



# Naropa

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## UNIVERSITY

**STUDENT HANDBOOK 2023-2024**

## 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 while understanding autonomy for individual expression and being a community member. 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. A “student” can be full or part-time, undergraduate, graduate, or non-degree seeking. A “student” may be attending classes in person or remotely via online platforms, traditional and/or email correspondence, or other delivery methods provided by the University. This means that the policies and procedures outlined in the student handbook are in effect and enforceable while on-campus (including academic and administrative buildings, residence halls, and campus community areas) and while engaged with the Naropa academic community remotely or virtually.

If you do not find answers to your questions within the handbook, please contact the appropriate office(s) or consult with the Dean of Students Office. 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 takes precedence 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.

## 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

<http://www.hlcommission.org/>

## THE MISSION OF THE DEAN OF STUDENTS OFFICE

In alignment with the mission of Naropa University, the Dean of Students Office 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.

The Student Handbook is provided by:

**Dean of Students Office**  
Naropa University  
2130 Arapahoe Avenue  
Boulder, CO 80302

Student Handbook 2023-2024

**The information presented in this handbook is accurate as of 8/1/2023**

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## FROM THE DEAN OF STUDENTS

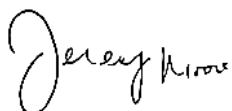
Welcome to Naropa University! Your journey to this point is the culmination of your shared and individual lived experiences, challenges, and persistence. While everything that has come before has likely served as a foundation for you to this point, perhaps this next step may be one of the most important for charting the next part of your continuing journey.

Naropa is a young institution but one with a rich history and tradition, physically nestled amongst the majestic Flatirons in Boulder, CO. If you have not had the opportunity to see our campus in-person, we hope you may get the chance at some point during your studies! Whether you are joining us in person or learning remotely, we are thrilled to welcome you into our vibrant community.

At Naropa, we value diversity --- both in our collective lived experiences and identities, but also in our thoughts and perspectives. Your education at Naropa is about far more than what you will learn from our talented and renowned faculty and programs, it is also centered on how you can transform yourself as an individual and later to employ these skills and your education to assist in the transformation of our world. The Division of Enrollment, Marketing, and Student Success is comprised of programs and services including: [Housing](#), [Advising](#), [Counseling](#), [Campus Life](#), [Admissions](#), and [Career & Life Development](#). There are also many other departments on campus which can be of help and support to you as a student and one such area is the [Division of Mission, Culture, and Inclusive Community \(MCIC\)](#). Each of these departments are available to you as a member of our community and are intended to help nourish your sense of belonging and foster your connection to not only Naropa, but also the City of Boulder and beyond. In all the staff and faculty of our institution you have champions and advocates for your success.

A trusting and informed community relies on a foundation of integrity, clear policies, transparent procedures, and continuous learning. This handbook will assist you in navigating your experience at Naropa. It includes countless 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, email, or visit us if you have any questions or concerns regarding any aspect of the university or this handbook.

Warm regards,



Dr. Jeremy Moore

Dean of Students

# ABOUT NAROPA UNIVERSITY

## CONTEMPLATIVE EDUCATION

A core understanding and philosophy of Naropa University includes 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 recordings as well as transcripts of some of the numerous talks he gave at the university.



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 saner 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.

## SAFETY, DISCOMFORT AND EDUCATIONAL PROCESS

The term “safe space” is now commonly used at higher education institutions to indicate an “environment in which students are willing and able to participate and honestly struggle with challenging issues” (Holley & Steiner 2005). In keeping with the University’s Mission and Code of Conduct, a Naropa education necessarily entails compassionate student engagement with challenging issues, including aspects of one’s emotional, spiritual, diversity and social justice experience. In accepting these challenges, it is important to distinguish between *physical safety* and emotional/psychological *discomfort*. While one’s physical safety is paramount, some emotional /psychological discomfort may be expected as a natural part of any growth and educational process. The terms “safe space” and “safety” should therefore be used judiciously when referring to the quality of environments intended to foster open expression, honesty and trust.

# ALPHABETICAL DIRECTORY OF RESOURCES

## ACADEMIC ADVISING

Graduate Academic Advising | Each Graduate Program's Main Office  
Undergraduate Academic Advising | Wulsin Hall, 2<sup>nd</sup> Floor | [ugadvising@naropa.edu](mailto:ugadvising@naropa.edu)  
MyNaropa: <https://naropa.sharepoint.com/sites/Advising>

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 My Naropa, the University wide resource hub for students, staff and faculty.

## ACADEMIC COACHING PROGRAM

Wulsin Hall, 2<sup>nd</sup> Floor (Learning Commons) | 303-546-3576

MyNaropa: <https://naropa.sharepoint.com/sites/AcademicCoachingProgram>

Scheduler Link: <https://naropauniversitiescheduler.as.me/>

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

The Academic Coaching Program (ACP) offers free, personalized, strengths-based academic coaching for students seeking proactive support to successfully achieve their academic goals. Staffed by experienced Graduate Students, ACP strives to foster a co-creative and inclusive environment where students and coaches can engage openly about the source of academic challenges and support students in creating meaningful, self-authored, and achievable academic goals.

ACP provides specific tools and strategies to resource students as they work toward improving their academic experience and performance. Delivery modalities of these resources include 1:1 sessions, workshops, co-working, and online tools. Coaches offer coaching sessions on campus as well as online.

Academic Coaching is available to all current Naropa students: undergraduate, graduate, and low-residency students. To connect with ACP, please email the program or schedule directly via the University Scheduler link (<https://naropauniversitiescheduler.as.me/>).



## ACADEMIC POLICY AND COURSE CATALOG

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

The Naropa University Course Catalog contains admissions and financial aid information, academic policies, a complete directory of course offerings, and requirements for all undergraduate and graduate programs. The Catalog is issued annually for the full academic year (fall, spring and summer semesters). The [current Course Catalog](#) and an [archive](#) of prior-year Catalogs are available online.

### CLASS ATTENDANCE AND PARTICIPATION

Class attendance and participation are required and are 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 guidelines in the syllabus at the beginning of the course; it is the students' responsibility to abide by syllabus guidelines for each course. Some departments may have attendance requirements for majors that are made available 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. Students requiring accommodations for classroom attendance beyond allowances provided for in course syllabi should contact the Office of Accessibility Resources.

See [Academic Honesty](#) for related policy.

## ACCESSIBILITY RESOURCES

Office of Accessibility Resources  
Wulsin Hall, 2<sup>nd</sup> Floor | 303-245-4749  
[disability@naropa.edu](mailto:disability@naropa.edu)

In compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, the Office of Accessibility Resources (OAR), located in Student Affairs, coordinates the university's efforts to provide full access to educational, cultural and other programs sponsored by the university for qualified students with disabilities. The university is committed to providing services to assure an accessible environment for students with disabilities. The coordinator of accessibility resources, whose office is located in the department of Student Affairs will discuss concerns about disabilities and evaluate eligibility for auxiliary aids and academic accommodations for all qualified Naropa students. Students in internship programs may also discuss their needs with OAR.

A student with a disability must make their needs known to the Coordinator of Accessibility 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 qualified documentation, including a structured intake interview.

See [Americans with Disabilities Act and Accommodations](#) for related policy.

## BOOKSTORE

Boulder Bookstore | 303-447-2074  
1107 Pearl St. Boulder, CO 80302

<http://www.boulderbookstore.net/>

The Boulder Bookstore is a good place to check out for books for many of your courses. Here you can purchase textbooks (both new and used) for many of your classes. Their used book department buys back textbooks at the end of the semester. Using the Boulder Bookstore is a convenient way to obtain textbooks and supports a valuable local business.

## **BUSINESS SERVICE CENTER**

Weekdays: 9:00am–5:00pm (Hours may be limited when classes are not in session.)  
303-546-5299 | [copyroom@naropa.edu](mailto:copyroom@naropa.edu)

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. The BSC accepts cash, checks, or credit. Please share your feedback about the BSC with the BSC manager.

### **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.

### **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.

## **CAFÉ**

Arapahoe Campus, Sycamore Pavilion

The Little Lama Café offers wholesome, healthy meals to nourish the body as well as the spirit. It provides a wide range of mostly vegetarian, homemade dishes, desserts, pastries, chai, coffee, and other beverages.

Café hours can be found on MyNaropa. The Café is closed during intersession, holidays and winter break.

## **COMMUNICATION AND NEWS**

**Naropa Weekly:** The Naropa Weekly is an e-newsletter you will receive in your student email approximately every week during the academic year. It includes a listing of upcoming internal events as well as on-going student group meetings, contemplative practices, and wellness offerings compiled by the Division of Mission, Culture, and Inclusive Community. Events are updated continuously so stay tuned for all the latest offerings both on campus and in the virtual sphere. If you are hosting a Naropa community event and want your details publicized please email the name of the event, date(s), start and end time, location, contact, pictures, and a brief description to [announcements@naropa.edu](mailto:announcements@naropa.edu).

**Email:** Naropa University will NOT send a stand-alone email to the student listserv about your event or to make any other announcements that are not deemed essential. Your event will simply be added to the listing in the Naropa Weekly and to the Naropa events calendar in myNaropa.

**Events Calendar:** The events calendar on MyNaropa is another way to find out about events scheduled for the semester.

**Facebook:** You might also visit or post your event on one of the many Naropa-affiliated Facebook groups or pages, such as Naropa Events, Naropa Radical Justice Warriors, or SUN: Student Union of Naropa.

**Bulletin Boards:** There are bulletin boards on the Arapahoe campus in Sycamore Hall for academic departments, housing services, items for sale, event postings, and more. A Student Success staff member on the 2<sup>nd</sup> floor of Wulsin Hall must stamp all notices before they are posted. Most other bulletin boards on this campus are designated for Naropa only events and offerings. Please do not post on these boards or on any walls or doors. Help us maintain a pleasant and clean campus. The Paramita campus has bulletin boards in the café area. Students, staff, and faculty may post items on these boards, but postings not related to Naropa events will be removed. 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.

## CAREER DEVELOPMENT

Office of Career & Life Development  
Upaya Cottage, south side, Arapahoe Campus  
[cd@naropa.edu](mailto:cd@naropa.edu)

Schedule an appointment by going to our SharePoint page by clicking [here](#)

The Career and Life Development Team are excited to support you on your journey. Whether you need assistance in uncovering your purpose, breathing life into dreams, navigating transition, or apply your degree to the world outside of Naropa our office is here to partner with you.

Naropa University offers FREE unlimited career advising services for our current students and alumna. We offer 5 appointments for individuals currently on a leave of absence. Below are some of the areas we can support you with:

- Career Exploration / Major Exploration (assessments are available)
- Uncovering your core values, beliefs and strengths
- Savvy Job Search Strategies

- Resume and Cover Letter development
- Insider Interviewing Skills
- Graduate school preparation
- Entrepreneurial ventures
- Life Direction & Contemplation

We also support students carrying out clinical placements / field placements / internships by offering individual appointments and orientations. We work very closely and collaboratively with our community partners to offer rich placements to students. We are continually creating new partnerships in students' local areas, so please reach out if you have questions or would like support.

Please Visit <https://naropa.sharepoint.com/sites/OfficeofCareerLifeDevelopment> for an updated list of our workshops and presentations.

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.

## **NAROPA'S LUNAR NEW YEAR CELEBRATION**

Naropa's Lunar New Year Celebration honors the Tibetan Lunar New Year that occurs in late February or early March each year. Naropa celebrates this ancient tradition from an ecumenical and non-sectarian values that are 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. Naropa's Lunar New Year Celebration is an opportunity for you to reconnect to your; 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. Naropa's Lunar New Year is celebrated with a community midday program.

## **CHILD CARE**

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](mailto: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](mailto: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.

Boulder County Department of Housing & Human Services has a webpage dedicated to Child Care Resources that offers tips and provides helpful links.

<https://www.bouldercounty.org/families/pregnancy/child-care/referrals/>.

They also have a Resource Directory for Single Parents at <http://bcn.boulder.co.us/pss/spd.html>

See [Children and Babies in the Classroom](#) for related policy.

## **WEEKLY BELOVED COMMUNITY GATHERINGS**

Beloved Community Gatherings take place each Wednesday of the semester from noon-1:30 and feature a variety of programs such as Town Hall meetings and workshops, intended to provide

opportunities for exchange and integration of Naropa's core values: Contemplation, Diversity & Inclusion, Sustainability, and the Arts. The Division of Mission, Culture, and Inclusive Community hosts these events in collaboration with various student, staff and faculty representatives to curate and offer a calendar of offerings that focus on interactive community-building, celebration, skill-development, and more! These events are listed in the Naropa weekly newsletter, and the Campus Life event calendar on MyNaropa. Other inquiries regarding Community Gatherings should be directed to MCIC@naropa.edu.

## COMPUTER AND COPIER ACCESS

IT Help Desk | [helpdesk@naropa.edu](mailto:helpdesk@naropa.edu)

Use of university computers is subject to the [Computer Systems Policy](#). 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 the Nalanda Campus Library and Lab space. PCs run Windows 10, and Macs are running OS High Sierra. Students may log onto lab computers and copiers using the following:

Username: Your Naropa Username

Password: Your Naropa Password

There are computer labs on each campus. Computers are equipped with the Microsoft Office Suite for PC and Mac, as well as graphics software and media players; some computers have headphones. Each lab offers black-and-white copying and printing. CDs can be burned at all labs. The computer lab hours may change depending on the time of the year. The labs are closed during Naropa-observed holidays and for Practice Day.

### STUDENT EMAIL

Every degree-seeking student is issued a student email account, which under university policy must serve as the primary means of communication to and from all university departments and offices. Students are responsible for checking their student email regularly. Students are accountable for knowing information disseminated to their student email account and responding in a timely fashion. Optional listservs are available for individual interests, employment and scholarship information, social activities, student government and community events, and information for student parents.

