDING LEADERSHIP FOR DIVERSITY

Director of Diversity and Inclusion | 303-546-4662

The director of diversity and inclusion is responsible for working across the spectrum with students, faculty, and staff and to advise in all areas where diversity and inclusion are of concern, including enrollment, recruitment of staff and faculty, on-campus cultural issues, and Naropa's connection to the greater Boulder-Denver community.

Coordinator of Student and Campus Life | 303-546-3549

The coordinator of student and campus life provides leadership in the creation and implementation of various programming initiatives for the student body. These include leadership development, student event planning, advising of student government, collaboration on programs with residential life, and works with students seeking support around all of their diverse identities.

Coordinator of Disability Resources | 303-245-4749

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

Coordinator of International Students and Scholars | 303-546-3592

The coordinator of international students and scholars is the university's primary designated school official responsible for international students and scholar visas and provides ongoing support and resources.

FACILITIES & OPERATIONS

303-546-3510 – Office Manager

The Department of Facilities and Operations is responsible for all aspects of the university's physical plant and encompasses maintenance, landscape, transportation, custodial crew, sustainability, along with safety. (See the Safety, and Transportation sections for more information about these divisions and the student-related services they provide.)

GRADING

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

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

Information on course grading, grading scales, incompletes, pass/fail grades, and grade disputes can be found in the Naropa University Course Catalog at <http://catalog.naropa.edu/>.

HEALTH

SUBSTANCE ABUSE HELP

303-245-4697

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

NAROPA UNIVERSITY COUNSELING CENTER

303-245-4697 | my.naropa.edu

The Naropa University Counseling Center offers support to all degree seeking students. All students are offered an assessment and those that we are able to serve are offered individual, couples, or group therapy as therapist availability allows. Due to high demand, students may be offered services at the Community Counseling site in order to reduce delay in accessing help. Staff and interns are available to help you identify needs and assess the severity of your situation, although referrals to community resources may be indicated if your situation is beyond our areas of expertise. The counseling center interns work with a variety of issues such as healthy relationships, sexual orientation, gender identity, depression, anxiety, cultural/diversity issues, body image, stress management, transition issues, suicidal thoughts, grief, and more. Visit the Student Counseling Center pages on Naropa.edu for more information or to learn how to make an appointment.

MEDICAL AND DENTAL REFERRALS

303-546-3562

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

HEALTH INSURANCE

Student Health Insurance Plan | 303-546-3562 my.naropa.edu

Health insurance coverage is mandatory for all full-time degree-seeking undergraduate students and all international students enrolled at Naropa University. Undergraduate students are required to participate in the Naropa University Student Health Insurance Plan or provide proof of other adequate health insurance to the Office of Student Affairs.

HOUSING

Graduate Resident Assistant for Residential Education | 303-447-3846 | my.naropa.edu

The Graduate Resident Assistant (GRA) for residential education oversees the daily operations of the building to ensure a positive, healthy, and safe living environment conducive to student learning and provides on-call emergency support to students and staff living in on-campus housing.

Senior Resident Assistant

The SRA assists the GRA with administration and the development of goals and outcomes for the residential educational experience. They are also responsible for the implementation of educational and social programs.

Resident Assistant

The RA develops implements and promotes educational programs for student awareness and interaction. They also work to promote communities of respect, inclusivity and restoration as well as to ensure that students are safe.

RESIDENCE LIFE AT SNOW LION APARTMENTS

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

The Space

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

Policies

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

Off-Campus Housing

Students not living in university housing choose the living situation that best fit their needs, from sharing an apartment to renting a house with a group of friends. Naropa University's housing office provides assistance to students who are looking for housing, connecting them to resources on

campus and in the Boulder community. The housing office can be reached at housing@naropa.edu or 303-447-3846. An electronic bulletin board with housing postings can be found on the MyNaropa housing page.

INTERNATIONAL STUDENTS

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

For help with F-1 or J-1 student visa issues or with any other concerns you might have as an international student, contact the coordinator of international student/scholar services, whose office is located on the second floor of Wulsin Hall.

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 coordinator of international student/scholar services.

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 coordinator of international student/scholar services.

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.

LEARNING COMMONS, THE

Wulsin Hall | 303-546-3535 | my.naropa.edu

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

Services under the umbrella of the Learning Commons include:

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

- Writing Center

LIBRARY, ALLEN GINSBERG

my.naropa.edu

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

General Staff Email | library@naropa.edu

LIBRARY HOURS DURING THE SEMESTER

Arapahoe Campus Library

Monday–Thursday 8 a.m.–9 p.m.

Saturday & Sunday 1 p.m.–5 p.m.

Paramita Campus Library

Monday–Thursday 8:30 a.m.–6 p.m.

Friday 8:30 a.m.–1 p.m.

Saturday & Sunday CLOSED

Nalanda Campus Library

Monday–Thursday 8:30 a.m.–5 p.m.

Friday 8:30 a.m.–1 p.m.

Saturday & Sunday CLOSED

WINTER BREAK, SPRING BREAK AND SUMMER BREAK HOURS

Monday–Friday 10 a.m.–4 p.m.

Saturday & Sunday CLOSED

Paramita and Nalanda libraries are closed during all breaks.

(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 main circulation desk at 303-546-3507 or library@naropa.edu.

CIRCULATION POLICIES

Undergraduate Students

New books – 3 weeks, 3 renewals

Books – 4 weeks, unlimited renewals, 30 total (including new books)

AV materials – 1 week, 3 renewals, 3 total per format

Graduate Students

New books – 3 weeks, 3 renewals

Books – 12 weeks, unlimited renewals, 50 total (including new books)

AV materials – 1 week, 3 renewals, 3 total per format

Alumni and Board

New books – 3 weeks, 3 renewals

Books – 4 weeks, unlimited renewals, 10 total (including new books)

AV materials – 1 week, 3 renewals, 3 total per format

Community Borrowers

(\$25 annual fee, waived for students or instructors from other Colorado 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. Arapahoe and Paramita libraries have after-hours drop off. Nalanda does not currently have an after-hours box. (Note: Items on reserve must be returned to the circulation desk at the library from which they were checked out when the library is open.)

LOST AND FOUND

303-546-3562

High value items, such as computers, cell phones, and wallets are typically kept in the Safety and Facilities office on the Arapahoe Campus. At the Paramita Campus, the lost and found box is located in the student lounge. At the Nalanda office the lost and found is located in the student lounge.

MAILING ADDRESSES

It is the responsibility of students to maintain a current mailing address with the university. When a student moves, the student should change their mailing address in my.naropa.edu (log in and then click “personal info” at the top right corner of the page).

MEDITATION AND MINDFULNESS PRACTICE

Contemplative Practice Coordinator | 303-245-4603

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 five meditation halls (one on each academic campus, one at Snow Lion Residence Hall, and one at Water Street administrative offices). The academic campus meditation halls are open whenever the buildings are open for silent sitting meditation for students, faculty, staff, and visitors. At times, there are group drop-in sitting sessions that are open to all.

MEDITATION INSTRUCTION

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

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

You can make an appointment to meet with the contemplative practice coordinator 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 EVENTS SPACES

PERFORMING ARTS CENTER

Events Director | 303-245-4785

The Performing Arts Center (PAC) hosts various events and performances by university faculty, students, and visiting artists. Performances and special events are scheduled by academic departments and Office of Events staff. In addition, students may perform at informal venues (coffee houses, student dances, and works-in-progress evenings) and formal ones (arts concerts). Please contact your department and Student Affairs if you wish to be involved with events in PAC.

RECORDING STUDIO

Please contact Paul Fowler by email, pfowler@naropa.edu, for permission.

REHEARSAL SPACES

When the studios are not being used for classes or events, they may be available for student rehearsals. Rehearsal space is for Naropa students only and outside theater companies are not allowed (even if some of them are Naropa students). If a Naropa student wants to rehearse on campus with non-students, they have to get permission from their School Dean and waivers have to be signed by the non-students. The following spaces are most suitable for rehearsals.

Arapahoe Campus

Lincoln Studio: wood floor
Shambhala Hall: carpet
Lincoln Lecture Hall: carpet
Lincoln 4130: carpet
Lincoln 4140: sprung wood floor

Paramita Campus

Virya: sprung wood floor
Paramita Hall: carpet
Jim Spearly Lecture Hall: carpet

Nalanda Campus

New rehearsal and practice spaces are available at the Nalanda Campus. Please contact your program directly for more information.

9176: marly floor
9184: 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.

RESERVING REHEARSAL TIME: POLICIES AND PRIORITIES

Rehearsals may be scheduled on a space-available basis only during times that the building is open. (See the Campus Safety section for building hours.) Weekend hours at Nalanda Campus require approval by the SOTA Production Coordinator, Safety & Security and the issuance of an electronic pass which must be arranged in advance.

Students who wish to schedule rehearsal space as part of a registered student organization should contact the Student Activities Coordinator at stuactivitiesga@naropa.edu.

Students who wish to schedule rehearsal space as part of a class project, academic performance, or other event for school should contact the administrative specialist for their school or their faculty advisor. For School of the Arts spaces at Nalanda, please contact the Production Coordinator at sotaproduct@naropa.edu.

Students may sign up for rehearsal time on a space-available basis and up three hours on the Nalanda Campus rehearsal schedule or up to five hours in most studio spaces.

To request rehearsal time in PAC, please contact the Office of Events.

