

**The Mission of the Office of Student Affairs** is to lead in advocating for students at all levels of the university. In collaboration with other university departments, students and student groups, we are dedicated to providing services and programs that complement the academic experience and foster students' physical, emotional, spiritual, social and intellectual health and well-being.

We promote student learning, personal development, engagement with diversity issues, career and individual decision making, contemplative practices and creation of opportunities for leadership and community/campus involvement. Student Affairs upholds the university's mission of empowering students to develop the qualities of wisdom and compassion and the ability to engage in effective action.

Provided by the Office of Student Affairs, Naropa University, 2130 Arapahoe Avenue, Boulder, CO 80302

Cover Art: ***Witness Above Chaos***. Acrylic on canvas. Michael Putzel, Transpersonal Counseling Psychology '09.



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# FROM THE DEAN OF STUDENTS

## WELCOME TO NAROPA UNIVERSITY.

I would like to thank you for letting us share in your lifelong journey of learning and personal discovery. At Naropa, learning is about creating a community that works together to build knowledge, experience and insight.

Naropa University's educational programs are inspired by the traditions of Buddhism and Shambhala, as these were introduced to North Americans in 1974 by the founder of Naropa University, Chögyam Trungpa Rinpoche. Members of the Naropa community—students, staff and faculty alike—strive to maintain an atmosphere of gentleness and precision, qualities that distinguish these traditions. In this unique learning environment, you are encouraged to let go of habitual patterns of thought, feeling and action, and to continually refresh your experience, viewing yourself and the world anew. It is our hope that your time at Naropa will promote a recommitment to your own intellectual, artistic and spiritual development.

The Office of Student Affairs provides leadership and direction for enhancing student learning and personal development. Working in collaboration with the academic side of the university, we view our mission to protect and enrich your journey as a student and to assist you in your Naropa experience to be an aware, compassionate and effective member of society.

I hope you will find this handbook useful for navigating your experience at Naropa. Please be sure to read the handbook's student responsibility statement to understand your role as a student. You are always welcome to call or visit me in Student Affairs if you have any questions or concerns regarding any aspect of the university.

Robert Cillo  
Dean of Students

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## EMERGENCY PHONE NUMBERS

Ambulance .....	911
Police .....	911
Fire .....	911
Campus Security: Patrol Guard (evenings) .....	720-366-1915
24-hour Emergency Cell .....	720-309-8211
Domestic Violence Hotline .....	303-444-2424
Emergency Psychiatric Services .....	303-447-1665
Rape Crisis—Moving to End Sexual Assault (MESA) .....	303-443-7300
Rocky Mountain Poison and Drug Center .....	800-222-1222

## IMPORTANT NON-EMERGENCY PHONE NUMBERS

Naropa Switchboard .....	303-444-0202
General Information .....	303-546-3568
Activities and Recreation .....	303-546-3549
Admissions .....	303-546-3572
Alternative Transportation .....	303-245-4747
Bookstore (Arapahoe) .....	303-546-3544
Bulletin Boards .....	303-546-3562
Bursar's Office .....	303-546-3554
Bus Pass .....	303-546-3562
Café (Arapahoe) .....	303-546-3530
Career Services Coordinator .....	303-245-4863
Child Care Referral .....	303-546-3562
Community Bicycle Program .....	303-245-4747
Computer Lab (Arapahoe) .....	303-546-3587
Computer Lab (Paramita) .....	303-245-4864
Contemplative Practice Coordinator .....	303-546-5298
Copy Center .....	303-546-5299
Counseling, Psychotherapy and Medical Referrals .....	303-245-4697
Disability Services Coordinator .....	303-245-4749
Diversity Coordinator, Student Life .....	303-245-4614
Extended Studies .....	303-245-4800
Facilities .....	303-546-3510
Financial Aid .....	303-546-3534
First Aid .....	303-546-3562
Health Insurance .....	303-546-3562
International Student Advisor .....	303 546-3592
LGBTQIA Student Advocate .....	303-546-3570
Library .....	303-546-3507
Lost and Found .....	303-546-3562
Naropa Weekly .....	303-245-4714
Naropa Writing Center .....	303-245-4606



*Canterbury Cathedral, U.K.*  
 Silver gelatin print.  
 Merredyth A. Messer,  
 BA Visual Arts '08.

Off-Campus Housing .....	303-245-4621
Paramita Campus .....	303-245-4866
Performing Arts Center .....	303-546-3593
President's Office .....	303-546-3517
Registration Office .....	303-546-3500
Safety and Security Office .....	303-245-4686
Snow Days .....	303-444-0202
Snow Lion—Residence Life .....	303-319-9793
Student Affairs .....	303-546-3562
Student Union (Student Leadership) .....	303-546-3579
Transportation Coordinator .....	303-245-4747