### STUDENT WIRELESS ACCESS

Wireless access is available to all current students at all Naropa locations, including the Arapahoe, Nalanda, and Paramita campuses, and the residence halls. Systems supported include any device running Windows 10, Mac OS Yosemite 10.10 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 residence halls also have wireless support for non-802.1x compliant devices (which includes gaming consoles, 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 residence halls.

### COPIERS

Use of Naropa copiers—for printing, copying, scanning and faxing—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.

### ***Report a Lost and Stolen Card***

The cardholder is responsible for all use prior to when the card has been reported. All cards reported lost or stolen will require the cardholder to come to Student Success in Wulsin Hall to have a new card reissued. You can also report your card lost or stolen via email: [tashi@naropa.edu](mailto:tashi@naropa.edu).

### ***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.

## **CONFLICT RESOLUTION**

### **303-245-4741 - [conflictres@naropa.edu](mailto:conflictres@naropa.edu)**

Naropa's Restorative Community Institute and Community Repair and Support Team (CReST) provides facilitation, coaching, coordination and training in conflict resolution, restorative practices, power dynamics, and inclusive community. If you are having interpersonal difficulties, conflict with another student or Naropa community member, you can contact the office for support. You can get more information and submit a request for support here:

<https://naropa.sharepoint.com/sites/RestorativeCommunity>

The Inclusive Community Manager oversees the Community Repair and Support Team (CReST). CReST is a trained university collective of volunteer staff, faculty and students that supports the community in building, maintaining and repairing relationships. In support of efforts towards cultural transformation, CReST utilizes a contemplative, collaborative, integrated, anti-oppression and restorative practices framework to support community-conscious responses to conflict, complaints, and formal grievances. The team also proactively builds collaborative opportunities for giving and receiving feedback, building connection and increasing the community's capacity for having difficult conversations. In reports of discrimination and bias, CReST is available to assist and support community members through informal and formal processes.

## **CONSCIOUSNESS LABORATORY**

303-546-3521 | [nucl@naropa.edu](mailto: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.

## NAROPA STUDENT COUNSELING CENTER

T: 303-245-4630 E: [studentcounselingcen@naropa.edu](mailto:studentcounselingcen@naropa.edu)

**Location:** 2111 Building across from the Arapahoe Campus (first floor, west entrance)

**Business Hours:** 9:00am-5:00pm weekdays; Closed from 12:00pm-1:00pm daily

**Closed during school holidays, breaks, and Thursdays 9-2:30 for training activities and staff meetings. Staffing in summer is limited.**

### Services

NSCC offers in person individual and group counseling, as well as outreach and education on a variety of mental health and well-being topics. We offer support for the typical challenges students face including: navigating relationships, managing stress, academic and other anxiety, identity development, depression, sexuality, body image, transitions and change, existential issues, grief and loss, and cultural identity. Our services are covered by student fees.

Students seeking ongoing counseling sessions begin the process by emailing or calling the center, confirming they are local, filling out our initial paperwork, and meeting with a counselor for a 20-minute consultation to help us determine whether our services are right for them. Students whose needs fall within our scope then meet with a counselor who conducts a 60-minute intake/ history taking session to better understand what the student is experiencing, after which they can begin weekly sessions.

### Our Staff

We are a small university counseling team and training center, staffed by interns and a couple of post master's counselors who are trained as broad generalists. Our interns are from other local schools (non-Naropa) and are supervised by licensed clinicians. Interns participate in our comprehensive Masters Training Program and are an important part of our student service delivery model. Core Counseling Staff also provide counseling, consultation, wellness outreach and education programming, training, leadership, and clinical supervision within the university community.

### Confidentiality and Dual Relationships

Counselors maintain confidentiality within the normal limits and exceptions of counseling. Exceptions include when there is threat of harm to self or others, grave disability, or other mandatory reporting requirements.

To respect and maintain professional boundaries we take care to assure that clients are treated by counselors with whom they do not have pre-existing collegial, professional, personal, or other relationships. Please discuss any questions or concerns around confidentiality or dual relationships with us directly.

### Limits of Center and Referrals

Our services are designed to support student success and development. Like most university counseling centers, NSCC has a high demand for services and we are unable to respond to all of the



mental health needs our students may want or need. We provide sessions by appointment only, and after students complete paperwork and intake processes.

We do not provide the specialized or ongoing counseling care that some students want or need. When a student's need surpasses the scope of our center, we offer referral assistance to help students get set up with licensed providers or local agencies who can provide a better match for what they are working with.

Some of our limitations include:

- We are unable to provide documentation to fulfill graduate counseling students' experiential counseling requirements.
- We are unable to provide in-house psychiatric evaluation or services including prescribing medication or medication management.
- We are unable to provide psychological, educational, or disability testing, and emotional support animal documentation.
- We cannot provide 24-7 Crisis response, intensive outpatient, inpatient, or other specialized services.
- We are unable to fulfill mandatory counseling requirements.
- Students whose needs fall outside of our area of expertise will be referred to outside specialized providers including: those who have significant or ongoing struggles with mental health such as active addiction(s), eating disorder(s), unmedicated bi-polar, schizophrenia, active psychosis, PTSD, personality disorder(s), or other complex needs.
- We are unable to provide counseling to students who live out of state.

If you want help pursuing a local counselor, longer term counseling support, or other specialized care that we do not provide, please let us know and we can help you get connected to the appropriate referrals.

**For the most current information** about the services and offerings the Naropa Student Counseling Center provides please visit the Student Counseling Center's sharepoint page @ <https://naropa.sharepoint.com/sites/StudentCounselingCenter>

**Students may also contact Naropa's telehealth provider, Christie Connect, 24/7/365 for in-the-moment support or referrals for community-based resourcing. Christie Connect can be reached by calling 833-434-1217. Additional information is available on the [Naropa Christie Connect website](#).**

### **Naropa Community Counseling Center**

Students who have Medicaid or who wish to pay for sliding scale services can pursue counseling at the Naropa Community Counseling Center in South Boulder. These counseling services are delivered by unlicensed counselors and have a limited scope of service. NCC is open year-round and holds evening hours.

## COVID-19 INFORMATION AND COMMUNITY CARE COVENANT

COVID-19 has taught us that we are a vitally interdependent community. We are responsible for striving to keep ourselves and our peers and fellow community members safe, especially in the age of COVID-19. As a member of the Naropa community, students have the responsibility to adhere to all University, city, county, state, and/or national social/physical distancing, self-isolation, and quarantine guidance and requirements concerning COVID-19, such as physical distancing, wearing of masks or other protective coverings over their mouth and nose, etc. Naropa University requires all students to provide proof of vaccination in order to participate in any Naropa sponsored activities in person. This includes participation in classes, events, retreats, field trips, as well as living in residential spaces. Students seeking an exception to this requirement must have applied for the same and the granting of an exception enables students to participate in Naropa sponsored activities remotely. Students found to be in violation of the vaccination policy will be referred to the Associate Dean of Students.

Naropa University has developed protocols and policies for students' learning and activities both on and off of its campuses. These protocols and policies include guidelines for students, faculty and staff to support Naropa's efforts to maintain a safe and healthy campus environment. These policies may be found at [www.naropa.edu/coronavirus](http://www.naropa.edu/coronavirus).

Our protocols will be updated from time to time based on evolving guidance and directives from the State of Colorado and the CDC. We will notify you of these updates and will post them on our website. Failure to adhere to these protocols will be considered a violation of the Code of Conduct and may result in discipline, to include removal from campuses.

For more information on testing, quarantine, and isolation policies and practices please visit [www.naropa.edu/coronavirus](http://www.naropa.edu/coronavirus).

As a student participating in Naropa University sponsored academic and co-curricular activities you affirm that you understand the University's approach to on-campus learning during the COVID-19 pandemic. You understand that Naropa cannot guarantee your health or immunity from infection. You understand that there are risks of exposure to the virus from symptomatic and asymptomatic carriers. You recognize that the risks of exposure to COVID-19 include sharing space with others and engaging in interpersonal communications. You assume the risks associated with being at Naropa University including the risk of exposure to COVID-19. You affirm your obligation to cooperate in making the campus reasonably safe, and consent to attending all university activities.

## DIVERSITY

**Mission, Culture and Inclusive Community |**  
[Mission & Inclusive Community - Home \(sharepoint.com\)](#)

Naropa University maintains a strong commitment to diversity in all 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 screenings, workshops, community dialogues, gatherings and anti-oppression trainings. Students are encouraged to join student affinity and support organizations.

JEDI concerns can be reported here: [Naropa Reporting Form \(maxient.com\)](#)

MCIC supports Diversity efforts by supporting and engaging with:

- Justice, Equity, Diversity & Inclusion (JEDI) Strategic Planning
- Inclusive Community - Racial Affinity Groups
- JEDI Ambassadors
- Community Repair & Support Team (CReST)

## HEALTH

### HEALTH INSURANCE

Student Health Insurance Plan | 303-546-3592

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 by filling out the online waiver by the posted deadline.

### MEDICAL AND DENTAL REFERRALS

303-546-3562

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

### SUBSTANCE ABUSE HELP

Many students at Naropa are interested in sobriety and substance use harm reduction lifestyles. Naropa has various student interest groups each year and offers sober living housing. Staff and faculty provide substance use programming and education throughout the school year. The Naropa Student Counseling Center keeps current listings of local twelve-step groups and other local agencies and counselors that offer support services.

## HOUSING

### DIRECTOR OF CAMPUS AND RESIDENTIAL LIFE

303-546-3549 | [Housing@naropa.edu](mailto:Housing@naropa.edu) or [staylor@naropa.edu](mailto:staylor@naropa.edu)

The Director for Campus and Residential Life oversees the daily operations of Snow Lion and 2333 Arapahoe 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.

### *Resident Assistants*

Resident Assistants develop, implement and promote educational and social programs for student awareness and interaction. They assist with administration and the development of goals for the residential

educational experience and work to promote communities of respect, inclusivity and restoration as well as to ensure that students are safe.

## **RESIDENCE LIFE AT SNOW LION APARTMENTS AND 2333 ARAPAHOE RESIDENCE HALL**

### ***On-Campus Housing Requirement***

All students twenty years of age and younger who have completed fewer than 30 hours of transferable, postsecondary school credit are encouraged to live in university housing for their first two semesters.

### ***Snow Lion***

Each unit is a one or two-bedroom apartment, including a kitchen, full bath, dining area, and living room. In general, students should expect that there will be four students per two-bedroom apartment. Each 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.

Please be aware that the majority of our available beds in Snow Lion are in shared bedroom spaces where two students share a bedroom.

### ***2333 Arapahoe***

2333 Arapahoe is a communal, cooperative housing experience. There are a mix of private, one person and shared, two person rooms. Each room has its own bathroom. This residence hall houses a large state of the art communal kitchen with a dining area, lounging area, and lockers for each student. The complex includes a limited number of free parking spots, indoor and outdoor bike racks, a laundry room, wireless internet and a programming/community space. It is located approximately two blocks from the Arapahoe campus.

Please be aware that the majority of spaces in 2333 Arapahoe are shared, two person rooms.

### ***Alcohol, Marijuana, and Other Drugs***

All on-campus residential areas are drug and alcohol free, including marijuana, regardless of age, medical licensure, or other circumstances. Students should not possess, use, be under the influence of, distribute, or sell alcohol, marijuana, or other drugs on University property or at University sponsored events.

The Office of Campus and Residential 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 Residence Hall Handbook of Terms and Conditions, and the Housing Contract 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. Some options for students looking for off-campus housing are [www.4stay.com](http://www.4stay.com), [www.apartments.com](http://www.apartments.com), [www.housinghelpers.com](http://www.housinghelpers.com), and the [Boulder Creative Housing](#) Facebook page.

Students looking for roommates for on-campus housing or off-campus housing are encouraged to utilize the [Virtual Roommate Mixer](#) on MyNaropa.

## INSTITUTIONAL REVIEW BOARDS

Institutional Review Boards (IRBs) are federally mandated panels that review research conducted by organizations in the US to assure compliance with regulations designed to protect study participants, also called human subjects. If you do research with human subjects, it is important that you read and familiarize yourself with these IRB requirements. All faculty, staff, and students at Naropa University who do research with human subjects need to understand and follow the guidelines. See MyNaropa for [Naropa University IRB](#) process and policy.

## INTERNATIONAL STUDENTS

### COORDINATOR OF INTERNATIONAL STUDENT/SCHOLAR SERVICES

303-546-3592 | [international@naropa.edu](mailto:international@naropa.edu)

This office of the Coordinator of International Student/Scholar Services is open primarily to students with F-1 or J-1 student status. However, services and support are also available to any student from another country, whether a dual citizen or permanent resident of the United States who is having cultural or adjustment concerns of any kind.

### 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 at [Study In the States](#).

### Travel and Re-Entry

It is extremely important to obtain a travel signature on page two 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, 2<sup>nd</sup> Floor | 303-546-3535

The Learning Commons (TLC) is an alliance of campus resources that 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 Coaching Program
- Accessibility Resources
- International Students and Scholars
- Student & Campus Life
- Naropa Writing Center
- Student Success

## LIBRARIES, NAROPA UNIVERSITY

303-546-3507 | [library@naropa.edu](mailto:library@naropa.edu)

### **Hours and Locations**

Allen Ginsberg Library, Arapahoe Campus  
Monday-Thursday, 8am-7pm  
Friday, 8am-5pm  
Saturday-Sunday, 1-5pm

Nalanda Arts Library, Nalanda Campus  
Monday-Thursday, 8:30am-5pm  
Friday, 8:30am-1pm  
Closed Saturday and Sunday  
Paramita Library, Paramita Campus  
Monday-Thursday, 8:30am-6pm  
Friday, 8:30am-1pm  
Closed Saturday and Sunday

Naropa University Libraries serve Naropa students, faculty and staff at all campuses. Information resources available include print and electronic reserve materials for courses, research support, online databases, interlibrary loan service, and vouchers for CU-Boulder's Norlin Library.

Visit the website for lending policies and more information:

<http://www.naropa.edu/academics/ginsberg-library/>

**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](mailto:library@naropa.edu).

**RETURNING LIBRARY MATERIALS:** Items may be returned either to the circulation desk or to the drop box outside each library. (Note: Items on reserve and AV equipment must be returned to the circulation desk at the library from which they were checked out when the library is open.)