To schedule rehearsal space at Nalanda, please contact the School of the Arts production coordinator at sotaproduct@naropa.edu no later than one week before your desired rehearsal date.

Requests for Paramita space must be approved by Teresa Sparks at tsparks@naropa.edu.

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

- Priority for Assigned Space Requests
- Naropa academic classes
- School of the Arts (SOTA) students rehearsing for Naropa classes or performances

- SOTA core faculty
- SOTA adjunct faculty
- Other students
- Other core faculty
- Other adjunct faculty
- Alumni solo rehearsals for Naropa or non-Naropa performances
- Department-sponsored alumni events
- Staff
- Theatre companies sponsored by Naropa faculty/staff

To request space for public non-sponsored event or events collecting donations or charging a fee, please contact the Office of Events.

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

RECREATIONAL SERVICES

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

Naropa University has a group discount plan for students with the City of Boulder's Parks and Recreation Center. Students enroll with their student IDs at any of the Boulder Recreation Centers at the beginning of each semester.

Benefits of Using the Recreation Centers Include:

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

SAFETY, CAMPUS

Campus Safety Office | 303-245-4686

Safety and Facilities Helpline | 720-309-8211 | my.naropa.edu

If you have questions or concerns about campus safety in the Naropa University community, please contact the Assistant Director of Campus Safety.

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
- Email to Naropa addresses
- Emergency updates on the Naropa home page at my.naropa.edu
- Pop-up notices on employees' networked computers

- Broadcast voicemail message to Naropa phone extensions

You are automatically registered 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.

FIRE PROCEDURE

Campus Safety Office | 303-245-4686

Emergency: 911; 9-911 from Naropa phones

Be aware of the fire alarm pull stations, exits, and extinguishers when you're in any Naropa University building. Respond to fire alarms by evacuating the building quickly and calmly, even if you suspect the alarm is false. If you see a fire you cannot put out immediately, exit the building, pull a fire alarm on your way out, and then call the Assistant Director of Campus Safety or the Naropa Helpline. If there are no pull stations in the building, call 911 after you are safely away from the building. Do not re-enter any building after a fire alarm until the Fire Department officially declares that it is safe to do so.

FLOOD SAFETY

Naropa University's Arapahoe Campus is located in a flood plain. If a flood is imminent, you will hear the county's emergency siren, followed by verbal instructions. Proceed to higher ground as quickly as possible without crossing any floodwaters. Go to the second floor of the Lincoln Building, the Wulsin Building, or the 2111 Arapahoe building. During flood season, current alert status information is available from the director of facilities (303-546-5284), campus safety (303-245-4686), and Boulder City and County Emergency Office (303-441-3390)

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 until the university or emergency personnel have issued an all-clear.

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 roadway; 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 Facilities Helpline 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

Assistant Director of Campus Safety | 303-245-4686

Safety and Facilities Helpline | 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 Campus Safety and 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, campus safety office, and caretaker staff provide assistance with all safety 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. Campus Safety staff and caretakers have the authority to detain any persons suspected of criminal activity until local law enforcement can respond. Campus Safety staff and caretakers also have 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 Facilities Helpline or to a Naropa caretaker.

The Naropa Caretakers act as a resource for the safety of the Naropa community and are responsible for the security of the buildings. Everyone in the community is encouraged to meet the caretakers and report any immediate concerns.

Note: The Campus Safety Office monitors parking areas, issues parking tickets, and arranges for the towing of vehicles. The transportation office still distributes parking passes and collects payment for parking tickets. (See the Transportation section.)

BUILDING HOURS AND ACCESS

<http://www.naropa.edu/the-naropa-experience/student-life/campus-safety/building-hours.php>

Building Hours During the Semester

Monday–Friday 7:30 a.m.

Saturday & Sunday 7:30 a.m.

Holidays 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 or activated by the Assistant Director of Campus Safety.

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

The Safety and 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 and Nalanda Campuses are 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 https://my.naropa.edu/ICS/Student/Safety_and_Facilities/Building_Hours.jnz?portlet=Free-form_Content_2014-01-15T10-19-41-275- Incoming student ID cards are automatically programmed with access to the Nalanda and Paramita campuses. If you lose your card or you do not have the access you need, please contact the Assistant Director of Campus Safety for support.

SNOW DAYS

Since students are automatically enrolled in our emergency alert system they will be informed accordingly in the event of a class cancellation.

Please visit my.naropa.edu for any additional information. The website <http://www.thedenverchannel.com/weather/closings> also 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 Wulsin Hall and in the 2111 Arapahoe Building. The Nalanda Campus first aid kit is kept on the second floor near the copier and supply closet.

ACCESS TO UNIVERSITY OF COLORADO 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.

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

GETTING THE MOST FROM THE OFFICE OF STUDENT AFFAIRS

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

One of the main functions of Student Affairs is to guide students to on-campus resources and point them to resources available in the Boulder community. Referrals and resources are available for housing, healthcare, health insurance, counseling, food resources, emergency needs, child-care, and more. Resources range from books and journals in our office, to bulletin boards listing events and services to computerized databases.

Boulder has a very strong network of agencies and services that are of great benefit to students. The city has a reputation as a center for sports and fitness, but it also offers an array of cultural events that rivals those of larger cities. Boulder is stimulating and always entertaining, and the Student Affairs staff can help students discover its offerings.

STUDENT ENGAGEMENT & INVOLVEMENT

Coordinator of Student and Campus Life: 303-546-3549 | my.naropa.edu/ICS/Student_Life/Student_Leadership.jnz

STUDENT GOVERNMENT

Naropa's student government is known as the Student Union of Naropa (SUN). The purpose of SUN is 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. This body also organizes and supports student life beyond the classroom, planning various campus activities, overseeing student lounges, and supervising student organizations.

"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:

- Sympathetic to the overall development of the university;

- Insightful and willing to be critical;
- Having a certain basic sophistication in their vision of fellow students and in general;
- Free from dogma, fads, and subjective trips;
- Dedicated to a sense of personal journey rather than self-aggrandizement.”

—Chögyam Trungpa Rinpoche

What Does the SUN Do?

- Secures representation from academic departments
- Elects the board of trustees student representative, who also must be an active SUN member
- Bridges communication between departments and students
- Communicates to SUN 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
- Sponsors community-building events, such as open mics, coffee houses, and dances
- Designs and supports culturally diverse programming
- Supports student engagement on-campus and in the local communities
- Provides leadership training and recognition of student leaders
- Coordinates the annual campus wide Naropa Fest
- Co-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

REGISTERED STUDENT ORGANIZATIONS

Student Activities Coordinator | stuactivitiesga@naropa.edu
my.naropa.edu/ICS/Student_Life/Student_Leadership.jnz

Student organizations at Naropa University are an integral part of campus life that reflects current student interests and concerns, and enriches the cultural and social fabric of the university community. They range from an educational to a volunteer focus, from recreational to social; they may include publications, support, events, and service activities. The Student Union of Naropa team, along with Student Life, provides logistical and monetary support to these groups. For information about current student organizations or to start your own organization, contact the Coordinator of Student and Campus Life or visit ‘Get Involved’ on MyNaropa. Student organizations may register at any time during the academic year. Please note: All student organizations must have either a faculty, staff or administrator as an advisor in order to be an eligible student organization.

TITLE IX COORDINATOR

ssilvas@naropa.edu 303-245-4843: | <http://www.naropa.edu/gender-equity>

The Title IX coordinator is the person who coordinates the University’s compliance with Title IX, including prevention and remediation of sex and gender discrimination, including sexual assault, dating violence, domestic violence and stalking. The Title IX coordinator may also take complaints of gender discrimination from any member of the Naropa community.

If you or someone you know has experienced any form of gender discrimination, sexual harassment, sexual assault, or other forms of sexual misconduct, please report to the Title IX coordinator immediately. All faculty and staff are required to immediately report instances of these behaviors that they have observed or suspect to be occurring.

COMMUNITY GATHERING TOWN HALL MEETINGS

Several times a semester, the entire Naropa community is invited to gather for a town hall meeting, which is coordinated by the Office of Student Affairs. Town hall meetings are opportunities for all community members—including students, faculty, and staff—to speak 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

TransportationOffice: 303-245-4747|

https://my.naropa.edu/ICS/Student/Student_Life/Transportation.jnz | my.naropa.edu

Monday through Friday: 9–5 p.m.

Naropa University strives to set an example to the greater Boulder community, the state, and country, by modeling ways to contribute to a cleaner and healthier future; to create and accommodate more alternative and sustainable transportation options for the growing Naropa community; to make alternative transportation information accessible to community members; and to serve Naropa University with integrity and honor. Additionally, Naropa University’s Arapahoe Campus has limited parking; therefore, students, staff, and faculty are encouraged not to drive to campus.

Boulder and the surrounding Front Range have an extensive bus and bicycle commuter system. The combination of bus and bike routes makes it easy to commute without a car while attending Naropa University. 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 | 303-546-3510

Recognizing the positive effects of public transportation, Naropa University provides all faculty, staff, and students with an RTD Student College Pass and free annual passes for the Boulder B-Cycle bike sharing system. Moreover, students are encouraged to make use of the Naropa Bike Shack build-a-bike program as well as eGo carsharing, carpooling and permit sharing.

Living Near Campus

We highly recommend that all students live near campus when feasible. Walking and biking reduce stress and expenses.