**Academic Department Phone Numbers**

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

# 2008–09 ACADEMIC CALENDAR

## FALL SEMESTER 2008

New Student Orientation and Registration	August 18–22
Last Day for All Students to Pay Tuition and Fees	August 18
First Day of Classes	August 25
First Day for Returning Students to Pick Up Refund Checks	August 25
Convocation	August 27
First Day for New Students to Pick Up Refund Checks	August 28 (after 4 p.m.)
Labor Day Holiday (no classes, campuses closed)	August 30–September 1
Last Day to Add/Drop Courses without Financial Penalty *	September 4
Last Day to Apply for Fall 2008 Graduation—all students	September 12
Preferred Deadline to Apply for Financial Aid for Spring (Only if you didn't apply for Fall Aid, for all students.)	October 1
Last Day to Withdraw from Courses *	October 3
Community Practice Day (no classes, offices closed)	October 14
Spring Registration Begins for All Returning Students	November 3
Thanksgiving Holiday (no classes, campuses closed)	November 27–30
Wednesday classes do not meet unless indicated on syllabus **	December 10
Last Day of Classes	December 12
Ceremony Honoring Fall Graduates	December 13
Grades Due	December 19
Winter Break	December 13–January 11
Campuses Closed	December 23–January 1

\* Exception: Workshops and courses on alternate calendar

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

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

## SPRING SEMESTER 2009

New Student Orientation and Registration	January 5–9
Last Day for All Students to Pay Tuition and Fees	January 5
First Day of Classes	January 12
First Day for Returning Students to Pick Up Refund Checks	January 12
First Day for New Students to Pick Up Refund Checks	January 15 (after 4 p.m.)
Martin Luther King Jr. Holiday (no classes, campuses closed)	January 19
Last Day to Add/Drop Courses without Financial Penalty *	January 22
Last Day to Apply for Spring 2009 Graduation—all students	January 30
Last Day to Withdraw from Courses *	February 20
Shambhala Day (no classes, offices closed)	February 25
Preferred Deadline to Apply for Financial Aid for Upcoming Year—all students	March 1
Community Practice Day (no classes, offices closed)	March 3
Spring Break	March 21–29
Deadline to Apply for Naropa Scholarships and Assistantships	April 1
Fall and Summer Registration Begins for All Returning Students	April 6
Last Day to Apply for Summer Graduation – all students	April 8
Last Day of Classes **	May 6
Commencement	May 9
Grades Due	May 15
<b>INTERSESSION</b> (no classes):	May 10–May 18

## SUMMER SEMESTER 2009

Academic Summer Session	May 18–July 13
Last Day to Drop/Add ***	May 22
Memorial Day Weekend (no classes, campuses closed)	May 23–25
July 4 <sup>th</sup> Holiday (no classes, campuses closed except for Summer Writing Program)	July 4
All Summer Grades Due	July 17
<b>INTERSESSION</b> (no classes):	July 14–August 23

\* Exception: Workshops and courses on alternate calendar

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

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

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

# NAROPA CAMPUS LOCATOR AND KEY

## **ARAPAHOE CAMPUS**

### **2130 ARAPAHOE AVENUE**

#### **ADMINISTRATION BUILDING**

##### **Basement**

Computer Lab  
Student Lounge  
SUN/Student Newspaper  
Goldfarb Student Lounge  
Music Practice Room

##### **1<sup>st</sup> Floor**

Admissions  
Admission/Inquiry  
Disability Services Coordinator  
Student Administrative Services  
(Bursar, Financial Aid and Registrar)  
Student Affairs

##### **2<sup>nd</sup> Floor**

VP of Finance  
Business and Finance  
Advancement  
Human Resources  
Payroll  
VP of Operations  
Conference Room  
Staff/Faculty Lounge

## **ALLEN GINSBERG**

### **LIBRARY BUILDING**

##### **1<sup>st</sup> Floor**

Allen Ginsberg Library

##### **2<sup>nd</sup> Floor**

Career Services Coordinator  
International Student Advisor  
Chaplaincy Project

Contemplative Practice Coordinator  
Religious Studies

## **ARAPAHOE HOUSE**

##### **1<sup>st</sup> Floor**

Summer Writing Program  
Writing and Poetics Office

##### **2<sup>nd</sup> Floor**

Writing and Poetics Faculty

## **CEDAR COTTAGE**

Music Practice Room  
Recording Studio

## **CHESTNUT HOUSE**

##### **1<sup>st</sup> Floor**

Undergraduate Advising

##### **2<sup>nd</sup> Floor**

Undergraduate Advising

## **HARRY SMITH PRINT SHOP**

## **IT BUILDING**

Information Technology

## **JUNIPER COTTAGE**

West–Music Classroom (3190)  
East–Audio Archive Project

## **LINCOLN BUILDING**

##### **Basement**

Copy Center and Mail Room  
Lincoln Lecture Hall (4050)  
Maitri Practice Rooms  
Transportation Office  
Business Services Office

## **1<sup>st</sup> Floor**

Information Desk  
Lincoln Classroom (4130)  
Lincoln Classroom (4140)  
Lincoln Studio (4110)  
Meditation Hall (4121)

## **Landing**

Switchboard Operator

## **2<sup>nd</sup> Floor**

VP for Academic Affairs  
Academic Affairs  
Office of the President  
Senior Diversity Officer  
Shambhala Hall (4260)

## **LITTLE HOUSE**

Core Curriculum Offices  
Interdisciplinary Studies

## **PERFORMING ARTS CENTER (PAC)**

### **Northwest Entrance**

Lobby  
Performing Arts Center  
Stage and Lockers  
Theater Studies Office

### **Hallway off PAC Lobby**

PAC Offices

### **Southwest Entrance**

Naropa Café

### **Gallery Walkway**

## **SYCAMORE HALL**

Classrooms: 8140, 8150,  
8130, 8120  
El Centro de la Gente  
Naropa Writing Center  
Meditation Instruction  
Room 8160