**CONDUCT:** In the library, students are expected to follow the university's code of conduct and view of right action. Additionally, shoes must always be worn in the library and pets are not allowed. Use of service animals as protected by the ADA are welcome.

**TECHNOLOGY:** Questions about personal technology, non-library Naropa accounts, access to Naropa computers, and classroom technology should be referred to the IT department at [helpdesk@naropa.edu](mailto:helpdesk@naropa.edu).

**RESEARCH:** Librarians at Naropa offer research appointments. If you need assistance with your research including finding resources and navigating the library, please reach out to [library@naropa.edu](mailto:library@naropa.edu).

## **LOST AND FOUND**

303-245-4723

All lost and found items collected on the Arapahoe Campus will be kept in the Safety and Facilities office located to the East of the Pavilion parking lot at 2130 Arapahoe Ave. At the Nalanda Campus, 6287 Arapahoe Ave, lost and found items will be returned to the front desk near the gallery/Atrium entrance. All high value items will be relocated by facilities staff to a secure facilities location. Please call the Facilities Office Manager, at the above-listed number, if you need any assistance in collecting or locating a lost item.

## 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](http://my.naropa.edu) (log in and then click “personal info” at the bottom of any page).

## MEDITATION AND MINDFULNESS PRACTICE

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

### 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. Maitri Room access is restricted to students currently enrolled in specific courses.

### MEDITATION HALLS

Naropa University houses five meditation halls (one on each academic campus, one at Snow Lion Residence Hall, and one at 2333 Residence Hall). 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. Access to certain meditation halls is maintained by the contemplative practice coordinator.

### 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 Director of Contemplative Practices & Traditions 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 Director of Contemplative Practices & Traditions 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.

## **PARKING**

Naropa University's Arapahoe Campus employs a managed parking system. All 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 are required at all Naropa lots. Arapahoe campus, due to its limited parking spaces, is the only campus where you must pay to park. Nalanda campus permits are free but required. Snow lion & 2333 permits are free but exclusive to residents. Obtaining a parking permit does not guarantee you a parking space, thus it is always advisable to arrive early if possible or use alternative transportation.

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: \$100 per semester

Single-day permit: \$3 each

Bulk-Day permit: \$20 (1 day/ week); \$40 (2 day/ week); \$60 (3 day/ week) \$80 (4 day/ week)

Visitor permits can be obtained from the Transportation Office.

### **TOWING AND BOOTING**

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 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.

## PERFORMANCE AREAS AND EVENTS SPACES

### PERFORMING ARTS CENTER

Events Director | 303-546-3593

The Performing Arts Center (PAC) hosts various events and performances by university faculty, students, and visiting artists. Performances and special events are scheduled by academic departments and 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

Naropa's Multitrack Digital Recording Studio (Nalanda Campus) gives students the chance to learn how to use recording equipment for creative and professional purposes and develop an understanding of the basic principles of acoustics and electronics as they pertain to sound transmission and recording. Independent use of the space requires successful completion of MUS280: Recording Studio I.

### REHEARSAL SPACES

Rehearsal, performance and presentation space is available on all three campuses. When the studios are not being used for classes or events, they may be available for student rehearsals.

Please see [Recording Studio and Rehearsal Spaces Policies](#) and [Use of University Property](#) for full details and policies governing the use of campus spaces.

## RECREATIONAL SERVICES

(303) 546-3549/ [staylor@naropa.edu](mailto:staylor@naropa.edu)

**Boulder Recreation Centers** Naropa University has a discounted rate of \$175/semester for students with Boulder Parks & Recreation. The Boulder Rec Center passes include UNLIMITED USE of our three state-of-the-art recreation centers around Boulder: •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). Admission to Boulder Reservoir and Spruce pool is also included. For more information, please contact Maxen Jones at [jonesma@bouldercolorado.gov](mailto:jonesma@bouldercolorado.gov)

**Colorado Athletic Club** Naropa University has access to special rates at Colorado Athletic Club-Boulder. Individual monthly dues are \$127, Student/Young Professional (under 30 yrs old) dues are \$99, Couple/Dual dues are \$194. For other promotions or more information, please contact Lucinda at (303) 501-1700 x403.

### 24 Hour Fitness

### Crunch Boulder

## **SAFETY AND FACILITIES**

Campus Safety Office | 303-245-4686  
Safety and Facilities Helpline | 720-309-8211

The Department of Safety and Facilities is responsible for all aspects of the university's physical plant and encompasses maintenance, landscape, custodial crew and campus safety. 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 distributes parking passes and collects payment for parking tickets. (See the Transportation section.)

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:

- Text messages to cell phones
- Email to Naropa addresses
- Emergency updates on the Naropa home page at [my.naropa.edu](http://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 Emergency Notification System alerts Naropa community members via text and email 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.

## **URGENT MEDICAL CARE**

Emergency: 911; 9-911 from Naropa phones

For 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 47<sup>th</sup> 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.

Below is a list of all urgent care centers near Naropa.

- 1. Concentra Urgent Care**

Hours: 8:00AM – 5:00PM

Address: 3300 28<sup>th</sup> St, Boulder, CO 80301

Phone: (303) 541-9090

- 2. Mountain Urgent Care**

Hours: 8:00AM – 7:00PM

Address: 4800 Baseline Rd #106, Boulder, CO 80303

Phone: (303) 499-4800

- 3. Boulder Medical Center Urgent Care**

Hours: 8:00AM – 7:00PM

Address: 2750 Broadway #100, Boulder, CO 80304  
Phone: (303) 440-3000

*In the event of a medical emergency, all Naropa faculty and staff are required to call 911. Faculty and staff are not authorized to administer medication or to provide emergency medical care.*

## **FIRST AID**

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.

## **BUILDING HOURS AND ACCESS**

### ***Building Hours During the Semester***

Monday–Friday 7:30 a.m. – 10:00 p.m.

Saturday & Sunday 7:30 a.m. – 10:00 p.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 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 should reference MyNaropa. 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.

See [Use of University Property](#) for related policy.

## **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 MyNaropa 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).

### **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.

## **STUDENT ACTIVITIES, ENGAGEMENT & INVOLVEMENT**

### **DIRECTOR OF CAMPUS AND RESIDENTIAL LIFE**

303-546-3549 | [staylor@naropa.edu](mailto:staylor@naropa.edu)

### **REGISTERED STUDENT ORGANIZATIONS**

Student groups are student-led organizations that are officially recognized by the Office of Campus & Residential Life and our Student Union of Naropa (SUN). Registered student groups have the ability to request Student Activity Fee money to support their activities and community offerings.

Joining a student group, or starting a new one, is a powerful way to build community, engage in activities or practices that you enjoy, and develop a variety of skills, such as time-management, event coordination, organizing, and leadership.

If you are interested in starting or re-igniting a student group but missed the Student Group Orientation meeting, please contact Stephan Taylor at [staylor@naropa.edu](mailto:staylor@naropa.edu) or SUN at [sunofficers@naropa.edu](mailto:sunofficers@naropa.edu) to set up a meeting.

To see a current list of student groups, visit the [Student Groups and Organizations page](#) on MyNaropa. As new student groups are formed and old ones are reactivated, the current list of them, along with a contact email, will be included in the Naropa Weekly e-newsletter that you receive via email.

### **STUDENT EVENTS**

The Naropa Weekly, sent to your student email every week, includes a listing of upcoming events for the week. There is also an events calendar on the present on the [MyNaropa Student Homepage](#) and on the [Student Groups and Organizations](#) page on MyNaropa.

If you or a student organization you are a member of would like to have an event advertised on the events calendar, please email the Director of Campus & Residential Life at [staylor@naropa.edu](mailto:staylor@naropa.edu).

## **STUDENT UNION OF NAROPA (SUN)**

[sunofficers@naropa.edu](mailto:sunofficers@naropa.edu) | <https://naropa.sharepoint.com/sites/StudentUnionofNaropa>

SUN is a student run organization that operates within Naropa University for the benefit of the student body as a whole. Over the years, SUN has been influential in the creation of university policy, serving as a liaison between students and the university regarding advocacy, budget decisions, and more. SUN works to empower students by providing the opportunity to engage in meaningful work. SUN is comprised of 9 student representatives, including 2 Co-Chairs, a Student Trustee, Treasurer, Program Liaison, Events Coordinator, Communication, Student Group Coordinator, and Policy, Advocacy and Diversity. SUN uses student activity fees to host events and fund student groups, uses a democratic voting process to make decisions, works as the advocacy force for students, and holds weekly meetings open to all students in the SUN office in the Pamela Krasney Pavilion/Sycamore Hall.

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 is also 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

## **DIVISION OF DEVELOPMENT, ENROLLMENT, AND STUDENT SUCCESS (DESS)**

### **OFFICE OF THE DEAN OF STUDENTS**

**DESS and the Office of the Dean of Students | 303-245-4662**

The Division of Development, Enrollment, and Student Success 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 Vice-President for Development, Enrollment, and Student Success along with the Office of the Dean of Students supervises and oversees the various student affairs functional areas, including: campus and residential life, career development, the student counseling center, accessibility resources, veteran services, student conduct, international student and scholar services, student wellness, Title IX, parent and family relations, new student orientation, alumna relations, and development. The Dean of Students is the primary student conduct officer for the university and can also be an excellent first point of contact for students who are seeking grounding, navigating challenges, and setting goals.

Located in the Wulsin Building, the Office of Student Success and Office of the Dean of Students promote 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. These offices include in their 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 Vice-President of Development, Enrollment, and Student Success supervises these areas 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 THE DEAN OF STUDENTS OFFICE**

As students orient to life at Naropa, questions and problems may arise from time to time. The function of the Office of the Dean of Students is to assist students in whatever way possible with their concerns. Please contact the Dean of Students or Student Success staff for help. Student Success 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, computer labs, spiritual life, counseling referrals, accessibility resources, first aid, graduation, health insurance, housing, international student assistance, lost and found, volunteering, orientation, student housing, student leadership, student organizations, diversity issues, and student government (contact Student Success for more information.)

One of the main functions of Student Success 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 Success staff can help students discover its offerings.

## **DEVELOPMENT, ENROLLMENT, AND STUDENT SUCCESS LEADERSHIP**

Please refer to the respective sections in the Student Handbook for each of the offices below.

- Vice-President of Development, Enrollment, and Student Success
- Dean of Students
- Title IX Coordinator
- Senior Director of Counseling and Wellness
- Director of Campus and Residential Life
- Senior Interim Director of Marketing
- Senior Director of Admissions
- Senior Director of Advising
- Director of Strategic Initiatives
- Accessibility Services Coordinator
- International Students and Scholars Services Coordinator

## **STUDENT IDENTIFICATION CARDS (IDS)**

303-546-3562

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 all doors on campus buildings, including residence halls. If students lose their ID card, they should visit Student Success to have their ID card reissued.

## **SUSTAINABILITY**

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

At Naropa, we view sustainability as rooted in humanity. Our field of awareness, compassion and kindness expands from the individual to encompass all life and life-giving systems. Sustainability, then, is the daily practice that ensures the current and future needs of the global community are met, while honoring the interconnectedness between all beings and phenomena. Our commitment cuts across boundaries of discipline and philosophy, and strives for a society founded on earth-based systems, 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, food and water security, climate neutrality, and 100% renewable energy. Our commitment to 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**

### ***Naropa Sustainability Council***

The Naropa Sustainability council is a student-run organization focused on radical innovation and practical action for sustainability initiatives at Naropa. 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). 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. Let's build a Nega-watt power plant together! Sustainability Day is our annual event highlighting the daily practice of social, economic and ecological sustainability. Through game-play, sharing, resources and challenges, we celebrate our continued path toward a more sustainable, resilient future.
- Earth Justice Day – spring semester. Ecological justice is social justice. Each year, Naropa hosts "Earth Justice Day", where students, staff, faculty and the wider Boulder community come together and enjoy workshops, performances and a resource fair that illuminate the inextricable relationship between environmental justice and social justice issues, and live into a more socially-inclusive and ecologically-aware institution.

## **ALTERNATIVE TRANSPORTATION**

Naropa University strives to set an example by modeling a cleaner and healthier future that serves our values with integrity and honor. We provide opportunities to access more sustainable transportation options in numerous ways, so you can meet your transportation needs easily, every day. Additionally, Naropa University's Arapahoe Campus has limited parking; therefore, students, staff, and faculty are encouraged not to drive to campus.

Recognizing the positive effects of public transportation, Naropa University provides mass transit bus passes, as well as free bike-sharing passes to all faculty, staff, and students. Moreover, students are encouraged to make use of the Naropa Bike Shack Build-a-Bike program as well as eGo car-sharing, carpooling and permit sharing.

Boulder and the surrounding Front Range have extensive bus and bicycle commuter systems. The combination of bus and bike routes makes it easy to commute without a car while attending Naropa University. Our most effective 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.

### ***RTD CollegePass***

[www.rtd-denver.com](http://www.rtd-denver.com) | 303-229-6000

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](http://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 online. For student bus pass questions and summer student bus passes, contact Student Affairs. For questions regarding specific bus routes, contact RTD.

### ***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](http://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 dozens of Boulder B-Cycle stations 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](http://boulder.bcycle.com/naropa).

### ***Naropa Bike Shack***

[Naropa.edu/bikeshack](http://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](http://Naropa.edu/bikeshack) for updated hours or email [naropacycles@naropa.edu](mailto:naropacycles@naropa.edu) to schedule your first visit. 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](http://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.

## TITLE IX COORDINATOR | [TITLEIX@NAROPA.EDU](mailto:TITLEIX@NAROPA.EDU)

Karishma Kamath, Title IX Coordinator  
<http://www.naropa.edu/gender-equity>

The Title IX Coordinator coordinates the University's compliance with Title IX, including prevention and remediation of sex and gender discrimination, sexual assault, dating violence, domestic violence and stalking. If you or someone you know has experienced any form of gender discrimination, sexual harassment, sexual assault, intimate partner violence, stalking, or other forms of sexual misconduct, please report to the Title IX Coordinator immediately. All faculty and staff are required to immediately report to the Title IX Coordinator any instance of these behaviors that they have observed, been informed of, or suspect to be occurring.