RTD CollegePass

Every degree-seeking student receives an RTD CollegePass. Students pay for this bus pass as part of the registration fee and receive it following tuition payment each semester. The pass offers free and discounted transportation on all regional bus routes including passage to Denver, Denver International Airport, and Eldora Ski Mountain. Several buses come directly to or near Naropa University’s campus locations. For more information about bus schedules or maps, contact RTD

directly at 303-299-6000 or visit rtd-denver.com. The RTD CollegePass is a smart card that renews automatically as long as you are enrolled at Naropa University.

Additional information can be found at rtd-denver.com. For student bus pass questions and summer student bus passes, contact the Student Affairs Office. For questions regarding specific bus routes, contact RTD.

RTD Bus Service to Naropa University

rtd-denver.com | RTD: 303-229-6000

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.

Boulder B-Cycle annual passes

boulder.bcycle.com/naropa | 303-532-4412

Every degree-seeking student is entitled to a free annual Boulder B-Cycle pass. This pass allows students unlimited access to the Boulder B-Cycles throughout Boulder. Stations are located in front of the Arapahoe and Paramita campuses. The passes can be used to rent a bike for free for up to 60 minutes at a time, and the passes are also valid in 16 other cities across the country, including Denver. For more information and to sign up for your free pass, visit boulder.bcycle.com/naropa.

Bicycles/The Bike Shack

Naropa.edu/bikeshack

The Bike Shack is a student-led organization on the Arapahoe campus that offers free or discounted bike repairs. Bring your bike in for help in fixing almost anything including flats, chains, gears, seats or most any other issue with a bike. Repairs are usually free unless a new part is needed, in which case the Bike Shack only charges for the cost of the part.

The Bike Shack also offers an innovative build-a-bike program. Using spare parts and old bicycles that the Bike Shack has in stock, any student can build their own bike from the ground up and keep it when finished – for free! Just come to the Bike Shack during open hours or schedule a visit and get started in your spare time. Go to Naropa.edu/bikeshack for updated hours or email naropacycles@naropa.edu to schedule your first visit. <http://www.naropa.edu/student-life/student-services/transportation/bike-shack.php>

The Bike Shack also gladly accepts donations of bikes, bike parts and bike related items.

Carpooling/Permit Sharing

Sharing rides or parking permits is an excellent way to reduce expenses, parking concerns, and air pollution. Sharing parking permits with other drivers is encouraged at Naropa as a means of sharing costs and reducing the number of cars in our lots.

Car Sharing

carshare.org 303-271-3510 |

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. There are VIP parking spots for eGo cars at both the Arapahoe and Paramita campuses.

PARKING

my.naropa.edu

Naropa University's Arapahoe Campus employs a managed parking system. All "A" lots are monitored from 7 a.m. to 6 p.m., excluding weekends and university holidays. Semester parking permits can be purchased on a first-come, first-serve 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

Parking permits go on sale at the beginning of each semester. More information will be sent out by the transportation office via the student listserv. Ticketing for parking violations usually begins one week after parking permits go on sale.

The current rates for parking permits are as follows:

Semester permit: \$140 per semester

Single-day permit: \$3 each

Bulk-Day permit: \$41 (1 day/ week); \$75 (2 days/week); \$104 (3 days/week); \$114 (4 days/week)

Visitor permits can be obtained from the Transportation Office.

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 a mandatory towing. The cost of retrieving a vehicle from the tow company starts at \$125. Please do not get into this situation. Design a transportation plan that works for you. The Transportation Office has many resources to assist you.

VIA (FORMERLY SPECIAL TRANSIT)

303-447-9636 | viacolorado.org

VIA, formerly known as Special Transit, a private nonprofit organization located in Boulder, Colorado, provides a variety of transportation options that improve the quality of life for the people

in the many communities it serves. If you have a temporary or permanent disability, are elderly, low-income, or live in a rural area that is not serviced by RTD, you may be eligible to use this service.

SUSTAINABILITY

Naropa.edu/sustainability

At Naropa, we view the practice of sustainability as essential to the current and future needs of this planet and its inhabitants through the acknowledgement of the deep interrelationship between all beings and phenomena. Attention to the nature of complex living systems is the ground of an authentic path that can assure the Earth's viability as a home for future generations. This commitment goes beyond specific environmental objectives; the practice of sustainability cuts across all disciplines and fields of study, in that it envisions, and moves us toward, a society founded on respect for nature, universal human rights, economic justice, and a culture of peace.

Naropa University is committed to sustainability-in-action; employing strategic initiatives to move the community towards specific goals, such as, but not limited to, zero waste, climate neutrality, and 100% renewable energy. This practice of sustainability in everyday life educates and prepares each member of the Naropa University community to live and act with awareness and respect for oneself, all other sentient beings, and the natural world.

LEADERSHIP AND STUDENT INVOLVEMENT IN SUSTAINABILITY

Sustainability Coordinator | 303-546-3510 | sustainability@naropa.edu

The Sustainability Coordinator is responsible for Naropa's sustainability projects and initiatives including the Climate Action Plan, sustainability tracking system, and sustainability commitments. This position manages all sustainability staff and the Bike Shack. The sustainability coordinator acts as a community resource for questions related to sustainability on campus.

Naropa Sustainability Council

Naropa's Sustainability council is a student-led organization dedicated to work on sustainability projects throughout the university. The mission of the Naropa Sustainability Council (NSC) is to support the University in its endeavors as stated in Naropa's Sustainability Statement and outlined in Naropa's Climate Action Plan (CAP). Through this work the NSC serves to develop and engage students by providing leadership and campus engagement opportunities. All Naropa students (prospective, current and alum) are welcome to take part in NSC meetings and projects.

SUSTAINABILITY EVENTS

Naropa hosts two Sustainability events annually:

- Campus Sustainability Day – fall semester. Earth Justice Day is an annual event at Naropa University dedicated to celebrating our continued learning to actualize a more socially-inclusive and ecologically-aware institution.
- Earth Justice Day – spring semester. Each year Naropa hosts "Sustainability Day" which is a day-long event in the fall semester where students, staff, faculty and the wider Boulder community come together to learn how they can live more sustainably and also foster more sustainable thinking in those around them.

STUDENT IDENTIFICATION CARDS (IDS)

303-546-3562 | my.naropa.edu

Each enrolled student is issued a student identification card during New Student Orientation. It is the student's responsibility to protect their identification card, which includes their name and student ID number. The ID card is a smart card that works as the student's library card, provides access to all the printing stations on campus, and is used to access certain campus facilities. If students lose their ID card, they should visit Student Affairs to have their ID card reissued.

WORK-STUDY AND STUDENT EMPLOYMENT

my.naropa.edu

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

CWSP is a federally funded work program available to students who are qualified U.S. citizens or eligible noncitizens. NSEP is a university-funded work program available to international students who qualify through the Financial Aid Office. In order to participate in the work-study program, you must have received a CWSP or NSEP award as part of your financial aid package. You must also be a program student taking at least 6 credit hours if you are an international student. U.S. citizens or eligible noncitizens must be full-time students to receive CWSP. If you are a first-time work-study student, you must submit a New Hire Paper work packet within three days of your first day of work, including proper I-9 identification showing employment eligibility. These documents are required by federal law. You must submit the documents (and a Personnel Action Notice from your supervisor) by the tenth day of the month in order to be paid on the last day of the month (excluding Saturday and Sunday). For more information, please refer to the work-study handbook on MyNaropa, found in the work-study section under "Employee."

WRITING CENTER

Wulsin Hall, 2nd floor | 303-245-4606 | nwc@naropa.edu | my.naropa.edu
Monday–Thursday 10 a.m.–6 p.m.
Friday 10 a.m.–2 p.m.

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

Appointments: naropa.mywconline.com

Resources: my.naropa.edu

COMMUNITY STANDARDS & STUDENT CONDUCT

UNIVERSITY POLICIES AND PROCEDURES

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.

STUDENT CONDUCT ADMINISTRATION

The Naropa University's dean of student's office is responsible for the administration of the Student Code of Conduct and the student conduct procedures which ensure its integrity. The dean's office is committed to the philosophy and practices of restorative practices and social justice in addressing conflict and conduct concerns when feasible. The intention in all circumstances is to assess and repair harm and use conflict as an opportunity for growth.

APPLICATION OF THE POLICY

The Code of Conduct (Rights and Responsibility) is applicable to actions occurring on all university premises and university-sponsored/related activities and facilities, including Naropa University student housing class sessions and all other educational activities. Additionally, conduct engaged through electronic communication systems, including, but not limited to social media, email, and text messaging, is subject to the provisions herein. University premises mean all land, buildings, facilities, and other property owned or leased by the Naropa University. However, behavior that occurs off campus or in non-university-sponsored activities that violates the Code of Conduct or is reasonably perceived to pose an imminent threat of harm or safety to the student or others or reflects a student's fitness to continue in the academic program in which the student is enrolled may also be subject to disciplinary action in circumstances in which the behavior has an impact on the university community in the following ways:

- a. the behavior indicates that a student may be a threat to the health, safety, or security of the university or community members;
- b. the behavior has continuing effects on campus that may contribute to the creation of a hostile educational environment;
- c. the behavior significantly impinges upon the rights, property, or achievements of others in the campus community or significantly breaches the peace and/or causes social disorder; and/or
- d. the behavior is detrimental to the educational mission, operations, and/or interests of the University.

Repeated conduct of this kind may cumulatively form a basis for engaging in the student conduct process.

ELABORATION OF POLICY

Students are not only members of the academic community but also members of the larger community and society. As a result they retain the rights, protection, guarantees and responsibilities that are held by all citizens. A student is not immune to prosecution by local, state, or federal agencies, whether or not the university takes action on the violation.