Naropa Bookstore  
Student Lounge

## **2111 ARAPAHOE AVENUE**

### **Basement**

Consciousness Laboratory  
Facilities

### **1<sup>st</sup> Floor**

Facilities  
Marketing and Communications  
Naropa Weekly  
Safety and Security

### **2<sup>nd</sup> Floor**

Contemplative Psychology  
Environmental Studies  
Early Childhood Education  
Community Studies Center  
Traditional Eastern Arts

## **TEA HOUSE**

### **UPAYA COTTAGE**

North Classroom (3160)  
South Classroom (3170)

## **NALANDA CAMPUS**

### **6287 ARAPAHOE AVENUE**

#### **1<sup>st</sup> Floor**

Art Therapy Studio 9130  
BFA Faculty Offices 9108,  
9109, 9110  
BFA Studios 9171, 9175  
Nalanda Events Center  
Extended Studies Events  
Coordinators  
Extended Studies 9180  
MFA Classrooms and Studios  
Student Reading Room  
Visual Arts Studio 9124  
Visual Arts Offices

## 2<sup>nd</sup> Floor

Distance Learning  
Naropa University Extended Studies  
Marpa Center for Business and Economics  
MFA Theater: Contemporary Performance  
Visual Arts  
BFA in Performance

## PARAMITA CAMPUS

### 3285 30TH STREET

Dhyana Hall 1410  
Computer Lab  
Counseling Room 1130  
Discussion Room 1120  
Naropa Café  
Graduate School of Psychology  
Contemplative Counseling Psychology  
Somatic Counseling Psychology  
Transpersonal Counseling Psychology  
Student Lounge  
Student Study Area

### PARAMITA CLASSROOMS

Jim Spearly Lecture Hall 1420  
1320  
1325  
Virya 1460  
Shila 1350  
Dana 1340  
Kshanti 1330  
Karuna 1240  
Paramita Hall 1230  
Prajna 1140