### **GENDER EQUITY, SEXUAL MISCONDUCT & RELATIONSHIP VIOLENCE**

Naropa 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, including but not limited to, sexual harassment, sexual assault, dating violence, domestic violence, and stalking 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 [www.naropa.edu/gender-equity](http://www.naropa.edu/gender-equity)

Please contact the Title IX Coordinator to report a claim through [The Gender Equity, Sexual Misconduct and Relationship Violence Policy and Procedures](#) ("Gender Equity policy").

## WORK-STUDY AND STUDENT EMPLOYMENT

### **Student Employment Opportunities**

The federal College Work-Study Program (CWSP), Colorado Work-Study (COWS), and Naropa Student Employment Program (NSEP) are collectively referred to as "Student Employment" 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. COWS is a state funded work program available to qualifying Colorado residents. 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 some type of student employment awarded as part of your financial aid package. Students who have not been awarded student employment may request a secondary review to determine possible eligibility, based on available funds. You must also be a degree-seeking student to be eligible for student employment. If you are a first-time work-study student, you must submit a New Hire paperwork packet within three days of your first day of work, including proper I-9 identification showing employment eligibility. These documents are required by federal law. You must submit the documents (and a Student 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

Naropa Writing Center  
Wulsin Hall, 2<sup>nd</sup> floor | 303-245-4606  
[nwc@naropa.edu](mailto:nwc@naropa.edu)

Appointments: [naropa.mywconline.com](http://naropa.mywconline.com)

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.

# ADDITIONAL POLICIES AND STATEMENTS

## ACADEMIC HONESTY 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 integrity of the community as a whole. Academic standards are necessary for fulfilling the University's mission, as well as its motto: Transform Yourself, Transform the World. 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 and in any work performed in a particular course or course of study.

### ***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, examinations; taking an exam for another student, or buying or using a term paper;
- 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.

### ***Plagiarism***

Plagiarism is the presentation or use of another person's product, ideas, words, or data as one's own work. When a student submits work for credit that includes the product, ideas, words, or data of others, the source **must** be acknowledged and cited by the use of complete, accurate, and specific references, such as footnotes, endnotes utilizing APA, Chicago, MLA, or any of the reference styles requested by the instructor of the class. When a student places their name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments.

A student will be charged with plagiarism if there is not an acknowledgment of indebtedness. Acknowledgment must be made whenever

- One quotes another person's actual words or replicates part of another's product;
- One uses another person's ideas, opinions, work, data, or theories, even if they are completely paraphrased in one's own words;
- One borrows facts, statistics, or other illustrative materials, unless the information is common knowledge (already published in at least three other sources without citation).

### ***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.

### ***Making a Complaint***

A community 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, and the following appropriate person(s):

Suspected academic dishonesty in the case of a BA student/course should be forwarded to the Associate Deans of Naropa College for investigation.

Suspected academic dishonesty in the case of an MA/MFA student/course should be forwarded to the program chair, who will notify the student's academic advisor, and if applicable, the Dean of the Graduate School of Counseling and Psychology (GSCP).

Because academic dishonesty is a student conduct issue, the Dean of Students is notified. However, the Associate Deans of Naropa College (BA) or the program chair (MA/MFA) is charged with overseeing the investigation. In the case of repeated or more serious violations of academic dishonesty, the case may be referred to the Chief Academic Officer who will make a recommendation back to appropriate official.

### ***Investigation***

In the event of plagiarism in a BA course, the Associate Deans of Naropa College will investigate the alleged academic dishonesty. Whereas in the event of plagiarism in a MA/MFA course, the program chair overseeing the impacted course shall investigate the alleged academic dishonesty. The investigation shall include reviewing the evidence produced by the community member, interviewing the respondent, reviewing materials produced by the responding party and interviewing any witnesses identified by either the community member or the respondent. The investigation shall conclude with a written report determining whether or not academic dishonesty has occurred and the nature of the offense, which will be sent to the Dean of Students.

### ***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 of Students 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.

## **AMERICANS WITH DISABILITIES ACT AND ACCOMMODATIONS**

### **DISABILITIES UNDER HIGHER EDUCATION LAW**

Under the Americans with Disabilities Act Amendments Act (ADA, 2008) and Section 504 of the Rehabilitation Act (1973), an individual with a disability is a person with a physical or mental impairment that substantially limits one or more major life activities. To establish disability status, students must submit documentation that meets Naropa University guidelines specific to his or her condition and demonstrates the individual meets the above definition.

Disability laws define a person with a disability as an individual who:

- has a mental or physical impairment that substantially limits one or more major life activities; or
- has a record of such impairment; or
- is regarded as having such an impairment.

The determination that a condition is a disability depends on whether the impairment substantially limits one or more major life activities and must be assessed by examining the extent, duration, and impact of the impairment. A major life activity is an everyday activity that an average person can perform with little or no difficulty.

Persons who do not have disabilities but who are treated in a discriminatory manner because they are "regarded as" having a disability are also protected by disability laws.

To ensure equal access and opportunity, Naropa will continue to make determinations regarding reasonable and effective accommodations on an individualized basis after reviewing disability documentation and meeting with the student to discuss their access needs.

### **DECISION-MAKING ABOUT REASONABLE ACCOMMODATIONS**

Reasonable accommodations are modifications to a course, service, policy, procedure, activity, or facility that provide an individual with a disability an equitable opportunity to obtain the same benefits and privileges available to an individual without a disability.

The university is obligated to make reasonable accommodations for known limitations of otherwise qualified individuals with disabilities. We are not obligated to provide accommodations that would alter the essential components of a course of study or accommodations that are unduly burdensome. Providing accommodations to ensure access is never done at the expense of the essential standards applied to all students.

The determination of appropriate, reasonable accommodations is made on an individual basis and should involve all relevant faculty and/or staff to ensure an understanding of the essential components of the activity and the individual needs of the student. The individual with a disability should be actively involved in the process and may be provided with his or her first choice of accommodation or an alternative effective accommodation determined by the university. Reasonable accommodations are determined by examining:

- the physical and/or programmatic barriers resulting from the interaction between the disability of the student and the course or program requirements or the campus environment;
- the possible accommodations that might remove the barriers;
- whether or not the student has equal access without accommodations;
- whether or not essential elements of the course, program of study, job, or activity will be fundamentally altered by the accommodations;
- whether the accommodations will result in an undue hardship for the university.

## **DOCUMENTATION**

Students who request disability services and accommodations must submit current and comprehensive disability documentation from a qualified practitioner. The Office of Accessibility Resources approves the use of disability services when a student has made a direct request for the use of disability services and has met Naropa's disability documentation guidelines. Naropa University's documentation guidelines were developed with guidance from the Association of Higher Education and Disability (AHEAD).

Recommendations for effective and reasonable disability accommodations are based on the functional limitations of a student's condition as documented by certified professionals. Faculty will be informed of a student's approved academic accommodations in an accommodation notification letter prepared by the Office of Accessibility Resources (OAR) and emailed to the instructor by OAR.

Students are responsible for providing disability documentation to OAR that supports any request for disability services.

## **DOCUMENTATION GUIDELINES**

The following guidelines are provided to assist the diagnostician in providing the required information. Documentation must be submitted by a physician, neurologist, psychiatrist, or other medical specialist. Documentation should include the names, titles, professional credentials, license number, addresses, and phone numbers of the evaluators as well as the date of the report.



- A clear statement of the medical diagnosis of the disability;
- Documentation for eligibility should be current, preferably within the last three years;
- A summary of assessment procedures and evaluation instruments used to make the diagnosis, including evaluation results and standardized scores if applicable;
- A description of present symptoms which meet the criteria for diagnosis;
- Medical information relating to the student's needs should include the impact of medication on the student's ability to meet the demands of the postsecondary environment;
- Suggestions of reasonable accommodations which might be appropriate at the postsecondary level. These recommendations should be supported by the diagnosis.

### **PROCESS FOR REQUESTING ACCOMMODATIONS**

Students requesting support services and/or reasonable accommodations from Naropa University are required to submit documentation of a disabling condition to verify eligibility under the Americans with Disabilities amendments Act, Section 504 of the Rehabilitation Act of 1973, and Accessibility Resources policies. The following process is required for all students requesting accommodations and services:

1. Submit a completed Online Application and Request for Accommodations and Services via this website: [Public Accommodation Request \(symlicity.com\)](http://symlicity.com)
2. Submit your documentation of disability via your application, email, or in-person.
3. Schedule an Intake Appointment with the Accessibility Resources Coordinator. The process and procedures for using any approved accommodations will be discussed during this meeting.
4. If approved for accommodations, you will be provided with a username and password for the Accessibility Resources Online System. You will need to enter your course numbers and select which accommodation requests you wish to receive. You must do this every semester. Accommodations will not automatically carry over each semester.
5. You and your professors will be sent a letter outlining your accommodations, via email.
6. After the letters have been received, you are encouraged to meet with each professor to discuss the arrangements for receiving your accommodations.

## **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 and recreational marijuana. These prohibitions cover any Naropa University property or Naropa owned/leased facility or as part of a Naropa activity, except at those events approved by the university to allow alcohol. 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.

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 residence halls. 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.

Possession of a valid and appropriately held Medical Marijuana Registry identification card does not authorize a Naropa University student or their 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. Despite the state of Colorado's legalization of marijuana, it is still a violation of federal law to be in possession of such substances. Furthermore, its effects on students on campus can be a detriment to those who may be in sobriety.

### ***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 sexual assault.

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.

### ***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.

### ***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 Student Counseling Center for a listing of community resources. The [Naropa University Student Counseling Center](#) can be accessed by emailing [studentcounselingcen@naropa.edu](mailto:studentcounselingcen@naropa.edu). Students may also contact Naropa's telehealth provider, Christie Connect, 24/7/365 for in-the-moment support or referrals for community-based resourcing. Christie Connect can be reached by calling **833-434-1217**. Additional information is available on the [Naropa Christie Connect website](#).

### ***Federal Legal Sanctions***

The possession, use, or distribution of illegal drugs is prohibited by federal law. There are strict penalties for drug convictions, including mandatory prison terms for many offenses. The following information, although not complete, is an overview of federal penalties for first convictions. All penalties are doubled for any subsequent drug conviction.

#### **A. Denial of Federal Benefits**

A federal drug conviction may result in the loss of federal benefits, including school loans, grants, scholarships, contracts, and licenses. Federal drug trafficking convictions may result in denial of federal benefits for up to five years for a first conviction. Federal drug convictions for possession may result in denial of federal benefits for up to one year for a first conviction and up to five years for subsequent convictions.

#### **B. Forfeiture of Personal Property and Real Estate**

Any person convicted of a federal drug offense punishable by more than one year in prison shall forfeit to the United States any personal or real property related to the violation, including houses, cars, and other personal belongings. A warrant of seizure is issued and property is seized at the time an individual is arrested on charges that may result in forfeiture.

#### **C. Federal Drug Trafficking Penalties**

Penalties for federal drug trafficking convictions vary according to the quantity of the controlled

substance involved in the transaction. The list below is a sample of the range and severity of federal penalties imposed for first convictions. Penalties for subsequent convictions are twice as severe. If death or serious bodily injury results from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces a mandatory life sentence and fines ranging up to \$8 million.

Persons convicted on federal charges of drug trafficking within 1,000 feet of a university (21 U.S.C. 845a) face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least one year.

#### **D. Federal Drug Possession Penalties**

Persons convicted on federal charges of possessing any controlled substance face penalties of up to one year in prison and a mandatory fine of no less than \$1,000 up to a maximum of \$100,000. Second convictions are punishable by not less than 15 days but not more than two years in prison and a minimum fine of \$2,500. Subsequent convictions are punishable by not less than 90 days but not more than three years in prison and a minimum fine of \$5,000.

#### ***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](http://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, counseling 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 within reason. In such cases, permission must be obtained from the instructor prior to the beginning of the class.

## 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 campuses.
- Access (including wireless) to MyNaropa, SharePoint, and the Internet.
- CANVAS, Zoom, and other remote learning and/or presentation platforms
- 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 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.

Every degree-seeking student is issued a student email account, which under university policy must serve as the primary means of communication to and from all university departments and offices. Students are responsible for checking their student email regularly.

### ***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 federal or state law, or the written policies and procedures of Naropa, in any way.
- Using Naropa resources for illegal or unethical activities (hacking, spam, DOS attacks, etc.)
- Using, 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. 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.

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, law enforcement agencies, in compliance with a warrant or subpoena, and may use 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.

### ***Access and Support***

Only active Naropa students may connect to, and use, Naropa's wireless network(s). This service is a privilege and may be restricted, denied, or revoked at any time. 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.

### ***SMS Communications***

In addition to emailed announcements, the university may send infrequent SMS ("text") message announcements and reminders to students using the cellular phone number on file. Students can update their contact information on MyNaropa. Students will generally be given the option to unsubscribe from the SMS announcements they receive, with the exception of the University Emergency Notification System, from which current community members cannot unsubscribe.

### ***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. These rules are subject to change.

## **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.

Cultural appropriation is a form of prohibited conduct and such behavior by students will be subject to review under the policies listed in this Handbook. Students who believe that a course, curriculum, university event or other university-sponsored activity is culturally appropriative are urged to speak with their faculty, the Senior Director of Mission, Culture & Inclusive Community, or the Restorative Community Institute. [You can also file a JEDI Concern report here.](#) Please see the Naropa Reporting Form page for information on the various reporting forms available to you.

## 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](http://my.naropa.edu), and the dual relationship policy is located in these documents.

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

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

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



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.

Current students in Graduate Assistantship or other employee roles may have dual relationship guidelines specific to the nature of their employment.

Students in the Graduate School of Counseling and Psychology should reference the GSCP Student Guidebook for dual relationship guidelines specific to their program.