CODE OF CONDUCT: STUDENT RESPONSIBILITIES/INTRODUCTORY STATEMENT

Students are required to abide by all city, county, state, and federal laws. Students, student organizations and their respective guests are responsible for knowing and behaving consistently with the student code. In addition, the following actions constitute breaches of the Code of Conduct and will result in disciplinary action:

General Provisions

- a) Students who assist others in violating and provision of this code may be charged with a code violation.
- b) Students are responsible for the activities that occur in their residence hall room and shared living spaces in the apartments at Snow Lion where applicable. As a result, students are expected to properly secure their living area at all times. It is the responsibility of Naropa students to ensure that all guests know and behave in a manner that is consistent with the student code while on campus. Any person involved in an incident who is not an assigned occupant of the room or apartment where the incident occurred will be deemed a “guest” under this code. All assigned occupants of the apartment may be subject to the same sanctions under this code as the actual violator.

PROHIBITED ACTS

CONDUCT OFFENSES PERTAINING TO PERSONS

- 1) An individual’s intentionally reckless action, alone or in concert with others, that impedes or impairs the university’s mission, processes, operations or functions, or interferes with the rights of others, or disrupts teaching or other educational activities on any of the university campuses or other property.
- 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. Physical or verbal abuse includes but is not limited to personal injury, physical restraint against a person’s will and holding or transporting an individual against the individuals will.
- 3) Threatening or causing non-physical abuse of or abusive behavior toward another person, including, but not limited to verbal or written statements that constitute a form of expression not protected by the first Amendment, such as obscenities, fighting words, or defamation. Nonphysical is defined as one having or creating an effect of intimidation hostility or demeaning,
- 4) Any act of retaliation.
- 5) Any act of discrimination based on any protected status, including but not limited to age, race, color, religion, national origin, ability, sexual orientation, gender identity or expression, veteran status, or gender discrimination in all forms, including, but not limited to sexual assault and/or sexual harassment.
- 6) Any actual or threatened non-consensual sexual act.
- 7) Stalking, which is defined as willfully and repeatedly following, contacting or harassing another person or series of people in a manner that would cause a reasonable person to feel frightened, intimidated, threatened, harassed, or molested, despite indication that such behavior is unwanted.
- 8) Relationship Violence or Domestic Abuse, is defined as the occurrence of one or more of the following between an individual and a household member or dating partner: (a) attempting to cause or causing physical harm or placing another in fear of imminent physical harm or violence; or (b) harassment, meaning a course of conduct that would cause a reasonable

person to fear unlawful sexual conduct, unlawful restraint, bodily injury, or death, including but not limited to verbal threats (by whatever medium communicated), vandalism or physical contact where there is not consent

- 9) Attempting to cause or causing physical harm or placing another
- 10) 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.
- 11) 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.
- 12) Plagiarism, cheating, or academic dishonesty of any kind. (See Academic Dishonesty below.)

CONDUCT OFFENSES PERTAINING TO PROPERTY

- 1) 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.
- 2) Destruction, vandalizing, damage, misuse, or defacing of any Naropa University owned or leased buildings or property or any other property on campus. These include but limited to fire alarms, extinguishers, and other safety devices
- 3) Misuse, reproduction, alteration, or forgery of any university-related document, record, key, access codes, identification, or property.
- 4) Trespassing upon, forcibly entering, or otherwise proceeding into unauthorized areas of university owned or leased buildings or facilities, their roofs, or the residential space of another without permission. Unauthorized or inappropriate use of university property or of others.
- 5) Theft or unauthorized possession of property or services
- 6) Knowingly purchasing or using false pretenses to procure money, property or services
- 7) Unauthorized or inappropriate use, duplication, or possession of keys, computer access codes, or security mechanisms.

CONDUCT PERTAINING TO CONTROLLED SUBSTANCES

The university has adopted programs to provide education about the harmful effects of alcohol and other drugs and to prevent the misuse of alcohol and other drugs. While the university respects the individual freedom of the members of our community, that freedom comes with an expectation that individuals will act in accordance with university policy and applicable local, state and federal law. Substance use is not an acceptable excuse for behavior that violates community standards. Naropa University seeks to provide an environment free from the adverse effects of alcohol and other drug abuse. All university members are responsible for being fully aware of the requirements and the university holds students accountable for behaviors that violate these policies.

Alcohol:

- 1) 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. No person regardless of age is permitted to consume alcohol within the on-campus residential areas of the university.
- 2) Operating a motor vehicle while under the influence.
- 3) Misrepresenting one's age for the purpose of purchasing, possessing or consuming alcohol.

- 4) Possessing, furnishing, or consuming alcohol in university owned or leased buildings, including residence halls, grounds except otherwise permitted.
- 5) Possessing, consuming or serving from a common source of alcohol (i.e. 12 or more servings, kegs, beer balls, punch bowls, or other approximate equivalent number of servings), unless being served and monitored by a licensed authorized university vendor.
- 6) Purchasing, furnishing or serving alcohol to an underage person
- 7) Being intoxicated to the degree that state law mandates being taken into custody.
- 8) Creating, offering or engaging in drinking games and other behaviors designed for being intoxicated through the use of alcohol.
- 9) Being under the influence of alcohol, as supported by evidence through actions and/or results of field sobriety tests or alco-sensor

Drugs:

- 1) Attempted or unauthorized sale, use, distribution, acquisition, or possession of any controlled substance, including medical or recreational marijuana, illegal drugs, or drug paraphernalia on university premises or at university-sponsored activities
- 2) Possessing or using controlled substances as defined by federal, state and local statutes (Controlled substances may be taken pursuant to a properly issued prescription, provided the controlled substance is taken and in the amount prescribed)
- 3) Distribution, selling or possessing with the intent to distribute illegal or controlled substances, on university premises as defined by federal, state and local statutes.
- 4) Possessing or using drug paraphernalia (including but not limited to pipes, bongs, etc)
- 4) Being under the influence of illegal or controlled substances as demonstrated by actions and/or other evidence.

CONDUCT PERTAINING TO PUBLIC ORDER, WEAPONS & UNIVERSITY ORDER OFFENSES

- 1) Possession or using weapons.: Weapons means an object or substance designed or used to inflict a wound, cause injury or incapacitate, including but not limited to all firearms, pellet guns, air pistols, air rifles, any dirk, bowie knife, switchblade knife, ballistic knife or any other knife having a blade of three or more inches, black jacks, metal knuckles, nunchaku, and biological agents. Any display, possession, use, sale, or acquisition of any firearm or other weapon including ammunition, other explosive devices including fireworks, or other objects designed or used to inflict injury or damage with on university premises, even if the person possesses a valid concealed weapons permit or other lawful permission to carry a weapon. This includes, but is not limited to, items that simulate weapons or other dangerous objects. The possession of non-lethal self-defense instruments such as mace is not prohibited; however, the reckless use of those devices is prohibited.
- 2) Creating a fire, safety, or health hazard.
- 3) Impeding or obstructing an investigation, or failing to identify oneself or to comply with the directions of university officials in the scope of their duties.
- 4) Possessing, providing, distributing, selling or manufacturing any form of false university or state issued identification
- 5) Elimination of body fluids or waste, such as urine, feces, vomit, and blood, in places or receptacles not designed for receipt of such substances.
- 6) Indecent exposure, including but not limited to “flashing.” Indecent exposure is defined as revealing one’s genitals under circumstances likely to offend or shock others or in a public place
- 7) Failure to evacuate any building during a fire alarm.

CONDUCT PERTAINING TO COMPUTING AND SOCIAL MEDIA

- 1) Unauthorized use of the university's computers and any violations of the university computer rules or email policies.
- 2) Use of social media, personal or university email accounts, university computers, cell phones, logs, or any other electronic medium to harass or bully another member of the university community.

CONDUCT PERTAINING TO RESIDENCE LIFE AND HOUSING

- 1) Violating any housing or residence life policies. Violating any residence hall policy appearing in Residence Hall policies or any policy properly communicated through the university's housing staff. This includes, but is not limited to, the following:
 - a. Failing to live in university housing if you are a single student under 21 years of age who has completed fewer than 30 hours of transferable, post-secondary school credit. Students required to live on campus must sign a Snow Lion lease agreement, pay a housing deposit, and move into student housing by 9 a.m. on the first day of classes OR have an approved Request for Exception to university housing policy, before they can enroll in classes at Naropa University. (Note: the Snow Lion lease agreement is valid for the entire academic year.) In the event that Snow Lion has no available rooms, required students will be exempted from the housing requirement.
 - b. Obstruction or disruption of disciplinary procedures, residence life administrative procedures, or any other residence hall or Naropa University authorized function or event.
 - c. Throwing items of any kind from windows, balconies, roofs, etc.
 - d. Unauthorized occupation or use of, or unauthorized entry into, any residence hall facility or student room.
 - e. The propping open of locked doorways, fire doors, or stairs well entry doors for any purpose, including, but not limited to, creating easy access for friends, parents, or visitors. Authorized key use and doorbell systems are the only appropriate means of gaining entry to the residence hall. Residents' security is our primary goal. Policy infractions in this area will result in a fine. Multiple infractions in this area will result in immediate eviction.
 - f. Theft or possession of stolen goods, including illegal possession of or damage to property of Naropa University Theft or a resident.
 - g. Interference with the right of access to residence hall facilities or with any right of any person in university housing.
 - h. Providing false or misleading information, misrepresentation, or misuse of student identification in university housing.
 - i. Setting a fire or the use of candles or any type of open flame or open filament device within the university housing.
 - j. Tampering with or the misuse of any safety equipment such as fire alarms, fire extinguishers, fire hoses, carbon monoxide detectors or any fire equipment, including smoke detectors.
 - k. Failure to follow emergency procedures (fire, flood, tornado, etc.).
 - l. Pets of any kind are prohibited in residences except permitted by university policies and procedures with the appropriate documentation.
 - m. Smoking in apartments or on premises owned or leased by the university
 - n. Violation of respectful noise levels. All residents are responsible for maintaining reasonable studying conditions. Quiet hours begin at 10 p.m. Sundays through Thursdays and 11 p.m. on Fridays and Saturdays. Quiet hours require that noise be reduced so that nothing can be heard from within rooms when doors are closed.