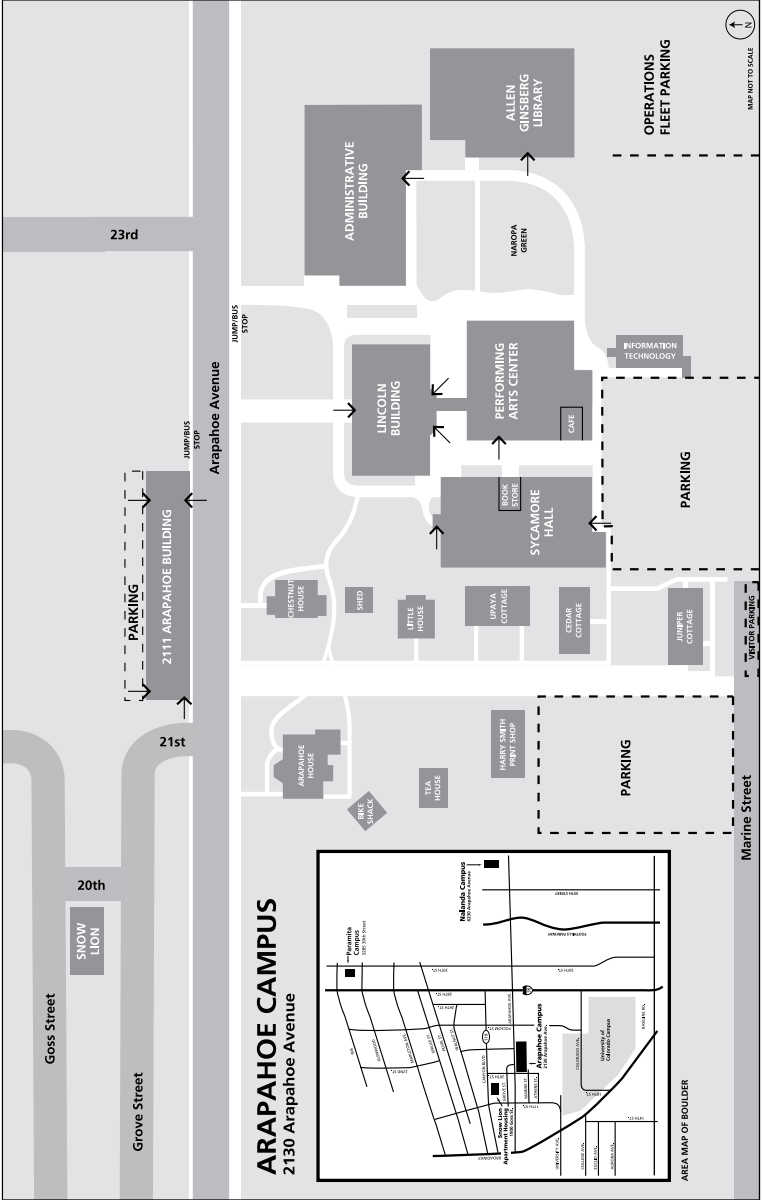
## SNOW LION APARTMENT HOUSING

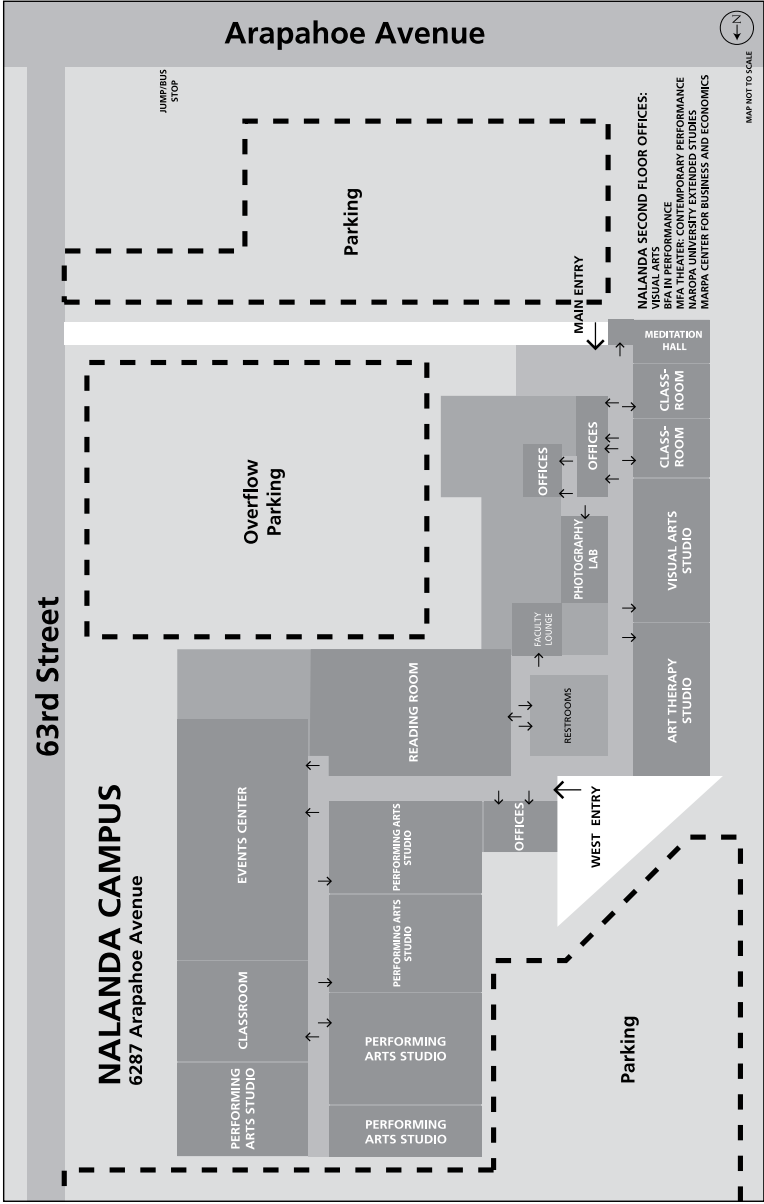
### 1900 GOSS STREET

Housing Office  
Naropa University Counseling Center  
(east entrance)



*Amma's Wisdom*. Etching on Rives BFK paper: Rae Stimson, BA Visual Arts '11.







# A

## ABOUT NAROPA UNIVERSITY

### CONTEMPLATIVE EDUCATION

The mission of Naropa University is contemplative education. This learning approach blends academic disciplines with body-mind awareness practices. Learning, therefore, becomes infused with the experience of confidence, insight and friendliness to yourself and others. This in turn deepens your knowledge of yourself and your place in the world; develops and strengthens your personal discipline within your field of study; and nurtures your desire to contribute to the world with understanding and compassion. By working with these principles in your courses, you prepare yourself to be intellectually and morally responsive to the constant challenges and the rapid changes of modern society. This is how the learning that we practice here becomes a lifelong journey.

### FOUNDER

Naropa University's founder, Chögyam Trungpa Rinpoche (1939–1987), was the supreme abbot of the Surmang monasteries in Tibet and a meditation master of the Kagyü and Nyingma lineages of Tibetan Buddhism. He held the degree of Khenpo, the equivalent of a Doctor of Divinity degree in the West.

In 1959, when China invaded Tibet, Trungpa Rinpoche escaped through the Himalayas to northern India. He later went to England where he attended Oxford University as a Spaulding Fellow, studying Western psychology, comparative religion, art and philosophy. He authored many books about Buddhism and the path of meditation, including *Cutting through Spiritual Materialism*, *Meditation in Action* and *The Myth of Freedom*.

Over time, Trungpa Rinpoche's students came to include scholars, artists, therapists and scientists. Buddhism revitalized interest in their fields of expertise and study. Many came to share Trungpa Rinpoche's inspiration to create a learning environment based upon a Buddhist model of education. This model would be presented in a secular context, so that a strong mutual influence could develop among academic disciplines, body-mind awareness practices and the arts. Rather than attempting to transplant an external and foreign tradition into Western society, the training and education would infuse Western students with an understanding for their own time and context.

In 1970, Trungpa Rinpoche began presenting Buddhist teachings in the United States. For the next seventeen years, he taught extensively and founded Vajradhatu, a network of more than sixty-five meditation and study centers throughout North America and Europe. A scholar and artist as well as a

meditation master; he became widely recognized as one of the foremost teachers of Buddhism in the West.