## **MISSING STUDENT POLICY**

As stated in the Residence Hall Handbook, in the event that a Naropa University residential student is suspected to be missing, immediately contact the Residence Life and Student Housing office at 303-546-3549. All reports of missing students are immediately reported to the Associate Dean of Students and Safety and Facilities staff, who will initiate an investigation.

Each student living in Naropa student housing is required to provide a confidential contact person to be notified if the student is determined to be missing. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation will be allowed access to this information.

The Vice-President for Enrollment, Marketing, and Student Success (EMSS) and Associate Dean of Students will determine if law enforcement need to be alerted.

If safety and facilities and the Vice-President for EMSS, and Associate Dean of Students, do not close the missing student investigation in 24 hours or less, the Vice-President for EMSS, and Associate Dean of Students will initiate the following:

- For an un-emancipated minor: notify a custodial parent or guardian no later than 24 hours after the student is determined to be missing.
- For an independent adult or emancipated minor: notify the individual identified by the student as the missing student contact, and notify law enforcement no later than 24 hours after the student is determined to be missing. Even if a student has not registered a contact person, local law enforcement will be notified that the student is missing.
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## **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 (over 40), 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 as a student at Naropa you believe you have experienced discrimination based on your protected class status, you have rights to have the matter reviewed and resolved in accordance with Naropa University's Equal Opportunity, Anti-Harassment and Nondiscrimination Policy and Procedure .

Please report your concerns to the Office of the Dean of Students at [deanofstudentsoffice@naropa.edu](mailto:deanofstudentsoffice@naropa.edu) and/or to the Title IX Coordinator [titleix@@naropa.edu](mailto:titleix@@naropa.edu).

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 Executive Director of Risk Management and People Services at [jenna.langer@naropa.edu](mailto:jenna.langer@naropa.edu).

## OPEN FLAME POLICY

Due to the unique contemplative heritage and practices of the University, there are a variety of campus activities and locations that regularly burn lamps or candles. The burning of candles or lamps is to be confined to established shrines, in appropriate containers that do not allow for wax, fuel or flame to leave the container. Caution should be exercised in these approved locations. In particular, attention must be paid to fabric or clothing in the vicinity of the flame and any motion that may cause the container to tip over.

Under no circumstances should flames be left burning unattended. All other types of open flame are strictly prohibited, including any type of ritual fire, unless appropriate safety measures approved by campus safety are implemented. Any such approval shall be for a single event only and may require consultation with the Boulder Fire Department. Any questions regarding this policy should be directed to campus safety.

## RECORDING STUDIO AND REHEARSAL SPACES POLICIES

### RECORDING STUDIO

Use of Naropa's Multitrack Digital Recording Studio (Nalanda Campus) requires successful completion of MUS280: Recording Studio I and express permission from the Music Program.

### 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 the company contains Naropa students or alumni). If a Naropa student wants to rehearse on campus with non-students, the student must obtain permission from the Executive Director of Mission Integration & Student Affairs Office and waivers must be signed and returned by the non-students prior to the first use of Naropa rehearsal space. The following spaces are most suitable for rehearsals:

<b><i>Arapahoe Campus</i></b> Lincoln Studio: wood floor Shambhala Hall: carpet Lincoln Lecture Hall: carpet Lincoln 4130: carpet	<b><i>Nalanda Campus</i></b> New rehearsal and practice spaces are available. Contact program directly for more information.
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Lincoln 4140: sprung wood floor	9176: marly floor 9184: wood floor
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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 Office of Events and Naropa Safety & Facilities.

Students who wish to schedule rehearsal space as part of a registered student organization should contact the Director of Campus and Residential Life at [staylor@naropa.edu](mailto:staylor@naropa.edu).

Students who wish to schedule rehearsal space as part of a class project, academic performance, or other event for school should contact their faculty or the Academic Administrator for their school.

To schedule rehearsal space at Nalanda, please contact Registrar’s Office ([registration@naropa.edu](mailto:registration@naropa.edu)) for space availability inquiry no later than one week before your desired rehearsal date. Students may sign up for rehearsal time on a space-available basis for up to 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.

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
- Department-sponsored alumni events
- Staff
- All others with appropriate permissions and waivers

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, Registration, and Extended Studies reserve the right to cancel your rehearsal time at any time.

### **SERVICE ANIMAL POLICY**

Under Title III of the Americans with Disabilities Act Amendments Act of 2008 (ADA ), service animals are allowed to accompany persons with disabilities on the Naropa University campus. A service animal

must be trained to perform a specific task and that task must be directly related to provide a service for the person's disability. 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 Accessibility Resources Coordinator at [mhinojosa@naropa.edu](mailto:mhinojosa@naropa.edu) or 303- 245-4749.

## PET POLICY

The following rules apply on Naropa University campuses regarding 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.

Violations of the Naropa pet policy will result in outreach from the Dean of Students Office and possible referral through the student accountability process.

## USE OF UNIVERSITY PROPERTY

Naropa University is private property. By utilizing university property, students consent to all provisions of the policies outlined in the Student Handbook, and agree to comply with all terms and conditions set forth herein, as well as all other applicable university policies, regulations, and procedures, as well as with applicable local, state, and federal laws and regulations. The university reserves the right to ask any individual to leave the premises at any time.

At Nalanda, there are 12 classrooms with restricted electronic access, including music and art studios. Access to these spaces will be limited to students actively taking classes in those rooms. Student ID cards will be activated to give appropriate access. All additional requests to use those spaces must be submitted in writing through the student's email account to the appropriate staff or faculty member and the assistant director of campus safety.

Students who are on a leave of absence, have taken an incomplete, or otherwise need access to a specialized space in order to complete their schoolwork must obtain permission from the program chair and the Dean of Students Office. The Office of Campus Safety and Facilities is not authorized to grant access for such students without express permission from the program chair and/or the Dean of Students office.

# 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.

### RESOLVING ACADEMIC ISSUES

When a student registers for and attends a course, the overall experience will likely prove positive, but this doesn't mean that every aspect of the course will be fun or easy. As a part of the educational design, a Naropa course may be challenging both personally and intellectually (*see statement on Safety, Discomfort and Educational Process*). Should some extraordinary difficulty with a particular course or instructor present itself—such as conflict around academic expectations, grading, attendance, classroom dynamics and etiquette—students should first seek to resolve the issue with the instructor, then with the relevant department chair. Students may also find it helpful to consult with their academic advisor for guidance and support.

Additional information regarding academic policy is outlined in the University Course Catalog. Issues involving accessibility should be directed to the Accessibility Resource Coordinator. As outlined in the preceding sections regarding the code of conduct, behavioral issues are the purview of the Dean of Students office.

### CONFLICTS INVOLVING FACULTY OR STAFF

As a student we want you to feel empowered to address any issues you may have with faculty or staff. We provide a series of training opportunities for expanding your capacity to engage in difficult conversations which you can access through Student Affairs. If you are experiencing interpersonal or academic difficulties, the first step is always to directly seek clarification and resolution with the relevant faculty or staff member. If you are unable to reach resolution with that person, you may contact the staff member's relevant supervisor. If you need support in addressing the issue or the issue remains unresolved, you can then speak to the Associate Director of Conflict Resolution & Inclusive Community, who may provide further guidance.

Staff and faculty are empowered to address student misconduct that occurs in their office or classroom, including referral to the student conduct process to address violations of Prohibited Conduct, and are accountable to all university policies for staff and faculty.

If a conflict or breach of policies involves a staff or faculty member, the Dean of Students or the Inclusive Community Manager will assist students in ensuring that the student's complaint is directed to the appropriate individuals (such as Academic Affairs, school Deans, Conflict Resolution, or Human Resources) based on the parties involved and following established procedures. In certain cases this may involve following Student-to-Faculty Grievance Procedures, which provides steps for informal conflict resolution, mediation and formal submission of a grievance.

## ***Resolving Administrative Issues***

Dean of Students Office

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

The Naropa University Dean of Students's office is responsible for the administration of the Student Code of Conduct and the procedures that ensure student conduct integrity. The Director's office is committed to the philosophy and methodologies of restorative practices and social justice in addressing conflict and conduct concerns, when feasible. The intention in all circumstances is to assess impacts, repair harm, and use conflict as an opportunity for growth. The Dean of Students has the ability to appoint delegate(s) or convene committees as part of the student conduct processes as they deem necessary, provided that the delegate(s) and committee members are trained or experienced in Naropa adjudication procedures and do not have a conflict of interest.

### ***CARE (Students of Concern) and Threat Assessment Teams***

Student well-being is supported by the Care / Students of Concern and Threat Assessment Teams, which work in collaboration with the Dean of Students. The CARE/Students of Concern Team (SOC) is comprised of representatives from the following offices: Student Affairs, Safety and Facilities, Counseling, Residence Life, President's Office, and Academic Advising. The CARE team works in close collaboration with university services to ensure that our students are effectively resourced and offered support. The CARE team meets weekly to review ongoing situations of concern and relevant policy.

The Threat Assessment Team is comprised of relevant University leadership and is convened as and when necessary to help determine University response to threatening situations.

While these teams support the Dean of Students, they remain separate from the Code of Conduct process. Enforcement of the Code of Conduct ultimately rests with the Dean of Students office.

## **CODE OF CONDUCT: APPLICABILITY**

The Student Code of Conduct is applicable to actions of all university students occurring on all university premises and within all university-sponsored/related activities and facilities, including Naropa University student housing, class sessions, study abroad, retreats and all other educational and co-curricular 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 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, including oneself;
- 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 caused disorder or breaches the peace; and/or
- d. the behavior is detrimental to the mission, operations, and/or interests of the university.

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

- A. Gender discrimination, Sexual Misconduct and Relationship Violence. For cases involving alleged gender discrimination, including but not limited to claims of sexual harassment and sexual assault, the associate director for conflict resolution and Title IX coordinator will initiate the process outlined in the Equal Opportunity, Anti-harassment and Nondiscrimination Policy and Procedure.
- B. Protected Class Discrimination. Individuals who believe that they have been discriminated against based on their protected class status may seek a resolution through the complaint procedures adopted as part of the Equal Opportunity, Anti-harassment and Nondiscrimination Policy and Procedure.
- C. Plagiarism or academic dishonesty. Cases involving allegations of plagiarism or academic dishonesty shall be handled using the process outlined in the Academic Dishonesty Policy.

Allegations of separate violations of the Code of Conduct that surface during the resolution processes for the above-listed exceptions may, at the sole discretion of the Dean of Students give rise to adjudication of the alleged behaviors under the Code of Conduct.

## **CODE OF CONDUCT: STUDENT RESPONSIBILITIES**

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. Students, student organizations, and their respective guests are responsible for knowing and behaving consistently with the student code of conduct and all applicable laws.

### **General Provisions**

- a) Students who assist others in violating any 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, 2333 Arapahoe or 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 in a residence hall 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.



## CODE OF CONDUCT: PROHIBITED ACTS

The following constitute breaches of the Code of Conduct and will result in disciplinary action.

### 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 individual's 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 behavior is defined as someone having or creating an effect or impact that is hostile, intimidating or demeaning.
- 4) Any conduct or action which impacts the normal function of the university. This can be in the classroom, residence hall, or any university owned or leased property or off-campus threat to the community.
- 5) Any act of retaliation.
- 6) 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. (See Equal Opportunity, Anti-harassment and Nondiscrimination Policy and Procedure.).
- 7) Cultural Appropriation (See Cultural Appropriation).
- 8) Any actual or threatened non-consensual sexual act.
- 9) Nudity and photographing nude pictures on campus is prohibited. This includes outdoors on all campus grounds and inside all campus buildings, including the public spaces in the residence halls. Permitted exceptions to this rule include classroom requirements. Other exceptions must be submitted in a timely manner prior to occurrence for review and written approval by the Title IX Coordinator and appropriate program/event oversight. Although the term public nudity is not specifically mentioned in the sexual harassment policy, it is considered physical conduct which could have the purpose or effect of creating an intimidating, hostile or offensive environment, and as such could have disciplinary consequences for those involved.
- 10) Stalking.
- 11) Relationship Violence, Dating Violence or Domestic Abuse.
- 12) Sexual harassment, violence and/or gender discrimination not covered within the Equal Opportunity, Anti-harassment and Nondiscrimination Policy and Procedures.
- 13) Attempting to cause or causing physical harm or placing another in fear of physical harm.
- 14) 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.

- 15) Plagiarism, cheating, or academic dishonesty of any kind (See Academic Dishonesty).
- 16) 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.

### **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 are not 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) Access to the roof of any campus building is not permitted. This includes residence halls, classrooms or administrative buildings.
- 6) The unauthorized theft, stealing, taking, misappropriation, possession, retention, damage or disposal of any property owned or maintained by the University, another student, a person attending a university sponsored event or any other person; or the unauthorized taking or use of any University owned or contracted service.
- 7) Knowingly purchasing or using false pretenses to procure money, property or services.
- 8) 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. (See also Alcohol and Other Drugs Policy and Statement.)

#### **Alcohol:**

- 1) Possession, sale, or use of alcoholic beverages on campus or at off-campus events sponsored by the university. 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, 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.
- 5) Purchasing, furnishing or serving alcohol to an underage person.

- 6) Being intoxicated to the degree that state law mandates being taken into custody.
- 7) Creating, offering or engaging in drinking games and other behaviors designed for being intoxicated through the use of alcohol.
- 8) Being under the influence of alcohol, as supported by evidence through actions and/or results of field sobriety tests.

**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.)
- 5) Being under the influence of illegal or controlled substances as demonstrated by actions and/or other evidence.

**SUSPECTED ALCOHOL OR OTHER DRUG USE**

If the university suspects or receives reports of alcohol or other drug use on campus, university property or during Naropa programs and events, the Office of Student Conduct may initiate an investigation for possible conduct violation.