- o. Failure to respond to a summons (verbal or written) from a residence life staff member or other Naropa staff official
- p. Violation of guest policy (including winter, Thanksgiving, or spring break vacation housing guest policies).
- q. Refusing entry to residence life or Naropa University staff authorized to conduct health and safety inspections, repairs, or perform an authorized search (see Search and Seizure policies in Snow Lion Lease Agreement).
- r. Violations of the terms and conditions in the Snow Lion lease agreement or policies and procedures prescribed in the Snow Lion Handbook or the Naropa University Student Handbook.
- s. 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.

CODE OF CONDUCT: DEFINITIONS

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

- A) Alcohol: Any beverage containing more than 0.5 % ethyl alcohol by weight
- B) Complainant. A party that makes a complaint related to a respondent's alleged violation of policies.
- C) Dean of Students. The person designated by Naropa University to be responsible for the administration of the Code of Conduct and Conduct Processes.
- D) Discrimination. Occurs when an individual suffers an adverse consequence, such as failure to be hired or promoted, denial of admission to an academic program, lack of academic reward or advancement etc., on the basis of her/his protected class. Gender discrimination can also include sexual assault and sexual harassment.
- E) Gender Equity Policy. The Gender Equity, Sexual Misconduct and Relationship Policy and Procedures provide the only mechanism by which any claims of sexual harassment, gender discrimination, sexual assault, sexual misconduct, dating violence, domestic violence, stalking and retaliation, can be investigated and addressed. In the event that parties have multiple claims against each other, one of which includes a claim under this policy, the procedures and appeals processes contained herein shall control over any other conduct or conduct procedures. The term "Gender Discrimination," as used throughout this policy, includes, but is not limited to, Sexual Assault and Sexual Harassment. The full text of this policy can be found at www.naropa.edu/gender-equity.
- F) Graduate Resident Assistant for Residential Education. The person who oversees the operations of the university housing and residence life for students and the enforcement of university policies in university housing.
- G) Group Accountability. The Code of Conduct places mutual responsibility with each person present when a violation occurs and will result in an investigation into each person present during an alleged violation.
- H) Hearing Officer. The designated individual who shall hear Formal Administrative Hearings involving alleged violations of the code of conduct. This person may be the dean of students, or a designee appointed by the dean of students.
- I) Harassment. Verbal or physical conduct based upon an individual's protected class status that unreasonably interferes with that individual's work or academic performance or creates an intimidating or hostile work or educational environment.
- J) Illicit Drugs: or "controlled substance" shall include controlled substances and analogs as defined by federal and state laws

- K) Intercourse. Vaginal or anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact or genital to mouth contact).
- L) Investigator. A party appointed to investigate an alleged breach of the Code of Conduct. Investigators can be the dean of students, the assistant director of student life for residential education, the Title IX coordinator or the investigation can be delegated to a third party, including the Deputy Title IX Coordinators, the director of human resources, vice president for academic affairs, or another individual (either from within the university or from outside the university) to conduct or assist with an investigation. Generally the investigator for Snow Lion investigations will be the assistant director of student life for residential education, the investigator for non-Title IX investigations will be the dean of students, and the investigator for allegations of plagiarism and academic dishonesty will be the dean of undergraduate studies or school director. In the event that there are multiple charges of a respondent violating policies, the respondent asserts counterclaims against a complainant, or there are assertions of retaliation, the university will make reasonable efforts to assign the same investigator to all claims that appear to be related.
- M) Intimidation. Occurs when someone uses their physical presence to menace another, although no physical contact occurs, or where one's knowledge of prior violent behavior by an assailant, coupled with menacing behavior, places fear in a person as an implied threat.
- N) Mediation. Mediation is an alternative form of conflict resolution that helps parties work through a conflict and resolve their conflict without involving a formal student conduct process. Mediation can only occur when (a) the dean of students authorizes this mechanism of resolution, and (b) if all parties involved in the conflict agree to this mechanism of resolution. Mediation will never be used in cases of sexual assault, domestic violence, dating violence or stalking.
- O) Plagiarism. To plagiarize is to steal another's words or ideas and present them as one's own. Plagiarism can include a use of printed materials, video materials, or online materials, without noting the source of those materials. Instances of plagiarism include but are not limited to:
 - a. Failure to enclose in quotation marks (or indent in the case of a lengthy quotation) a passage taken directly from another's work.
 - b. Failure to credit sources for quotations.
 - c. Failure to acknowledge by citation ideas taken from another's work, even if such ideas are expressed in one's own words.
- P) Policy or Policies. The written rules and regulations of the university as found in but not limited to, the Student Handbook, gender discrimination policy, the Code of Conduct, on-campus residential lease agreement, and student housing handbook, undergraduate catalog, and web pages.
- Q) Possession: is determined by control over a substance or object with or without regard to ownership
- R) Property: Any property owned or leased or controlled by the Naropa University
- S) Referral. The filing of a concern regarding behavior that allegedly violates the Code of Conduct, filed with the dean of students.
- T) Respondent. Any student accused of violating the policies.
- U) Restorative Justice/Practices. *(RJP) A restorative community justice or practice circle process where the respondent sits together with the restorative facilitator, 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

- V) Restorative Justice/Practice Facilitator. The trained facilitator, who facilitates Community Restorative Justice/Practices Circle pre-conference meetings and the Community Restorative Justice/Practice Circle, develops the Reparative Contract and meets with the respondent at the conclusion of the Reparative Contract term.
- W) Retaliation. Any adverse action taken against a witness or complainant because they exercised their rights under anti-discrimination laws, spoke out against discrimination, or assisted someone in exercising their rights.
- X) Title IX. Title IX of the Education Amendments of 1972 is codified into law in 20 U.S.C. § 1681 and 30 C. .R. Part 106. This law prohibits gender discrimination and provides that “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.” Gender discrimination prohibited under Title IX can include, but is not limited to, sexual harassment and sexual assault.
- Y) Title IX Coordinator. The person who coordinates university compliance with Title IX, including prevention and remediation of sex and gender discrimination, including sexual assault. The Title IX coordinator as referred to in policies includes deputy coordinators. The Title IX coordinator may assign a deputy coordinator or appoint investigator(s) to work with such cases. Naropa’s Title IX coordinator is:
Sarah Silvas Bernstein | Title IX Coordinator
2130 Arapahoe Ave. | Boulder, CO 80302
OR 303-245-4843 ssilvas@naropa.edu
- (V) Witness: A witness is a person who has relevant knowledge of the alleged conduct. Character witnesses are considered irrelevant and will not be permitted to testify. A person who serves as a witness may not serve in any other capacity during the hearing. Witnesses shall be present only during their own testimony.

CODE OF CONDUCT: PROCEDURES

APPLICABILITY OF STUDENT CONDUCT PROCEDURES

The conduct procedures shall be used for all alleged violations of the Code of Conduct by students, with two exceptions:

- A. Gender discrimination. For cases involving alleged gender discrimination, including but not limited to claims of sexual harassment and sexual assault, the Title IX coordinator will initiate the process outlined in the gender equity, sexual misconduct and relationship violence policy and procedures (naropa.edu/gender-equity).
- B. Plagiarism or academic dishonesty. Cases involving allegations of plagiarism or academic dishonesty shall be handled using the process outlined in Academic Dishonesty (below).

REPORTING VIOLATIONS OF THE CODE OF CONDUCT

Suspected violations of policies of the Code of Conduct should be reported to the dean of students. If the conduct occurs at Snow Lion residence hall, the assistant director of student life for residential education can also receive reports. If for any reason you are uncomfortable reporting the claim to any of these individuals, please report your claim to either the vice president of student affairs and enrollment management.

Gender Discrimination, Sexual Harassment and Sexual Assault

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

Conflicts Involving Faculty or Staff

If a conflict or a breach of the policies involves a staff or faculty member, the dean of students will assist students in ensuring their complaint is directed to the appropriate individuals (such as Academic Affairs, school directors, or Human Resources) based on the parties involved and following established procedures. Staff and faculty are accountable to university policies for staff and faculty, and are also empowered to address student misconduct which occurs in their office or classroom, including referral to the student conduct process to address violations of Prohibited Conduct.

CONFIDENTIALITY

If a complainant requests confidentiality, the university will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality, but such a request can hamper the university's investigation and confidentiality cannot be guaranteed.

COMPLAINT PROCESS

Students, faculty and staff who wish to refer a student to the Student Conduct process should address their concerns to the dean of students. Referrals to the student conduct process should be sent to the dean of students, and include: information regarding the complainant and respondent, the alleged violation(s) and/or behaviors in question; a summary of the incident(s) including date, time and location; and contact information for all parties involved.