With the founding of Naropa in 1974, he realized his vision of creating a college that would combine contemplative studies and traditional Western scholastic and artistic disciplines.

Chögyam Trungpa Rinpoche taught at Naropa from 1974 to 1986 and continually worked with the faculty and the administration to develop the college. His teachings and his aspirations for the institution remain very much alive today. Naropa's Allen Ginsberg Library contains videotapes as well as transcripts of some of the numerous talks he gave at the university.

### **MISSION STATEMENT**

Inspired by the rich intellectual and experiential traditions of East and West, Naropa University is North America's leading institution of contemplative education.

Naropa recognizes the inherent goodness and wisdom of each human being. It educates the whole person, cultivating academic excellence and contemplative insight in order to infuse knowledge with wisdom. The university nurtures in its students a lifelong joy in learning, a critical intellect, the sense of purpose that accompanies compassionate service to the world, and the openness and equanimity that arise from authentic insight and self-understanding. Ultimately, Naropa students explore the inner resources needed to engage courageously with a complex and challenging world, to help transform that world through skill and compassion, and to attain deeper levels of happiness and meaning in their lives.

Drawing on the vital insights of the world's wisdom traditions, the university is simultaneously Buddhist-inspired, ecumenical and nonsectarian. Naropa values ethnic and cultural differences for their essential role in education. It embraces the richness of human diversity with the aim of fostering a more just and equitable society and an expanded awareness of our common humanity.

A Naropa University education—reflecting the interplay of discipline and delight—prepares its graduates both to meet the world as it is and to change it for the better.

### **NAROPA'S NAME**

Naropa University takes its name from Naropa, the eleventh-century abbot of Nalanda University and a great Indian Buddhist practitioner. He was renowned for bringing together scholarly wisdom and meditative insight. Nalanda University was a large university in northern India that flourished from the sixth

to the twelfth centuries C.E. A thangka painting of Naropa is in the foyer of the Lincoln Building, and another is on the west wall of the Performing Arts Center.

## NAROPA SEAL

The Naropa University seal was designed by Naropa's founder, Chögyam Trungpa Rinpoche, on whose teachings the school's philosophies are based; thus, its meaning speaks to the Naropa experience with simultaneous relevance to the school's history and its present-day form.



The Sanskrit words written in Tibetan script on the ribbon at the bottom of the seal—*prajna garbha*—literally mean “womb of wisdom,” but translate more loosely as “place where wisdom is nurtured.” The word *prajna*, meaning wisdom, differs from the traditional academic view of knowledge. Often defined by Trungpa Rinpoche as “knowingness,” *prajna* encompasses greater insight, independent of accumulation of facts or information.

The wheel of dharma, or wheel of the teachings, appears at the center of the seal and signifies the power, communication and spread of true teachings. At the center of the wheel of dharma is the “coil of joy,” which symbolizes the transformation of the three “poisons” (passion, aggression and ignorance) into three “wisdoms” (appreciation, clear seeing and openness). The wheel of dharma has another secular significance: a great monarch could roll his or her 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. Hopefully, the following will clarify this understanding further.

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, which 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 here at Naropa University. —Adapted from an essay by Frank Berliner, Naropa University faculty

## ACADEMIC ADVISING

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

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

## B

### BOOKSTORE

303-546-3544

**Weekdays: 9 a.m.–5 p.m.; Some Saturdays: 10 a.m.–3 p.m.**

The Naropa Bookstore stocks books, periodicals and journals, many of which are used in university courses. It offers an in-depth selection of titles in contemplative religions, environmental studies, psychology, literature and poetry. Art supplies, school supplies, stationery, snacks, ice cream, cold drinks, T-shirts and personal care items are also available. The bookstore is located on the Arapahoe Campus.

### BUSINESS SERVICE CENTER

303-546-5299

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

**Monday through Friday: 8:30 a.m.–5:00 p.m.**

(shortened hours may apply when classes are not in session)

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

**Mailing:** Items may be packaged and mailed to domestic and international locations via the United States Postal Service. All forms and materials are available in the BSC, including envelopes, boxes and stamps. Mail is delivered to the post office every day at 4 p.m.; mail received after that cut-off time will be delivered the next day. FedEx is not available for students.

The Naropa University address may not be used as a home or return address; the BSC cannot hold mail for students.

**Interoffice Mail:** Via the courier service, mail for current faculty and staff, including work-study, will be delivered promptly provided that it is placed in a correctly

labeled interoffice envelope. In most cases, interoffice mail will be delivered in twenty-four hours or less.

**Copiers:** Coin-accepting copiers for students are located in the Sycamore hallway, the Allen Ginsberg Library, the Paramita lounge area and in the Nalanda Campus student area. These copiers can be used whenever the buildings are open. Copies cost \$0.10 each. Please report all problems with the copiers and direct refund inquiries to the Business Service Center. Additionally, BSC staff can assist with larger or hard-to-copy items.

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

**Recycling Toner Cartridges and Cell Phones:** The BSC will recycle or responsibly dispose of ink jet cartridges from home printers if they are dropped off in the toner collection boxes located in the BSC, near the Paramita mailroom and in the Nalanda student lounge.