**STUDENT AMNESTY FOR ALCOHOL AND DRUG EMERGENCIES**

Alcohol poisoning and drug overdose are serious and life-threatening medical emergencies. Students may encounter this type of emergency during their time at Naropa. Sometimes students are afraid to seek emergency medical care when alcohol poisoning or drug overdose is suspected because they do not want to get themselves or others in trouble. In order to encourage students to seek emergency medical care, the University has instituted the Student Amnesty for Alcohol and Drug Emergencies policy.

***What is Student Amnesty for Alcohol and Drug Emergencies?***

Amnesty means current Naropa students can avoid formal University disciplinary action and the creation of a formal disciplinary record when they call for help for an alcohol or drug-related medical emergency.

Student Amnesty for Alcohol and Drug Emergencies applies in the case of the following:

- Possession of alcohol or drugs by a minor (Minor in Possession)
- Unauthorized possession or use of alcohol or drugs on campus
- Consumption of alcohol by a minor (Minor in Consumption)
- Use of drugs
- Intoxication as the result of using alcohol (including Public Intoxication)

***Who is it for?***

Amnesty may be granted to the Naropa student(s) calling for help, as well as the student who is experiencing the medical emergency

### ***Who grants amnesty?***

The Office of Student Conduct deems students appropriate for amnesty when they are referred for alcohol- and drug-related incidents.

### ***How does it work?***

- CALL: Call 911 immediately when you see the signs of alcohol poisoning or drug overdose.
- STAY: Stay with the person.
- HELP: Gently turn the person on their side to facilitate breathing and avoid choking should the person vomit.
- ANSWER: Cooperate with all emergency personnel and Naropa's administration.

### ***After the Incident***

1. Students will be referred to the Office of Student Conduct and will be evaluated for amnesty.
2. Students eligible for amnesty may be required to participate in an educational component and may be referred for an individual consultation, however they will not face formal disciplinary action. Students who decline or fail to attend the educational component or fail to comply with the counselor's recommendations will become subject to formal disciplinary action.

### ***There are limitations to this policy, and inclusion is not automatic.***

In order for amnesty to apply, a student(s) must follow the above-mentioned steps.

However, Amnesty may not apply to repeated incidents or egregious medical emergencies. This amnesty does not preclude disciplinary action for other violations of applicable policies, including but not limited, to the University Gender Equity, Sexual Misconduct and Relationship Violence Policy and Procedures, and other serious violations of the Student Conduct Code (e.g. physical/emotional abuse, distribution of alcohol or drugs, hazing, theft, weapons, etc.).

A failure to seek assistance for a member of our community in medical need may have serious and lasting consequences for that individual. In such circumstances, a student or Recognized Student Group/Organization's failure to seek appropriate assistance, hazing activities, efforts to disrupt attempts to seek appropriate medical assistance for someone reasonably known to be in need of medical assistance may constitute a violation of the Student Conduct Code.

As a student or student organization with additional responsibilities to external entities or various University departments this Amnesty does not preclude further action in response to misconduct.

### **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 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 public.
- 7) Failure to evacuate any building during a fire alarm.

### **CONDUCT PERTAINING TO COMPUTER SYSTEMS AND ACCESS**

- 2) Failure to comply with the university Computer Systems Policy, including unauthorized use of university computers and any violation of computer rules or email policies.
- 3) Violation of the university's privacy and recording policies.

### **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 housing 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 Housing contract agreement is valid for the entire academic year.) In the event that university housing 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. The unauthorized theft, stealing, taking, misappropriation, possession, retention, damage or disposal of any property owned or maintained by the University, another student, a person attending a University sponsored event or any other person; or the unauthorized taking or use of any University owned or contracted service.
  - 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. Examples of animals allowed are service animals.
- m. No Smoking in apartments/rooms on premises owned or leased by the university. Residents with balcony rooms may NOT smoke on the balconies even with the room door closed.
- n. No smoking is allowed within 25 feet of any residence hall. The rights of a non-smoker supersede the rights of a smoker. Additionally, residents are not allowed to use devices of any kind, including vaporizers and hookahs, to smoke any substance.
- o. 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.
- p. Failure to respond to a summons (verbal or written) from a housing staff member or other Naropa staff official.
- q. Violation of guest policy (including winter, Thanksgiving, or spring break vacation housing guest policies).
- r. Refusing entry to Naropa University staff authorized to conduct health and safety inspections, repairs, or perform an authorized search (see Search and Seizure policies in Housing contract Agreement).
- s. Violations of the terms and conditions in the Housing contract lease agreement or policies and procedures prescribed in the Residence Life Terms and Conditions Handbook or the Naropa University Student Handbook.
- t. 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: PROCEDURES

Not all actions and behaviors are subject to the Code of Conduct (see [Applicability](#)).

### 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 in University housing, the Director of Student Housing may also receive reports. If for any reason you are uncomfortable reporting the claim to any of these individuals, please report your claim to the Executive Director of Mission Integration & Student Affairs.

### 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 via email and through the Care Team/Students of Concern portal on MyNaropa. Referrals to the student conduct process should be sent to the Dean of Students, and include: information regarding the person accused of violating the Code of Conduct (the responding party), the alleged violation(s) and/or behaviors in question; a summary of the incident(s) including date, time and location; and preferably contact information for all parties involved. 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.

## **CONFIDENTIALITY**

If the party referring the alleged violation of the Code of Conduct to the Dean of Students requests confidentiality (i.e. that their identity not be disclosed to the respondent), 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*.

## **CONDUCT PROCESS**

The appropriate course(s) of action required to resolve alleged conduct issues will be determined at the sole discretion of the Dean of Students Office. The following avenues are available to resolve an alleged violation of the Code of Conduct:

- A. Restorative Process
- B. Formal Administrative Adjudication

## **COMMENCEMENT OF PROCEEDINGS**

Upon receiving a complaint or referral against a student, the Dean of Students will

1. Schedule an initial inquiry meeting with the Reporting Party and review the allegations to decide whether the allegations, if true, are a violation of the Code of Conduct.
2. If the Dean of Students/Conduct Officer determines the allegations, if true, would constitute a violation of the Code of Conduct, the Dean of Students shall then present appropriate options for resolution to the Reporting Party, as determined by the Dean of Students. Options, which may include:
  - 2.1. Restorative Process (all parties must voluntarily consent to participate to move forward with a Restorative Process).
    - 2.1.1. In some Restorative Processes, the Reporting party does not need to be present for the actual process. This will be at the discretion of the Dean of Students.
  - 2.2. Formal administrative adjudication
  - 2.3. Utilize non-adjudication supports and resources, both internal and external to the university
  - 2.4. Do nothing
3. The Reporting Party will have 3 business days to review and sign a Participation Election Form detailing their chosen method of resolution, which may include not proceeding with any process.
  - 3.1. In some cases, the university must proceed with an adjudication regardless of the resolution preference of the involved parties.
4. If the Dean of Students determines the allegations, if true, would *not* constitute a violation of the Code of Conduct, the Dean of Students shall then refer the case to the Associate Director of Conflict Resolution & Inclusive Community.
5. In cases where the Reporting Party opts to participate in a Restorative Process or a formal administrative adjudication process, the Dean of Students will then schedule an initial inquiry meeting with the Responding Party and review the allegations.
6. The Responding Party will be presented with a Participation Election Form outlining the appropriate options for resolution as determined by the Dean of Students. Options may include
  - 6.1. Restorative process (all parties must voluntarily consent to participate to move forward with a Restorative Process).

6.1.1. In some Restorative Processes, the Reporting party does not need to be present for the actual process. This will be at the discretion of the Dean of Students.

6.2. Formal administrative adjudication process

7. The Responding Party will have 3 business days to review and sign a Participation Election Form detailing their chosen method of resolution.

7.1. In some cases, the university must proceed with an adjudication regardless of the resolution preference of the involved parties.

8. Once the Dean of Students has collected the appropriate signed Participation Election Forms, the Director is solely responsible (or a designee in situations of a conflict of interest) for assigning the appropriate resolution process, if any, based on taking into consideration all of the factors of each individual case, the needs and safety of the larger community, the preferences of the core participants, and the criterion of restorative processes and the formal administrative adjudication process.

8.1. See the section "Restorative Procedures and Criterion for Student Conduct Process" for the Restorative Process

8.2. See the section "Formal Administrative Adjudication" for the respective procedures.

### *Restorative University Initiative*

At Naropa we take a "Restorative First" approach, meaning all cases will be reviewed for applicability to be resolved with restorative practices first, which is at the discretion of the Dean of Students

### *Restorative Process Applicability*

Under no circumstances will a Restorative Process be utilized for any allegations of criminal homicide: murder and non-negligent manslaughter, manslaughter by negligence, stalking, dating violence, domestic violence, intimate partner violence, robbery, and aggravated assault.

### *About Restorative Processes*

Restorative Practice is a community-based model of addressing violations of university and housing policies, and can also be utilized as a conflict resolution process if there is an interpersonal or community conflict. Restorative Practices seek a balance between support and accountability through creating opportunities to take active responsibility and repair harm caused by violations to the Naropa Code of Conduct, the university housing community standards, and other university policies.

### **Restorative Process**

At the sole discretion of the Dean of Students Office, Naropa may implement a Restorative Process to address alleged violations of the Code of Conduct. Results of a Restorative Process are not placed in a student's permanent conduct record. A Restorative Process within the Community Standards & Student Conduct Office is a procedure by which a facilitator(s) holds space for two or more parties who are in conflict with one another, and a policy is alleged to be violated. 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. Restorative Process is used when a potential violation of the Code of Conduct could potentially be resolved using informal means.

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



### ***Choosing a Restorative Process for Resolution***

Upon completion of a Restorative Process, and if applicable the associated Restorative Agreement, the case and complaint is considered closed, final, and will not be eligible for further adjudication. Completion means all conditions set forth by terms of the Process and Agreement(s) have been met, and attendance at meetings by the Responding Party have been confirmed. Pursuance of further adjudication once the Restorative Process is closed by core participants or community members may be considered an act of retaliation and addressed under the Code of Conduct accordingly.

Once a Restorative Process has been the elected form of resolution by core participants, the election is irrevocable. The exceptions to the irrevocable nature of choosing a Restorative Process (resulting in a case being referred to the Formal Administrative Adjudication) include the following scenarios:

- the Responding Party rescinds responsibility in the incident(s).
- the Responding Party is absent from the scheduled Restorative Practice without providing notice of an emergency or significant unforeseen circumstance to the facilitator in a timely fashion. In the case of absence, the Dean of Students will decide whether a single reschedule is permitted on emergency case basis only. A Restorative Process will not be rescheduled more than one time.
- the Responding Party is 15 minutes or more late to the scheduled Restorative Practice. In the case of tardiness of 15 minutes or more, the Dean of Students will decide whether a single reschedule is permitted on emergency case basis only. A Restorative Process will not be rescheduled more than one time.
- the Responding Party does not fulfill the terms of the Restorative Agreement.
- the Responding Party engages in further conduct violations prior to the Restorative Process taking place, and at the discretion of the Dean of Students.
- further information is presented during the pre-conferencing and scheduling phase of a Restorative Process that indicates a wider threat to an individual (self/others), further policies have been violated that would make the situation in-eligible for a Restorative Process, or at the discretion of the Dean of Students.
- Any other situation that the Dean of Students determines would be inappropriate for a Restorative Process.

If a Reporting Party elects a Restorative Process, then chooses to not participate, the Restorative Process will proceed. In this case, a Reporting Party may choose to submit an impact statement to be read on their behalf by a surrogate at the Restorative Process. In any case, if a Reporting Party or other stakeholder is not present for the Restorative Process, they forfeit their right to know the proceedings of the Restorative Process.

### ***Restorative Process Referral***

If an alleged offense is deemed eligible for a Restorative Process, it will be referred to the Dean of Students facilitate the Restorative Process ("Facilitator"); in some Restorative Processes, a co-facilitator may be necessary. The Facilitator will contact all parties, per the Commencement of Proceedings, above to determine Restorative Process applicability and consent.

If the case is appropriate for, and all parties consent to participate in a Restorative Process, the Facilitator will then move forward with initiating the appropriate process.