If for any reason you are uncomfortable referring to the dean of students, you may refer to the vice president of student affairs and enrollment management. All referrals, regardless of whom they are filed against, must be in writing, must be filed as soon as possible, but no later than 90 days after the alleged incident leading to the complaint.

CONDUCT PROCESS

The dean of students, after receiving a referral, will determine the appropriate course of action to resolve the issue. The following avenues are available to resolve an alleged violation of the Code of Conduct:

- A. Mediation
- B. Community Restorative Justice/Practice
- C. Formal Administrative Hearing

Mediation

At the sole option of the dean of students or the assistant director of student life for residential education, Naropa may use a Mediation or Alternative Conflict Resolution Approach (“Mediation”) to address alleged violations of the Code of Conduct. Results of Mediation are not placed in a student’s permanent conduct record.

Under no circumstances will mediation be utilized for any allegations of sexual assault, domestic violence, dating violence or stalking. In addition, Restorative Justice may not be available if the respondent has committed multiple violations of Naropa policies. Both/all parties must agree to participate in mediation.

About Mediation

Mediation is a process by which a facilitator holds space for two or more parties who are in conflict with one another. The model that the dean of students office uses is developmental, restorative and transformational in that it seeks to help parties not only work through conflict, but ultimately grow and learn from the process. Mediation is used when a potential violation of the Code of Conduct, or a conflict, could potentially be resolved using informal means.

If at any time during the mediation there is a disclosure of a potential violation of criminal law or serious violation of the Code of Conduct, the mediation will end and the alleged conduct will be referred accordingly.

Mediation Referral

If an offense is deemed eligible for Mediation, it will be referred to a staff member designated to facilitate the mediation (“Mediator”). The Mediator will contact all parties to determine if they are amenable to Mediation. If all parties are willing to participate in Mediation, the Mediator will then set a time for the Mediation session. The Mediation shall:

- Introduction of the goals of mediation and parties
- Ground rules established
- Each party will provide an opening statement
- Parties will discuss what they have heard
- The core issues will be identified and clarified
- Options for resolution will be generated
- Options will be negotiated until the parties reach a mutually agreeable solution
- An Agreement of Understanding will be developed

Agreement of Understanding

The Agreement of Understanding outlines the options selected by the parties involved that establish a mutually agreeable solution to the conflict moving forward. Parties each sign the Agreement and receive a copy prior to departing the Mediation. The Mediator may follow up with the parties at a later date to ensure that the Agreement of Understanding is functioning. If at any time the terms of the Agreement are not being honored by one or both parties, the Mediator may call for a second Mediation session.

Community Restorative Justice/Practice

At the sole option of the dean of students or the assistant director of student life for residential education, Naropa may use a Restorative Community Justice/Practice Approach (“Restorative Justice”) to address alleged violations of the Code of Conduct.

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

About Restorative Justice/Practice

Restorative Justice/Practice 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/Practice seeks to repair harm caused in violations to the Naropa Code of Conduct, the university housing community standards, and other university policies while attempting to bring the community closer together—to restore a sense of balance and harmony.

Community Restorative Justice/Practice Circle Referral

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

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

Reparative Contract

The Reparative Contract contains the written requirements developed by a Community Restorative Justice/Practice Circle or dean of students, which are designed to allow the respondent to repair any harm or impact in a specific, measurable, attainable, relevant and timely way. The assistant director of student life for residential education or dean of students shall determine the terms of the Reparative Contract when a Community Restorative Justice/Practice Circle is unable to arrive at consensus and mutual agreement with the respondent regarding the terms of the Reparative Contract.

All Reparative Contracts will be made in writing and maintained by the Office of the Dean. Naropa University generally will not issue a Reparative Contract when the penalty is suspension, eviction, or expulsion.

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

Failure to complete the Reparative Contract (in the absence of an extenuating circumstance, see above) will be considered an additional offense. If the respondent violates the terms of the Reparative Contract, he or she will be referred to the dean of students for additional sanctions.

Formal Administrative Hearing

At the sole option of the dean of students, Naropa may use a Formal Administrative Hearing ("Administrative Hearing") to address alleged violations of the Code of Conduct.

Administrative Hearing Referral

If an offense is deemed eligible for Administrative Hearing, it will be referred to a staff member designated as a hearing officer. The hearing officer will either be the dean of students or assistant director of student life for residential education. The Administrative Hearing process shall:

- Provide respondents five business days to set up a hearing
- Introduce the respondent's rights in the conduct process
- Articulate the alleged violations of the code of conduct
- Provide the respondent an opportunity to present their perspective
- Provide the hearing officer an opportunity to sort out the facts of evidence
- Provide an opportunity for the respondent to either admit to or refute the alleged violations
- Determine, if appropriate, any sanctions used to address the violation in the case that an affirmative finding is reached
- Produce a formal letter articulating the alleged violation, the finding of fact, any sanctions instituted, and the appeal process

Findings

The respondent will have an opportunity to either admit to or refute the alleged violations of the code of conduct.

- If the respondent admits to having violated the code of conduct, the hearing officer will determine an appropriate sanction(s) based on the severity and frequency of the conduct as well as the impact the conduct has had on the respondent, any complainants, and other university community members.
- If the respondent refutes the alleged violations of the code of conduct, the hearing officer will make a determination in the case given all available information as to whether or not the respondent violated the code of conduct based on the preponderance of evidence standard. The hearing officer may not find a respondent in violation of the code of conduct simply because the student refuted the allegation.

Possible sanctions for violations of the code of conduct are articulated below. Any cases that may result in sanctions of suspension or more severe will be heard only by the dean of students

NOTICES TO RESPONDENT & COMPLAINANT

If an investigation is initiated, the investigator will send the respondent and complainant a written notification via the student's Naropa email address and by U.S. mail to the address on record with the university registrar within five business days.

The written notification will include:

- A description of the alleged acts.
- The policy that has allegedly been violated.
- The requirements for the respondent to set up a conference within five business days of the date of the notice.

No Contact Orders

The written notification may include a "no contact order" with the complainant. If a "no contact" order is detailed in the written notification, it is the responsibility of the respondent to not have any contact with the individual(s) named, directly or through third parties, or via electronic means, including attending joint classes. Failure to comply with this request may result in additional disciplinary action.

Scheduling

If the respondent does not schedule a meeting with the investigator by the date specified in the notice or if the respondent schedules or does not attend the meeting, the investigator can decide the outcome of the case in the respondent's absence and shall notify the respondent of the same within 60 days. The respondent cannot be found to have violated the Code of Conduct solely because he or she failed to attend the meeting.

Interim Suspension

In certain circumstances, the dean of students or an investigator may impose a university and/or residence hall interim suspension during the conduct process. An interim suspension may be imposed a) to insure the safety and well-being of members of the Naropa University community or preservation of Naropa University property; or b) if the student poses a threat of disruption or interference with the normal operations of the university. During an interim suspension, the respondent may be denied access to university housing, the campuses, and all other university activities or classes for which the respondent might otherwise be eligible.

RESPONDENTS' RIGHTS IN THE CONDUCT PROCESS

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

- Students have the right to freedom, from discrimination, and harassment on the basis of race, color, class, religion, ancestry, national origin, sex, sexual orientation, disability, age, gender identity or gender expression
- Be provided with all written complaints regarding the respondent that have been provided to Naropa university officials
- The right to know the nature of the complaint, the evidence supporting the complaint, and the impact of their behavior on the Snow Lion and/or Naropa community.
- The right to present their position to the investigator, including the ability to present pertinent and relevant witnesses and documentation to the decision makers if different from the investigator.

- The right to understand the conduct procedures and the reasons for referral to a Formal Administrative Hearing, a Community Restorative Justice/Practice Circle, or a Title IX investigation.
- The right for clarification of policies when requested.
- The university retains the right to review meeting issues/decisions with parents and relatives when allowed by law, including when the student appears to be endangering self or others, if the student has violations related to alcohol or drugs, a health or safety emergency, or if the university has a FERPA release of information form on file
- Respondent shall receive notification and explanation of decisions, sanctions, as well as consequences for the respondent not completing a reparative contract.
- The right to be sanctioned based on a preponderance of the evidence.
- The right to submit an appeal in cases of suspension/eviction and expulsion.
- Have a voluntary advisor or advocate, provided that the advisor or advocate may not participate in the investigation or any hearing.

COMPLAINANTS' RIGHTS IN CONDUCT PROCESS

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

- Be provided with all written responses provided by the respondent to Naropa University officials
- The right to present their position to the assistant director of student life for residential education, investigator, and/or the dean of students, including the ability to present pertinent and relevant witnesses and documentation to decision makers.
- The right to understand the conduct procedures and the reasons for referral to either an investigation, Community Restorative Justice Circle, , or a Title IX investigation.
- The right for clarification of applicable community standards, contractual obligations, and policies when requested.
- 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
- Receive a written statement of the dean of students, or investigation's conclusions and notice of any sanctions imposed upon the respondent, which are intended to protect the complainant.
- The right to have a decision made by the dean of students, investigator, based upon the preponderance of the evidence.
- The right to have a voluntary advisor or advocate, provided that the advisor or advocate may not participate in the investigation or any hearing.