The BSC accepts cash and checks. Credit card service is not currently available. Please share your feedback about the BSC with the BSC manager.

## C CAFÉ

**303-546-3530**

Housed in the center of the Arapahoe Campus, the renowned Naropa Café offers wholesome, healthy gourmet meals to nourish the body as well as the spirit. The café provides a wide range of mostly vegetarian, homemade dishes, desserts, pastries, chai, coffee and other beverages. The café is open weekdays during the fall and spring semesters from 8 a.m. to 7 p.m. Mondays through Thursdays and 8 a.m. to 4 p.m. on Fridays on the Arapahoe Campus. It is also open during the summer for shorter hours. The café offers an abbreviated version of the standard café fare at Paramita Campus, Monday through Thursday from 8:30 a.m. to 2 p.m., and at Nalanda Campus at limited times.

## CAMPUS NEWS AND COMMUNICATION

**BULLETIN BOARDS**

**303-546-3562**

**Arapahoe Campus**

The bulletin boards in Sycamore Hall are maintained by Student Affairs. They are for academic departments, housing services, items for sale, event postings and more. Student Affairs staff must stamp all notices before they are posted. Housing

notices stay up for one month, all other notices for two weeks. Other offices maintain bulletin boards on campus. Please do not post on these boards or on any walls or doors. Help us maintain a pleasant and clean campus.

### **Paramita and Nalanda Campuses**

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

### **NAROPA WEEKLY**

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

The *Naropa Weekly*, our community online newsletter, is emailed to all students, staff and faculty. The newsletter publishes information and announcements about Naropa community events. Produced by the Marketing and Communications Office, the *Naropa Weekly* is published online every Thursday during the fall and spring semesters.

### **TELEPHONE MESSAGES**

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

### **Messages about Class Absences**

If you are calling to report that you will be absent or late for class, you will be connected to the academic department concerned to leave a message. We cannot deliver messages to classrooms. It may be helpful for you to exchange numbers with fellow classmates in order for messages to get directly to the professor.

### **Emergency Messages**

Special attention will be given to all emergencies. When giving out the general Naropa phone number (303-444-0202) or the Student Affairs phone number (303-546-3562) as an emergency contact, you must include your school/work-schedule. Do not give out either number if your schedule is not included.

## **CAREER SERVICES**

### **Career Services Coordinator: 303-245-4863**

Career counseling is a free service for all Naropa students and alumni. You are strongly encouraged to meet with the career counselor during your first year at Naropa. You can begin exploring and defining who you are, what your innate talents, interests and skills are and what professional paths you may be interested in exploring. It takes time to develop a career vision, and Naropa's career counselor can help you develop that vision from your first year onward during your time at Naropa University. Touching base with the career counselor once a semester is helpful, maintains a focus and adds purpose to how you will apply what you are learning at Naropa when you leave.

Career Services can help you

- explore your unique talents and skills;
- define your career vision;
- assess your interests, values and talents in the world of work;
- find a volunteer position that will give you the skills and experience you need;
- develop a job-search strategy that works for you;
- work with your fears and resistances about taking the next step;
- provide support and accountability for your goals as you move forward.

Utilize Career Services to make sure every resumé and cover letter you write and every interview you have is professional and impressive, and that you are well prepared to create the work you love when you leave. We are not only committed to giving you the best education possible, we are also committed to helping you to launch your dreams and be successful in your chosen profession.

## **CEREMONIES AND SPECIAL EVENTS**

### **COMMENCEMENT**

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

### **COMMUNITY PRACTICE DAY**

It is a Naropa University tradition in the middle of each semester to suspend classes and business for a day to engage as a community in individual and group contemplative practices and activities. Contemplative education becomes more than a noble idea when we gather in this way. Even if you do not have a contem-

plative 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. In the morning, there is group sitting meditation with a featured speaker.

Throughout the day, there are practices from different traditions, plus activities that embody the notion of service as practice. These could include loving kindness practice, listening circles, walking a labyrinth, Japanese Tea Ceremony, centering prayer, contemplative gardening, sacred chanting, aikido, Mudra Space Awareness and others. It is an opportunity for members of the Naropa community to share their particular practice or discipline with each other.

## **CONVOCATION**

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

## **SHAMBHALA DAY**

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

## **CHILD CARE**

**CHILD CARE REFERRAL: 303-546-3562**

Naropa University does not have a child-care center on campus. Career Services has an employment listserv and job board where child-care positions can be posted.

## **ALAYA PRESCHOOL**

**303-449-5248**

**[alaya@alayapreschool.org](mailto:alaya@alayapreschool.org)**

Alaya Preschool, founded by Chögyam Trungpa Rinpoche and affiliated with Naropa University, provides child care for children two to five years old. Parents may call to inquire about space availability. Alaya is the lab school for Naropa's

Early Childhood Education program. Preference will be given whenever possible to children of Naropa community members if application is made by January 30 (for the two-year-old class) or by March 30 (for the three-year-old, four-year-old or five-year-old classes).