### *Restorative Procedures and Criterion for Student Conduct Process*

#### 1. Restorative Inquiry - RI

- **Description:** Initial meeting with reporting and responding parties involving a student conduct issue
- **Criteria:** All Student Conduct Cases
- **What Happens:**
  - Reporting party (if one) receives an email to schedule the RI. Included with this email is a link to potential policy that is violated, to the Restorative Inquiry Questionnaire (requested to completed prior to the RI) as well as a link to the Restorative University page that describes restorative approach.
  - RI is scheduled to occur within 10 business days of the email
    - Review questionnaire (If incomplete, fill out together)
    - Determine harms and impacts
    - Review for eligibility for Restorative Process
    - Participation Election Form is reviewed
      - Review options for repair
        - Restorative options - if Responding party and/or Reporting party is taking responsibility and if the case is applicable for a restorative process
        - Adjudication process - if no responsibility is taken or if case is beyond the scope of restorative practices
    - Q&A
    - Reporting party is given 2 business days to review, sign and return the Participation Election Form
      - If the Reporting Party does not sign a Participation Agreement within 2 business days, the default decision by the university will be to either A) do nothings or B) proceed with either a Restorative Process or Administrative Adjudication. This is at the discretion of the Dean of Students, or designee.
  - Responding Party receives an email to schedule the RI. Included with this email is a link to potential policy that is violated, to the Restorative Inquiry Questionnaire (requested to completed prior to the RI) as well as a link to the Restorative University page that describes restorative approach.
  - RI is scheduled to occur within 10 business days of the email
    - Review questionnaire (If incomplete, fill out together)
    - Determine if they are taking responsibility
    - Determine eligibility for Restorative Process
    - Participation Election Form is reviewed
      - Review options for repair
        - Restorative options - if taking responsibility and if the case is applicable

- Adjudication process - if no responsibility or if case is beyond the scope of restorative practices
    - Q&A
    - Reporting party is given 2 business days hours to review, sign and return the Participation Election Form
    - If the Responding Party does not sign a Participation Election Form within 2 business days, the default pathway for resolution will be a formal Administrative Adjudication because a Restorative Process must be voluntary and elected into.
    - Director of Student Conduct initiates the appropriate process (restorative or adjudication - see processes below)
2. Support and Responsibility Conversation - SRC
- **Description:** One-on-one conversation between conduct officer and responding party.
  - **Criteria:** When the reporting party does not wish to participate or there is no victim and a CAB is not possible or applicable.
  - **What Happens:**
    - Responding party takes responsibility
    - Responding party agrees to participate in restorative conduct process and signs Participation Election Form
    - The scheduling of the SRC happens within 10 business days of the signed Participation Election Form.
    - Responding party participates in SRC within 30 days of the Participation Election Form signature date
      - One-on-one meeting with conduct officer
      - Re-stating or reviewing what they are taking responsibility for
      - Establish who has been harmed (self, others, community)
      - Review strengths of the Responding Party (utilized in making the agreement)
      - Brainstorm of ideas for repair
      - Create reparative agreement and deadline for the agreement (must be within 90 days\*)
      - Email is sent to the Responding Party with a copy of the reparative agreement and a link for a restorative process feedback form
      - Director of Student Conduct will track agreement completion
        - If agreement not completed or Responding Party fails to attend the SRC, the case will be referred to adjudication
3. Restorative Conversation - RC
- **Description: a one-on-one facilitated conversation between core participants**
  - **Criteria:** When a single reporting party and a single responding party are involved in a conflict and wish to resolve it together with the help of a facilitator.
  - **What Happens:**
    - Responding party takes responsibility
    - Responding party and the Reporting Party agree to participate in restorative conduct process and signs Participation Election Form

- The scheduling of the RC happens within 10 business days of the signed Participation Election Form.
- Responding party participates in RC within 45 days of the Participation Election Form signature date
  - One-on-one meeting with facilitator
  - Discussion of the incident
  - Re-stating or reviewing what core participants are taking responsibility for
  - Establish who has been harmed (self, others, community)
  - Review strengths of the Responding Party (utilized in making the agreement)
  - Brainstorm of ideas for repair
  - Create reparative agreement and deadline for agreement (must be within 90 days\*)
  - Email is sent to the Core Participants with a copy of the reparative agreement and a link for a restorative process feedback form
  - Director of Student Conduct will track agreement completion
    - If agreement not completed or the Responding Party fails to attend the RC, the case will be referred to adjudication.

#### 4. Community Group Conference - CGC

- **Description:** Formal restorative process that involves core participants and their support people, facilitator and co-facilitator as well community members (volunteers through CReST).
- **Criteria:** When there is clear responsible party(ies) and clear impacted party(ies) (no mutual responsibility between reporting and responding parties is evident) and there has been impact to the community
- **What Happens:**
  - Responding party takes responsibility
  - Responding party and Reporting party agree to participate in restorative conduct process and signs Participation Election Form
  - The scheduling of the CGC happens within 15 business days of the signed Participation Election Form.
    - The case is assigned to two trained restorative practices facilitators
    - One to three community members (depending on what is needed) from the CReST team are asked to participate
  - Responding and Reporting parties participate in CGC within 60 days of the Participation Election Form signature date
    - Core participants share their perspective on the incident
    - Responding party(ies) identify what they are taking responsibility for
    - Harms are identified (self, others, community)
    - Review strengths of the responding party(ies) (utilized in making the agreement)
    - Brainstorm of ideas for repair
    - Create reparative agreement(s) and deadline for agreement(s) (must be within 90 days\*)

- Restorative process feedback form is handed out to the process participants
- Email is sent to the Core Participants with a copy of the reparative agreement
- Director of Student Conduct will track agreement completion
  - If agreement is not completed by the deadline or the Responding Party fails to attend the CGC, their case will be referred to adjudication

#### 5. Mutual Responsibility Circle - MRC

- **Description:** Formal restorative process that involves core participants and their support people, facilitator, and co-facilitator as well community members (volunteers through CReST).
- **Criteria:** When core participants have mutual responsibility in an incident and there has been impact to the community
- **What Happens:**
  - Core participants take responsibility
  - Responding party(ies) and Reporting party(ies) agree to participate in restorative conduct process and signs Participation Election Form
  - The scheduling of the MRC happens within 15 business days of the signed Participation Election Form.
    - The case is assigned to two trained restorative practices facilitators
    - One to three community members (depending on what is needed) from the CReST team are asked to participate
  - Responding and Reporting parties participate in MRC within 60 days of the Participation Election Form signature date
    - Core participants share their perspective on the incident
    - Core participants identify what they are taking responsibility for
    - Harms are identified (self, others, community)
    - Review strengths of those responsible (utilized in making the agreement)
    - Brainstorm of ideas for repair
    - Create reparative agreement(s) and deadline for agreement(s) (must be within 90 days\*)
    - Director of Student Conduct will track agreement completion
      - If agreement is not completed or the Responding Party fails to attend the MRC, their case will be referred to adjudication

#### 6. Community Accountability Board - CAB

- **Description:** Formal restorative process that involves multiple responding parties from separate alcohol and drug-related cases along with a person who can speak to the impacts of Alcohol and other Drug use/misuse/abuse, community members and facilitator(s)
- **Criteria:** When a responding party takes responsibility in an alcohol and/or drug violation
- **What Happens:**
  - Responding party takes responsibility

- Responding party agrees to participate in restorative conduct process and signs Participation Election Form
- The scheduling of the CAB happens within 5 business days of the signed Participation Election Form.
  - The case is assigned to a scheduled CAB
  - A counselor and one to three community members (depending on what is needed) from the CReST team are asked to participate
- Responding party participates in CAB within 60 days of the Participation Election Form signature date
  - Responding parties share their story
  - Responding parties identify their responsibility
  - Harms are identified (self, others, community)
  - Review strengths of the responding parties (utilized in making the agreement)
  - Brainstorm of ideas for repair
  - Create separate reparative agreements and deadline for agreements (has to be within 90 days) for each Responding Party \*Additional mandatory agreement items are automatically included in AOD cases.
  - Director of Student Conduct will track agreement completion
    - If agreement is not completed or the Responding Party fails to attend the CAB, their case will be referred to adjudication

#### 7. Reintegration Circle or Conversation (RCOC)

- **Description:** A follow-up circle or conversation for any of the restorative processes listed above, as needed, in which all parties that met in the original restorative process meet again to discuss how the agreements that were originally made are going, to determine if any additional agreements need to be made, or to celebrate the completion of the agreement and mark the transition back into right relationship with the community.
- **Criteria:** When the facilitator(s) or the person monitoring the case (usually the Dean of Students) determines that follow-up is appropriate or if the Responsible Party is struggling to meet the agreements. Any of the participants of the original restorative process may request a RCOC.
- **What Happens:**
  - The Case Manager/Dean of Students may schedule a RCOC either prior to the written agreement due date or upon completion of the written agreement (depending on the reason for the RCOC). All of the original restorative process participants are invited.
  - For a RCOC to address surfacing challenges or obstacles to completing the agreement:
    - The agreement(s) are reviewed
    - The obstacles are discussed
    - Brainstorm of ideas for support and responsibility
    - Agreement revised if needed
    - Director of Student Conduct will track agreement completion

- If agreement is not completed or if the Responding Party fails to attend the RCOC, their case is referred for adjudication
- For a RCOC to celebrate the completion of an agreement or by the request of a core participant:
  - The agreement(s) are reviewed
  - Core participants share their experience, what was learned, what was repaired
  - Statement of reintegration by facilitator
  - Round of wishes/intentions for the future of core participants

#### 8. Circle of Support and Responsibility - CSR

- **Description:** A circle of stakeholders that meets more than once with the responding party over a period of time to provide support and empowerment toward active responsibility
- **Criteria:** When a responding party either has multiple violations/conflicts or requires a higher level of support than the other restorative processes can provide.
- **What Happens:**
  - Responding party takes responsibility
  - Responding party agrees to participate in restorative conduct process and signs Participation Election Form
  - With input from the Responding Party, the Dean of Students determines who the stakeholders will be in the CSR.
    - Two to four stakeholders (depending on what is needed) are asked to participate (in addition to the Responding Party and Dean of Students). At least one of the stakeholders must be a personal support person for the Responding Party (I.e. family member, friend, mentor, roommate, etc.). Other stakeholders might include an academic advisor, counselor, etc.
  - Members of the CSR each sign a stakeholder participation/commitment agreement and commit to meeting several times with the group
  - The scheduling of the first CSR happens within 30 days of the Responding Party's signed Participation Election Form.
  - The first CSR happens within 60 days of the Responding Party's Participation Election Form signature date
    - Facilitator utilizes CSR script
    - Responding Party discusses reported incident(s) and describes their circumstances to the stakeholders
    - Existing agreement(s) are reviewed
    - Obstacles are identified
    - Group (including Responding Party) explores the Responding Party's capacity to repair relationship with Naropa community and its members as well as maintain their student status
      - If it is determined that the Responding Party will remain in the community, the group will:
        - Brainstorm ideas for support and responsibility
        - Create agreement(s) and deadline for agreement(s)

- Director of Student Conduct will track agreement completion
          - If agreement is not completed or if the Responding Party fails to attend the CSR, their case is referred for adjudication
      - If it is determined that the Responding Party will not remain in the community, the group will:
        - Brainstorm ideas for supports and resources for exit from the community
        - Discuss the terms of possible reintegration
        - Group co-creates an exit plan for the Responding Party
        - Responding Party signs exit plan
    - Subsequent CSRs happen at a frequency determined by the group (minimum one additional CSR) and may continue throughout the Responding Party's enrollment at Naropa.
9. Reintegration Circle for Re-Entry (RCR)
- **Description:** A circle of stakeholders that meets with a Responding Party, who has been excluded from the community for safety or conduct reasons, to discuss the support and responsibility necessary for successful reintegration.
  - **Criteria:** When a responding party wishes to reintegrate back into the community after an exclusion event based on safety or conduct.
  - **What Happens:**
    - Facilitator utilizes RCR script
    - Responding Party discusses their path from exit to re-entry of the community
    - Group identifies potential obstacles to successful re-entry (round beginning with Responding Party)
    - Brainstorm of ideas for support and responsibility
      - Create agreement and deadline for agreement
      - Director of Student Conduct will track agreement completion
        - If agreement is not completed or if the Responding Party fails to attend the RCR, their case is referred for adjudication
    - Subsequent RCRs happen at a frequency determined by the group (minimum one additional RCR) and may continue throughout the Responding Party's enrollment at Naropa.

### ***Formal Administrative Adjudication***

At the discretion of the Dean of Students, Naropa may use a Formal Administrative Adjudication Process ("Adjudication") to address alleged violations of the Code of Conduct.

### ***Use of Formal Administrative Adjudication***

Alleged infractions of the Code of Conduct by a responding party may be handled by a Formal Administrative Adjudication in the following circumstances:

- In the event that the student does not accept responsibility for their actions
- There is a dispute regarding whether the alleged violation of policies occurred
- The responding party is not ready or willing to participate in a Restorative Process; or



- All other cases at the sole discretion of the Dean of Students office.

### *Administrative Adjudication Referral*

If an offense is deemed eligible for Formal Administrative Adjudication, it will be referred to a staff member designated as the adjudicating officer. The adjudicating officer will be the Dean of Students or a trained staff member selected by the Dean of Students who does not have a conflict of interest in the matter.

### *Administrative Adjudication Procedures for Student Conduct Process*

The Adjudication process shall:

- Send the Responding Party a Written Notice of Charge.
- Provide Responding Party five business days to set up a Formal Administrative Adjudication hearing with the adjudicating officer;
  - The hearing must occur within 30 business days of the Written Notice of Charge.
- The hearing will
  - Introduce the Responding Party's rights in the conduct process;
  - Articulate the alleged violations of the code of conduct;
  - Provide responding party an opportunity to present their perspective;
  - Provide responding party an opportunity to either admit to or refute the alleged violations;
- Within (30) thirty business days of the hearing date, the adjudicating officer will complete a thorough and robust investigation by gathering and evaluating all necessary evidence, witness interviews and statements, reporting party interviews and statements, responding party interviews and statements, and the hearing notes.
- Within (30) thirty business days of the hearing date, the adjudicating officer will make a determination of Responding Party responsibility based on a preponderance of evidence standard.
- If the Responding Party is found responsible for violating the policy, the adjudicating officer will recommend any sanctions, as appropriate, necessary to address the violation in the case that an affirmative responsible finding is reached; and
- In either case of a a responsible or not responsible finding, the adjudicating officer will produce a formal letter articulating the alleged violation, the finding of fact, any sanctions instituted, and the appeal process.

### *Findings from Formal Administrative Adjudication*

The Responding Party will have an opportunity to either admit to or refute the alleged violations of the Student Code of Conduct.

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

## **NOTICES TO RESPONDING PARTY**

Once the formal administrative adjudication process is initiated, the adjudicating officer will send the responding party a written notification via the student's Naropa email address within five business days.

The written notification will include:

- A description of the alleged acts.
- The policy(ies) that have allegedly been violated.
- The requirements for the responding party to set up a hearing with the adjudicating officer within five business days of the date of the notice. The hearing itself must take place within (30) business days of this written notification.

### ***Scheduling***

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

### ***No Contact Orders***

If the alleged violation involves a conduct offense pertaining to persons, the written notification may include a "no contact order" with the alleged victim. If a "no contact" order is detailed in the written notification, it is the responsibility of the responding party 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.

### ***Interim Suspension***

In certain circumstances, the Dean of Students, or a university Executive Director or Vice President may impose a university and/or residence hall interim suspension during the conduct process. An interim suspension may be imposed a) to ensure 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 responding party may be denied access to university housing, the campuses, and all other university property, activities or classes for which the responding party 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:

- The right to know the nature of the complaint, the evidence supporting the complaint, and the impact of their behavior on the residential community and/or Naropa community.
- The right to present their position to the adjudicating officer(s), including the ability to present pertinent and relevant witnesses and documentation.
- The right to understand the conduct procedures and the reasons for referral to Adjudication, Restorative Practices, or a Title IX investigation.
- The right to 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.
- Responding party shall receive notification and explanation of decisions, sanctions, as well as consequences for the responding party not completing a reparative agreement.
- 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 adjudication process.