STANDARD OF DECISION

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

PROCEEDINGS ARE CLOSED AND CONFIDENTIAL

Investigations, proceedings, and Community Restorative Justice/Practice Circles are confidential and closed to the public. All students are on notice that the university may record the proceedings; no other party may record the proceedings. The participants in such proceedings are required to

maintain confidentiality so as to ensure that there is no re-victimizing, retaliation, or harassment of the complainant or respondent and breaches of confidentiality shall be considered a violation of the Code of Conduct and may subject the individual breaching confidentiality to disciplinary action.

COMMENCEMENT OF PROCEEDINGS

Upon receiving a written complaint against a student, the dean of students will review the allegations to decide whether the allegations, if true, are a violation of the Code of Conduct. If the dean of students determines the allegations are a violation of the Code of Conduct, the dean of students shall then

- 1) send the respondent a written notice as enumerated above;
- 2) if appropriate, seek to resolve the situation through an informal resolution process such as a Community Restorative Justice Circle;
- 3) initiate an investigation or appoint an investigator to conduct an investigation; and/or
- 4) at the option of the dean of students convene an Accountability Board.

USE OF A FORMAL ADMINISTRATIVE HEARING

Alleged infractions by a respondent of the Code of Conduct will be handled by an Formal Administrative Hearing, at the option of the dean of students, in the following circumstances:

- In the event that the respondent does not accept responsibility for his or her actions in a way that is satisfactory to the university official
- 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 assistant director of student life for residential education determines that a Community Restorative Justice/Practice Circle would be inappropriate.
- The respondent is not ready or willing to sit in a Community Restorative Justice Circle.

GENDER EQUITY, SEXUAL MISCONDUCT & RELATIONSHIP VIOLENCE

Naropa University is committed to cultivating a university environment free of harassment discrimination and violence and will take steps to prevent such conduct, its reoccurrence and discriminatory effects on members of the Naropa community. The University does not tolerate discrimination on the basis of sex, gender or gender identity/expression in its education programs and activities. The Gender Equity, Sexual Misconduct and Relationship Violence Policy and Procedures (“Gender Equity policy”) provides the only mechanism by which a claim of gender discrimination can be investigated and addressed. In the event that parties have multiple claims against each other, and those claims include a claim of a gender equity violation, the procedures and appeals processes contained in the gender equity policy shall be used to remedy the situation. More information on the gender equity policy and procedures can be found at naropa.edu/gender-equity.

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

Sarah Silvas Bernstein: Title IX Coordinator: 303-245-4843 ssilvas@naropa.edu

OR

Learie Nurse | Dean of Students
2130 Arapahoe Ave. | Boulder, CO 80302
303-546-3506 | lnurse@naropa.edu

SANCTIONS

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

- A) Educational Sanctions: the hearing Officer may require completion of a variety of educational sanctions, which may include but are not limited to:
 - a. A formal apology
 - b. A public presentation
 - c. Drug and alcohol evaluations and/or educational/intervention programs by outside agencies
 - d. Random alcohol and/or drug testing
 - e. Reading books, watching videos, creating or attending a program a reflective essay/ reflection paper, or a research paper on a designated topic
 - f. A letter to the victim, psychiatric evaluations
 - g. Attendance at a class or lecture,
 - h. Mandatory attendance at a university-sponsored alcohol/drug awareness class
 - i. Alcohol and other drugs education or referral/ mandatory counseling

e. Community Service/Restitution: A required number of community service or restitution hours. This sanction can be fulfilled either on or off campus as specified. The on campus service will take place in a specified department and in some cases fees, which are the responsibility of the respondent, may apply for these services.

- B) Alcohol and Drug Offenses. If a student is found to be in violation of state or federal laws or university policies governing alcohol or drugs, the student will be sanctioned according to the dean of students' assessment of risk. First and second offenses will always include at a minimum, parental notification (for students under 21) and probation for one semester. Depending on the dean of students' assessment of risk, sanctions may also include: mandatory attendance at a university-sponsored alcohol/drug awareness class, drug and alcohol evaluations and/or educational/intervention programs by outside agencies, random alcohol and/or drug testing, and community service. Fees may apply for these services. Sanctioning of alcohol and drug violations may be more severe if the incident includes any of the following factor(s): public intoxication, provision of alcohol/drugs to minors, damage to property, or failure to cooperate with a university official. Sanctioning may also be more severe if the violation is accompanied by other violations of the Code of Conduct or multiple violations of the Code of Conduct.
- C) Disciplinary/Verbal warning: This is an official notice that a student's behavior is in violation of university regulations or standards which clarifies behavior in the future. Further continuation or repetition of prohibited conduct may be cause for additional disciplinary action.
- D) Formal reprimand: A warning may be issued to the respondent that further misconduct may result in more severe sanctions.
- E) Apology: The respondent may be asked to provide a spoken and/or written apology to any parties the respondent has harmed.

- F) Monetary fines to repair damage done or other payment for expenses incurred as a result of the Respondent's actions caused by prohibited action.
- G) Disciplinary Hold: A disciplinary hold may also be placed if a student fails to complete assigned sanctions. The disciplinary hold prohibits the student from registering for classes until all sanctions have been completed.
- H) Reparative Contract: The written requirements developed by a Community Restorative Justice/Practice Circle, or the dean of students, which are designed to allow the respondent to repair any harm or impact in a specific, measurable, attainable, relevant, and timely way.
- I) Residence Hall Reassignment: A respondent who resides in university-sponsored housing may, through the conduct process, be assigned to a different residence room or apartment.
- J) Residence Hall Termination: A respondent's university housing agreement may be terminated through the conduct process, and the respondent may be prohibited from residing in university housing either on a permanent or temporary basis. Suspension usually includes forfeiture of any fee rebate for the remainder of the housing contract or lease.
- K) Parent/Guardian Notification: As allowed under the 1998 Higher Education Amendments, the university sends written notification to the parents or guardians of students who are under the age of twenty one years old when they have been found responsible for violating the University's Alcohol and Other Drugs policy. The letter does not include information from prior incidents or any case specifics. For detailed information to be shared with parents or guardians or any third party outside the university, a signed waiver from the student is required.
- L) Probation: A trial period during which the respondent's conduct is monitored may be imposed. Any additional violations of the Code of Conduct or other university policies during this period may be subject to exceptional disciplinary action, such as suspension or expulsion. Please note that academic probation follows a different procedure. (Please see the academic catalog for information.)
- M) Suspension: The respondent is required to leave the university for a period of time. The respondent may return after meeting the conditions, on a case-by-case basis, established by the university. The respondent may also be barred from university premises, university housing, classes, and/or university-sponsored events. Please note that academic suspension follows a different procedure. (Please see the academic catalog for information.)
- N) Expulsion: The respondent is required to permanently leave the university. The student may also be barred from college premises and/or college-sponsored events.
- O) Delay or Denial of Degree Award: Naropa University may elect to delay the issuance of a degree during the proceeding of a conduct process or refuse to issue a degree to student who is suspended or expelled.
- P) Revocation of a Degree: An awarded degree may be revoked for violators of the Code of Conduct, which occurs prior to the award of the degree but are discovered after the degree is awarded.

APPEAL PROCESS FOR STUDENTS

A Complainant or Respondent may file an appeal to the findings, sanctions or both only in circumstances where procedural error or previously unavailable relevant information could significantly impact the outcome of the investigation or where a sanction is substantially disproportionate to the findings. The review of the appeal will be based on the existing record or any new, relevant and previously unavailable information provided. A letter detailing reasons for an appeal must be submitted to the Vice President of Student Affairs and Enrollment Management within ten (10) business days of the issuance of the notice of the outcome and sanctions and outline of the written summary report to the Complainant and Respondent. The Vice President of Student

Affairs and Enrollment Management may serve as the appeals officer or may assign the appeal to a school official who has had no prior involvement with the case to act as the appeals officer. The appeals officer will review the investigation and any arguments made by the parties. The appeals officer shall determine whether a procedural error occurred and, if so, whether such error materially altered the outcome; whether new information provided is relevant and was previously unavailable and, if so, whether the new, relevant and previously unavailable information tips the preponderance of evidence against the original findings; and/ or whether the resulting sanction was proportionate to the findings of fact. If deemed appropriate by the appeals officer, the appeals officer may elect to refer the matter to the Investigator to consider new evidence, overrule the finding that there was a violation of the Policies, or issue new or amended sanctions.

The decision of the appeals officer is final.

In cases of gender discrimination, sexual harassment, and sexual assault, the appeals process outlined in the gender equity policy shall govern the appeals process in these cases.

IMMEDIATE ACTION

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

RESOLVING ACADEMIC ISSUES

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

On balance, most students will probably complete the course with a sense of satisfaction. Sometimes, however, there might be some extraordinary difficulty with a particular course or instructor. Perhaps the assignments were not understood, the course or subject matter was overwhelming, or the course asked too much. Perhaps there was some sort of personal conflict with the instructor or with other students in the class. If this should happen, do not panic and decide to drop the course. Students should refer to the Naropa University Course Catalog, located at <http://catalog.naropa.edu/>, to determine the appropriate recourse for academic issues or concerns.

RESOLVING ADMINISTRATIVE ISSUES

If you are experiencing difficulties with a particular office, or two or more offices are giving you conflicting information, there are things you can do. First, simply ask for further explanation of your situation, or ask to speak to the director of the department if the person with whom you are speaking does not seem to be able to answer your question. If this is not satisfactory, you can speak to the dean of students, who functions as an ombudsperson and may provide some guidance.