## COMMUNITY STUDIES CENTER

**Director: 303-245-4719**

**AmeriCorps Coordinator: 303-245-4669**

**[www.naropa.edu/campuslife/csc/index.cfm](http://www.naropa.edu/campuslife/csc/index.cfm)**

The Community Studies Center supports students, staff and faculty in the design and implementation of community-based classes, workshops, programs and events as a means to cultivate skills that attend to one's inner life and engage with one's community and the world. An educational method that combines meaningful service and learning opportunities, community-based learning provides individuals with innovative pedagogical tools that forward the knowledge of their academic and artistic disciplines, augment student learning, and educate a citizenry to engage in public work.

The center also houses Naropa University's volunteer center and UCAN Serve AmeriCorps program, which offers students, who are currently providing service to the greater community, an opportunity to receive an education award. Students are also encouraged to visit the Community Studies Center's webpage on the Naropa website to identify current volunteer opportunities in the Boulder County and metro Denver communities. Whether you enter the world of the arts, private industry, government, education or entrepreneurial efforts, your engagement in community-based learning and service learning will provide you with the skills and confidence needed to contribute to the common good.

## COMPUTER ACCESS ON CAMPUS

### COMPUTER LABS

**Arapahoe: 303-546-3587**

**Paramita: 303-245-4864**

**[www.naropa.edu/it/it\\_lab.cfm](http://www.naropa.edu/it/it_lab.cfm)**

There are two computer labs for use by the Naropa community: the main lab located in the Administration Building basement on the Arapahoe Campus and a smaller lab at the Paramita Campus. There are currently a total of fifty-four Windows XP PCs and three Macs (OS X or higher) in the main lab, while there are eight Windows XP PCs and three Macs in the Paramita lab. Computers are equipped with the Microsoft Office Suite for PC and Mac, as well as graphics software and media players; some computers have headphones. Select computers have WordPerfect and Open Office. In cooperation with the library, the Paramita and Arapahoe labs have copies of the Olympus digital recorder software installed on select computers. Each lab offers black and white laser printing (\$0.10 per

page); the Arapahoe lab has a scanner. Both labs have CD burning capabilities. Labs are staffed, so if you have any questions or problems with the computer, printing, scanning, etc., you can ask a staff member immediately. 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**

**[www.naropa.net](http://www.naropa.net)**

**[www.naropa.edu/it/it\\_emailpolicy.cfm](http://www.naropa.edu/it/it_emailpolicy.cfm)**

**Technical Support: [NaropaSupport@iterrene.net](mailto:NaropaSupport@iterrene.net)**

Every degree-seeking student is issued a student email account, which is the major means of communication from academic departments and offices such as advising, registration, finance, student affairs, your academic department and the president's office. It is your responsibility to check your student email account regularly, and you are accountable for knowing information disseminated to your email account. A spam protector has also been installed to limit spam, which mostly results from giving out the email address on Internet sites. Optional listservs are available for individual interests such as employment and scholarship information; social activities and activism events; postings of SUN minutes and events; information for student parents; and more.

## **STUDENT WIRELESS ACCESS POLICY**

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

There are wireless hot spots located at the Arapahoe, Nalanda and Paramita campuses for laptop users with Windows 2000 or higher, Mac OSX or higher or Linux. Laptops must have an 802.11b or 802.11g wireless network card, current antivirus software and current updates (Windows users only). Naropa uses Clean Access Manager to authenticate wireless users, which is a required download for all PC users. Lab assistants at either the main or Paramita campuses, or the computer lab supervisor, are available to troubleshoot wireless difficulties.

Following is the student wireless access policy:

- Service of personal notebook is the student's responsibility.
- No streaming or downloading of music, movies or software, legal or not (this can use too much bandwidth that others need for research and email).
- No use of Naropa Internet access for personal business (servers, web servers, email solicitations, etc.) or online group games.
- No use of the Naropa Internet for illegal activities (hacking, spamming, Dos attacks, etc.).
- This service is a privilege and may be denied or revoked at any time.
- These rules are subject to change.

## CONSCIOUSNESS LABORATORY

303-546-3521

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

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

The Naropa University Consciousness Laboratory is a training and research facility that blends contemplative perspectives with 21<sup>st</sup>-century psychological science to increase and improve the understanding of human capacities for awareness. This facility houses two major programs of research, one on synesthesia and another on meditation and contemplative spirituality. Synesthesia is an unusual sensory experience that may depend on genetic endowment and thereby be familiar to only a minority of people. In contrast, meditation involves skills that could be learned by most anyone. Taken together, these two topics of scientific investigation overlap and encompass a broad swath of psychological inquiry involving awareness, perception, imagery, attention, emotion and more.

## D

### DISABILITY SUPPORT SERVICES

**Disability Services Coordinator: 303-245-4749**

[www.naropa.edu/campuslife/learningneeds.cfm](http://www.naropa.edu/campuslife/learningneeds.cfm)

In compliance with the Americans with Disabilities Act and Section #504 of the Rehabilitation Act, the Office of the Dean of Students, located in Student Affairs, coordinates the university's efforts to provide full access to educational, cultural and other programs sponsored by the university for any qualified student with a disability. The university is committed to providing services to ensure an accessible environment for students with disabilities. The disability services coordinator, whose office is located in Student Affairs, will discuss concerns about disabilities and consider the obligation to provide auxiliary aids and academic accommodations for all qualified Naropa students. Students requiring further information should contact the disability services coordinator:

A student with a disability must make his or her needs known to the disability services coordinator. The student is responsible for providing evidence of a condition that requires academic accommodations or auxiliary aids. Students who are unsure about the necessity for assistance are encouraged to speak to the disability services coordinator to explore their individual situation. Naropa's policies and procedures regarding the providing of academic accommodations and auxiliary aids to students with disabilities are available upon request from the disability services coordinator. Disability documentation guidelines are also available on the Naropa website.