### **STANDARD OF DECISION**

In order to find that a student has violated the Code of Conduct, the standard of decision used in an adjudication is preponderance of evidence. In other words, the Dean of Students or adjudicating officer must conclude it is more likely than not that the violation occurred.

### **PROCEEDINGS ARE CLOSED AND CONFIDENTIAL**

Adjudicative procedures and Restorative Processes 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 highly urged to maintain confidentiality so as to ensure that there is no re-victimizing, retaliation, or harassment of involved parties and breaches of confidentiality may be considered a violation of the Code of Conduct and may subject the individual breaching confidentiality to disciplinary action. Nothing in this section precludes participants from appropriate disclosures to legal counsel, medical or mental health providers, or designated advisors or advocates as outlined in accompanying policies and procedures.

### **SANCTIONS**

Once a violation of the Code of Conduct is identified, one or more of the following sanctions may be imposed (some of which are further defined in later sections):

- A.) Possible Sanctions the Dean of Students may impose a variety of sanctions as appropriate, which may include but are not limited to:
- a. A formal apology
  - b. A public presentation
  - c. A reflective essay or a research paper on a designated topic
  - d. A letter to the victim
  - e. Attendance at class(es) or lecture(s)
  - f. Attend SUN meeting(s)
  - g. Bulletin Board
  - h. Dean Hold
  - i. Delay or denial of degree
  - j. Disciplinary Hold
  - k. Expulsion
  - l. Letter of Disciplinary Warning
  - m. Mandatory Drug and alcohol education, referral or counseling
  - n. Mandatory Drug and alcohol evaluations, consultations, screenings, educational, or intervention programs with outside agencies, in-person or online
  - o. Mandatory Drug and alcohol testing, regular or random
  - p. Monetary fines
  - q. Naropa University Code of Conduct Reflection

- r. Psychiatric assessment
  - s. Reading books, watching videos, creating or attending a program
  - t. Residence Hall Reassignment or Termination
  - u. Restitution
  - v. Revocation of Degree
  - w. Suspension
- 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's assessment of risk, sanctions may also include: mandatory attendance at an 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 and are the responsibility of the Responding Party. 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.) Apology: The responding party may be asked to provide a verbal and/or written apology to any parties the responding party has impacted and/or harmed.
- D.) Behavioral Contract: may be implemented at any time by the Dean of Students. As a sanction, a behavioral contract outlines specific behavioral requirements that may include, but are not limited to, any of the other sanctions outlined here. Failure to fulfill the obligations of a behavioral contract may result in further sanctions.
- E.) Behavioral Probation: A trial period may be imposed during which the responding party's conduct is monitored. 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.)
- F.) 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 may take place in a specified department and in some cases fees, which are the responsibility of the responding party, may apply for these services.
- G.) Common Source Fine (possessing a "common source" containing 12+ servings of alcohol).
- H.) Dean Hold: placed by the Dean of Students or their designee, a Dean hold prohibits the student from registering from courses, obtaining transcripts, or fulfilling graduation until specified conditions are satisfactorily met.
- I.) 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.
- J.) Disciplinary Hold: a disciplinary hold may 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.
- K.) 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.

- L.) Expulsion: The responding party is required to permanently leave the university. The student may also be barred from college premises and/or college-sponsored events.
- M.) Formal reprimand: A warning may be issued to the responding party that further misconduct may result in more severe sanctions.
- N.) Monetary fines to repair damage done or other payment for expenses incurred as a result of the Respondent's actions caused by prohibited action.
- O.) 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 21 years old when they are 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, guardians or other outside parties, a signed waiver from the student is required.
- P.) Reparative Agreement: The written requirements developed by a Restorative Process, or the Dean of Students, which are designed to allow the responding party to repair any harm or impact in a specific, measurable, attainable, relevant, and timely way.
- Q.) Residence Hall Reassignment: A responding party who resides in university-sponsored housing may, through the conduct process, be assigned to a different residence room or apartment.
- R.) Residence Hall Termination: A respondent's university housing agreement may be terminated through the conduct process, and the responding party may be prohibited from residing in university housing on a temporary or permanent or basis. Termination usually includes forfeiture of any fee rebate for the remainder of the housing contract or lease.
- S.) 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.
- T.) Suspension: The responding party is required to leave the university for a period of time. The responding party may return after meeting the conditions, on a case-by-case basis, established by the university. The responding party 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.)

## **APPEAL PROCESS FOR STUDENTS**

A Responding party may only file an appeal to the findings and/or sanctions in circumstances where procedural error or relevant, previously unavailable 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 Dean of Students within ten (10) business days of the issuance of the notice of the outcome. The Dean of Students 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 Responding Party. 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 adjudicating officer to consider new evidence, amend the original finding, or issue new or amended sanctions recommendations. *The decision of the appeals officer is final.*

### **FAILURE TO PARTICIPATE IN SANCTIONS PROCESS**

Failure to satisfactorily participate in the Sanctions process may result in a Dean hold and further disciplinary action. This includes: 1) failure to schedule a meeting or respond to a letter from the Dean of Students' office; 2) failure to complete sanctions as a result of previous student disciplinary action.

### **REPEAT VIOLATION OF THE CONDUCT CODE**

Repeated violation of the university code of conduct may result in a higher level of sanctions, including suspension, expulsion and/or termination of university housing, at the discretion of the Dean of Students.

### **REINSTATEMENT OR RETURN TO THE UNIVERSITY**

In all reinstatement or return to the university instances involving sanctions, holds, medical or other withdraw, suspension, arrest, jailed, student hospitalization or clinical crisis treatment the University reserves the right to require sufficient documentation, determined on a case-by-case basis, certifying that the student is qualified and ready to return to full-time academic work and campus life. Any time a student wishes to return to the University, the student may be required to meet with the Dean of Students or their delegate for a reintegration conversation prior to reinstatement and/or return to the university, and may be subject to academic or behavioral conditions prior to or upon their return.

### **IMMEDIATE ACTION**

Nothing herein is intended to deny the appropriate school official the option of taking immediate action. Individuals presenting imminent danger to the educational process, community members or property may be immediately be removed from Naropa University property by the Dean of Students, the Chief Academic Officer, Director of Operations, or the Title IX Coordinator when deemed necessary for the safety or well-being of the Naropa community.

## **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:

1. **Adjudicating officer.** The designated individual assigned to investigate an alleged breach of the Code of Conduct. Adjudicating officers can be the Dean of Students, the Director of Residence Life and Student Housing, the Title IX coordinator, or the investigation can be delegated to a third party, including CReST members, the Director of Human Resources, or another individual (either from within the university or from outside the university) to conduct or assist with an investigation. Generally, the adjudicating officer for residence hall investigations will be the Director of Residence Life and Student Housing, 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 respective Dean or chair. In the event that there are multiple charges of a responding party violating policies 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.
2. **Alcohol.** Any beverage containing more than 0.5 % ethyl alcohol by weight
3. **Agreement Items.** SMART (specific, measurable, achievable, realistic and time-bound) actions that the Responding Party has agreed to take toward repair of the harms that were caused as a result of the incident(s).

4. Case manager. Currently refers to Director of Student Conduct & Community Standards, the Director of Residence Life and Housing, and the Associate Director of Conflict Repair and Inclusive Community.
5. Core participants. Party(ies) directly involved in an incident(s), which resulted in harm(s) and/or impact(s) stated by the party(ies) directly involved and/or the Naropa community. Core participants typically include Reporting Party(ies) and Responding Party(ies).
6. Community Member (CM), A restorative practices trained volunteer member of CReST who is also a member of the Naropa community. The CM participates in a restorative process to represent the community perspective and to share ripple-impacts on larger groups such as the university, student housing, a class, campus life, etc.
7. Conduct Officer. Currently refers to Director of Student Conduct & Community Standards and the Director of Residence Life and Housing.
8. CReST. The Community Repair and Support Team (CReST) is a trained university collective that supports the community in building, maintaining and repairing relationships. In support of efforts towards cultural transformation, CReST utilizes a contemplative, collaborative, integrated, anti-oppression and restorative practices framework to support community-conscious responses to conflict, complaints, and formal grievances. The team also proactively builds collaborative opportunities for giving and receiving feedback, building connection and increasing the community's capacity for having difficult conversations. In reports of discrimination and bias, CReST is available to assist and support community members through informal and formal processes.
9. Dean of Students. The person designated by Naropa University to be responsible for the administration of the Code of Conduct and Conduct Processes.
10. 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 their protected class. Gender discrimination can also include sexual assault and sexual harassment.
11. Director of Residence Life and Student Housing. The person who oversees the operations of the university housing and residence life for students and the enforcement of university policies in university housing.
12. Exit Plan. A written document that is co-created during a CSR that includes resources and actions for a Responding Party to engage in preparation for leaving the university either temporarily or permanently. The exit plan may include plans for re-entry.
13. Formal Administrative Adjudication. The traditional process of formal administrative sanctioning in which the Dean of Students will make a decision on a matter of dispute, concern or conduct.
14. 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.
15. Harassment. Verbal or physical conduct based upon an individual's protected class status or that unreasonably interferes with that individual's work or academic performance or creates an intimidating or hostile work or educational environment.
16. Harms/Impacts. The negative consequence or lived experience resulting from the words and/or behaviors (or the absence of words/behaviors) by one or more parties.
17. Illicit Drugs: or "controlled substance" shall include controlled substances and analogs as defined by federal and state laws.
18. Incident. The alleged event that was reported to have caused harm or negative impact to a member of the Naropa community.

19. 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.
20. Mutual Responsibility. When two or more parties of the same incident take ownership of words and/or behaviors (or the absence of words/behaviors) that may have caused adverse impact (whether intended or not).
21. Participation Election Form. A document that outlines, the description of the restorative process determined for the case, a statement of confidentiality, and the expectations of participation for the restorative process participant. Restorative processes are voluntary and there is always an option to opt for a formal administrative adjudication process in lieu of restorative practices.
22. 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:
  - Failure to enclose in quotation marks (or indent in the case of a lengthy quotation) a passage taken directly from another's work.
  - Failure to credit sources for quotations.
  - Failure to acknowledge by citation ideas taken from another's work, even if such ideas are expressed in one's own words.
23. Policy or Policies. The written rules and regulations of the university as found in but not limited to, the Student Handbook, [Gender Equity, Sexual Misconduct and Relationship Violence Policy and Procedure](#), [Anti-Discrimination Policy](#), on-campus residential lease agreement, and student housing handbook, undergraduate Course Catalog, and web pages.
24. Possession. Possession is determined by control over a substance or object with or without regard to ownership.
25. Property. Any property owned or leased or controlled by the Naropa University or where university sponsored activities occur.
26. Re-entry. A transition of the Responding Party back to the university after exiting the university for an issue of conduct or concern.
27. Referral. The filing of a concern regarding behavior that allegedly violates the Code of Conduct, filed with the Dean of Students.
28. Repair. Through the acknowledgment of harm(s) and the ability to take responsibility for those harms (whether caused intentionally or unintentionally), repair involves addressing those harms with actions that result in making right the wrongs that were caused to the extent that it is possible to do so. While in some cases repair to the relationship is also possible, the focus is on repair of the harms caused rather than the relationship itself.
29. Reintegration. A transition of the Responding Party from being out of right relationship (as a result of an incident that caused harm(s)) with the community to entering back into the community having made reparations to the extent possible.
30. Reparative Agreement. A written document that is collaboratively composed by all participants in a restorative process. The agreement typically contains three to five agreement items.
31. Reporting Party. The party, and/or a representative on behalf of the university, who reports the experience of adverse harm as a result of alleged actions (or inaction) on behalf of the responding party; this may include alleged policy violations.
32. Responding Party. The party who is responding to the allegation(s) made by the Reporting Party(ies) who experienced adverse harm as a result of alleged actions (or inaction) on behalf of the Responding Party; this may include alleged policy violations.



33. Responsibility. The act of taking ownership of words and/or behaviors (or the absence of words/behaviors) that may have caused adverse impact (whether intended or not).
34. Restorative Process. A restorative process where the responding party 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.
35. Restorative Process Facilitator. Naropa community member who is restorative processes trained and an active member of the CReST team. The role of the facilitator is to direct the restorative process. They may conduct pre-conference interviews with all involved parties, including face-to-face interviews with Core Participants. The facilitator does not act as a judge, but uses facilitation skills to uphold the ground rules, track impacts, and assist communication between the participants during the restorative process. They are also responsible for recording the reparative agreement based on the decisions for repair made by the process participants.
36. Retaliation. Any adverse action taken against a witness or complainant because they exercised their rights under anti-discrimination laws, spoke out against discrimination, or reported or were witness to an alleged Code of Conduct or other University policy violation.
37. Right Relationship. Being in right relationship is an indication of the health of the relationship (with ourselves or someone else). When we fall out of right relationship with ourselves or others it is a sign of a failing of integrity, trust, awareness, and/or honesty.
38. Stakeholders. A restorative process participant that has a direct investment in supporting the success, well-being and responsibility of a Responding Party.
39. Strengths. The positive attributes (skills, talents, interests) or pro-social activities of a Responding Party utilized in a restorative process to assist in crafting the restorative agreement.
40. Title IX Coordinator. The Title IX Coordinator is the person designated to coordinate university compliance with Title IX, including prevention and remediation of sex and gender discrimination, including sexual assault. The Equal Opportunity, Anti-Harassment, and Nondiscrimination Policies and Procedures provide the only mechanism by which any claims of sexual harassment, gender discrimination, sexual assault, sexual misconduct, dating violence, domestic violence, and stalking, can be investigated and addressed. In the event that parties have multiple claims against each other, one of which includes a claim under the Equal Opportunity, Anti-Harassment, and Nondiscrimination Policy and Procedures, the procedures contained therein shall control over any other conduct or conduct procedures.
41. Witness: A witness is a person who has relevant knowledge of the alleged conduct.

**END**

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