ADDITIONAL POLICIES AND STATEMENTS

ACADEMIC DISHONESTY POLICY

Naropa University is committed to providing an environment that encourages all students (undergraduate and graduate) to create, learn, exchange and share knowledge responsibly. Our community entrusts our students and faculty to truthfully pursue knowledge and report their discoveries in an honest and mindful way. Any deliberate falsehood or misrepresentation of these practices undermines not only the stature of the University but the community on the whole. Academic integrity standards are very necessary for fulfilling the University's mission, as well as its motto: Transform). These standards are also necessary for evaluating the quality of student work in a fair manner. All forms of academic dishonesty, including cheating, facilitating academic dishonesty, and plagiarism are violations of the Naropa's Code of Conduct.

Reason for Policy

Some actions cannot be tolerated because they seriously interfere with the basic purposes and processes of an academic community or with the rights afforded other members of the community. By formulating an academic policy or code, Naropa reaffirms the principle of student academic achievement combined with personal responsibility and accountability for individual action and the consequences of that action. Such a policy applies to all students enrolled at Naropa University in any work performed in a particular course or course of study.

Making a Complaint

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

Academic Dishonesty in a BA class: Director of undergraduate advising and the school director or the dean of undergraduate education.

Academic Dishonesty in a MA class: The student's academic advisor and the dean of graduate education or the appropriate school director (of the course in which the plagiarism was alleged to occur).

Definition of Academic Dishonesty

Academic dishonesty is the act of wrongfully using or attempting to use unauthorized materials, information, study aids, or the ideas or work of another in order to gain an unfair advantage. It includes, but is not limited to:

- plagiarism on any assignment;
- colluding or giving unauthorized aid to another student or receiving unauthorized aid from another person on tests, quizzes, assignments, or examinations;
- using or consulting unauthorized materials or using unauthorized equipment or devices on tests, quizzes, assignments, or examinations;
- altering, fabricating or falsifying any information on tests, quizzes, assignments, or examinations;
- using any material portion of a paper or project to fulfill the requirements of more than one course unless the student has received prior faculty permission to do so;

Investigation

In the event of a BA class, the dean of undergraduate education, and in the event of an MA class, the school dean/director, shall investigate the alleged academic dishonesty. The investigation shall include reviewing the evidence produced by the faculty member, and interviewing the respondent, reviewing materials produced by the respondent and interviewing any witnesses identified by either the faculty member or the respondent. The investigation shall conclude with a written report that identifies if academic dishonesty occurred and the nature of the cheating.

Disciplinary Action/Sanctions

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

Note: In the event that a student is found responsible for violating the academic integrity policy, the dean can assign sanctions that best fit the policy violation. These include but are not limited to:

A Letter of Warning: This sanction is an official written notification that a student's behavior is in violation of University's regulations or standards, which clarifies expectations of appropriate behavior in the future. Further misconduct may result in more serious sanctions.

Additional sanctions include Educational Sanctions which may be in the form of:

- A reflective essay or a research paper on principles of academic integrity
- A formal apology, in writing or in person
- Academic integrity projects
- Statements of purpose
- Planning or attending educational programs about academic integrity

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:

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

ALCOHOL AND OTHER DRUGS POLICY AND STATEMENT

STANDARDS OF CONDUCT

In compliance with the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1985, Naropa University prohibits unlawful manufacture, dispensation, possession, use, or distribution of a controlled substance (illicit drugs and alcohol) of any kind, and of any amount. These prohibitions include medical marijuana. These prohibitions cover any Naropa University property or Naropa owned/leased facility or as part of a Naropa activity except at those events allowed by the university. Violations may lead to disciplinary action including probation, suspension, and expulsion or termination depending on the gravity of the violation. Violators may be reported to the appropriate authorities.

Further information on Naropa University's drug-free school and workplace policy is available in the office of the dean of students. A copy of the Department of Health, Alcohol and Drug Abuse Division, Licensed Treatment Programs shall be filed in the office of the director of human resources. This information is also available at colorado.gov/treatmentdirectory/interview1.jsf.

Naropa University's alcohol and other drug policies reflect current interpretations of state and local laws governing the use, distribution, and consumption of alcohol and other drugs (see Prohibited Conduct) and is in compliance with the Drug-Free Workplace Act of 1988. The belief of Naropa University is that by increasing awareness and knowledge about alcohol and other drugs, you may be assisted in making rational and appropriate decisions about their use. The university is neither a sanctuary protecting those who violate the law nor a police agency enforcing it. Violations of the university's alcohol policy may result in disciplinary action.

In addition to Naropa's internal disciplinary sanctions, any student who is convicted of unlawful use, possession, distribution, or manufacture or dispensing of illicit drugs or alcohol may be subject to applicable criminal sanctions under local, state, and federal law.

ALCOHOL

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.

MARIJUANA

Use or possession of marijuana, including medical marijuana used or possessed under Colorado Constitution Article 18, section 14, is strictly prohibited on Naropa University property or Naropa-owned/leased facility or as part of a Naropa activity. The use of marijuana is prohibited at all designated smoking areas on all Naropa campuses, owned/leased properties, including Snow Lion. The state constitutional amendment authorizing individuals over the age of 21 to recreationally use marijuana (“Amendment 64”) does not change this prohibition or authorize a student to use marijuana. Federal law, including the Drug Free Schools Act, continues to prohibit marijuana. Thus marijuana use, even if in compliance with Amendment 64, is prohibited on campus.

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

Health Risks Associated with 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 increases the incidence of a variety of aggressive acts, including spouse and child abuse, as well as dangerous risk-taking behavior. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol can be fatal.

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

Health Risks Associated with Illicit Drugs

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

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

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

Federal Legal Sanctions

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

State Drug Laws

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

CHILDREN AND BABIES IN THE CLASSROOM

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

CLASS ATTENDANCE AND PARTICIPATION

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

WORKING DEFINITION

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

STATEMENT

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

Naropa University as a whole and its academic schools in particular are responsible for engaging the staff, faculty, and students in education about the ethical issues regarding cultural appropriation and the curricular oversight necessary to ensure that awareness of these issues is sustained.

COMPLAINT RESOLUTION PROCEDURE FOR CULTURAL APPROPRIATION

The following procedure applies to all alleged cases and addresses the needs of individuals, whether or not they are Naropa employees or students, who have concerns about cultural appropriation at Naropa.

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

The Diversity and Inclusivity Committee will review the complaint and bring the school director and other affected faculty/staff member(s) together with the concerned party with the aspiration of coming to a mutually satisfactory resolution. If this is unsuccessful, the Diversity and Inclusivity Committee will review the complaint and take appropriate action, notifying the affected school, faculty/staff member(s), and the concerned party. A concerned party or the affected department or faculty/staff member(s) who wishes to appeal the action may do so, in writing, within ten business days, to the provost and vice president for academic affairs, whose judgment will be final.

DUAL RELATIONSHIP POLICY

The dual relationship policy is applicable to faculty and staff alike. Faculty members are to be guided by both the Employee and Faculty Handbook. The Employee and Faculty Handbooks are located on my.naropa.edu, and the dual relationship policy is located in these documents.

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

NOTICE OF NON-DISCRIMINATION AND PROHIBITION OF HARASSMENT

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

REPORTING DISCRIMINATION

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

Sarah Silvas Title IX Coordinator
2130 Arapahoe Ave. | Boulder, CO 80302
303-245-4843 ssilvas@naropa.edu

OR Joy Valania | Special Advisor to the President | Title IX Coordinator

If you are a Naropa student employee (e.g. work-study, temporary employee, GA, etc.), and believe yourself to be the victim of any form of discrimination in the workplace, please contact the director of human resources.

OPEN FLAME POLICY

Because of the unique contemplative heritage and practices of Naropa University, there are a variety of campus activities and locations that regularly burn lamps or candles. The burning of candles or lamps is to be confined to established shrines or appropriate containers that do not allow for wax or flame to leave the container. Extreme caution should be exercised in all situations. Under no circumstances should flames be left burning unattended.

All other types of open flame are strictly prohibited, including any type of ritual fire. Any questions regarding this policy should be directed to the campus safety manager.

RELIGIOUS HOLIDAYS 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 the following religious holiday policy.

Students at Naropa who are unable to attend classes, take examinations, participate in graded class activities, or submit assignments on particular days because of observation of religious holidays shall be excused from such classes and given appropriate opportunity to make up examinations or assignments provided that the student submits written notice to the instructor during the first two weeks of the semester indicating the anticipated absence for religious reasons. The student remains fully responsible for the course material, examinations, or assignments.

A faculty member has no obligation to reschedule lectures or class activities or provide individualized instruction for students who miss a regularly scheduled class. Instructors should make every effort to schedule individual student presentations, conferences, etc., to avoid conflicts with the student's religious holidays or observances, providing that the student supplies the instructor with the advance notice described above.

SERVICE ANIMAL POLICY

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

“Emotional Support Animals are not covered under the ADA and are subject to the “Pet Policy” while on campus. If you have questions about this distinction, please contact the Disability Resources Coordinator at jchavarria@naropa.edu OR 303- 245-4749.”

PET POLICY

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

- Pets are not allowed in any classroom under any circumstances.
- Pets are not allowed in shared areas such as the Allen Ginsberg Library, the computer labs, meditation halls, and student lounges.
- Pets must always be on a leash on campus.
- Pets must never be left unattended in the interior or exterior of the university.
- Any pet found unattended will be picked up by Boulder Animal Control, which may issue tickets for having a pet off leash.

- 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.
- 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.