## DIVERSITY

[www.naropa.edu/diversity](http://www.naropa.edu/diversity)

Naropa University has a strong commitment to diversity in all of its forms. Diversity is central to a liberal arts and contemplative education at Naropa University. The university continually works toward strengthening diversity in the campus climate, the teaching and learning environment, student support and related institutional policy.

Diversity-related events on campus include a speaker series, a film series, faculty colloquia, faculty diversity workshops and anti-oppression trainings. Students are encouraged to join student organizations that include Students of Color Support Group, Allies in Action, LGBTQIA and the International Student Group. The El Centro de la Gente Committee oversees Naropa's multicultural center and sponsors events to raise awareness of diversity issues. *Tendrel*, Naropa's journal of diversity issues, is published during the spring semester.

### KEY POSITIONS PROVIDING LEADERSHIP FOR DIVERSITY

#### **Senior Diversity Officer: 303-546-3525**

The associate vice president for academic affairs and senior diversity officer is responsible for comprehensive oversight of diversity initiatives at Naropa; policy work at the senior staff level; faculty and curriculum development for diversity; and academic assessment.

#### **Student Life Diversity Coordinator: 303-245-4614**

Responsible for supporting and advocating for students of color and other underrepresented groups on campus, the student life diversity coordinator organizes diversity events, trainings and student groups through Student Affairs and El Centro de la Gente.

#### **Assistant Dean of Students/LGBTQIA Advocate: 303-546-3570**

The assistant dean of students/LGBTQIA student advocate works at the grassroots level with students, faculty and staff through the El Centro de la Gente Committee and Student Affairs on events and activities that raise awareness and increase sensitivity to our diversity needs as a Naropa community. Speakers, films, discussions and support groups for the LGBTQIA student population may be organized through this office. The assistant dean will also work with LGBTQIA students to address issues and concerns specific to the population.

#### **Dean of Students: 303-546-3506**

The dean of students is responsible for the creation and maintenance of a supportive, educational and community atmosphere for students. He is campus ombudsperson, with a strong interest in working with students, faculty and staff

around pluralism and diversity. He is also the Americans with Disabilities coordinator for Naropa, responsible for all ADA issues, concerns and accommodations.

### **Disability Services Coordinator: 303-245-4749**

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

### **REPORTING DIVERSITY CONCERNS**

Situations may arise that do not reach the level of harassment, but raise concerns relating to underrepresented populations. Examples include lack of sensitivity by faculty, staff or students to gender; racial/ethnic, religious, gay-lesbian-bi-transgender, able-ness or ageism viewpoints; offensive content in the curriculum; classroom concerns or issues; inaccessibility of facilities; etc.

Such concerns may be brought to the student life diversity coordinator, the assistant dean of students or the ADA coordinator. They will work with the parties involved to seek a satisfactory resolution of the concern, through an informal conflict mediation process or a formal judicial process. (See Conduct and Conflict in the University Policies section.)

Cultural appropriation is a contentious and complex problem that is of great concern to the Naropa leadership and others in the community. The term *cultural appropriation* refers to the misuse and misrepresentation of cultural and spiritual practices. (See the Cultural Appropriation Statement in the University Policies section.)

### **EL CENTRO DE LA GENTE**

**303-245-4625**

Naropa's multicultural resource center, El Centro de la Gente, is located in Sycamore Hall and is a safe space and resource center for traditionally under-represented groups and allies. The El Centro de la Gente Committee oversees the center and organizes educational events that emphasize the importance of understanding all systems of oppression in order to increase social change.

## **F**

### **FACILITIES**

**303-546-3510**

The Facilities Department is responsible for all aspects of the university's physical plant and encompasses maintenance, landscape, safety and security, transportation and business services. See the Safety and Security, Business Service Center

and Transportation sections for more information about these divisions and the student-related services they provide.

# H HEALTH

## **SUBSTANCE ABUSE HELP**

**303-245-4697**

The Office of Student Affairs keeps current listings of local 12-step groups, including one that meets at Naropa and agencies that offer low-cost support services. For more information, contact the Naropa University Counseling Center:

## **NAROPA UNIVERSITY COUNSELING CENTER**

**303-245-4697**

**[www.naropa.edu/campuslife/counselingcenter.cfm](http://www.naropa.edu/campuslife/counselingcenter.cfm)**

Located in the Office of Student Affairs, the Naropa University Counseling Center offers counseling services for all degree-seeking students.

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

## **MEDICAL AND DENTAL REFERRALS**

**303-546-3562**

Referrals for physicians, medical services and dentistry are also available through Student Affairs. Referrals for other less traditional forms of medical treatment or bodywork can also be explored. Boulder does have some health services for those who are uninsured.

## **HEALTH INSURANCE**

**Student Health Insurance Plan: 303-546-3562**

**[www.naropa.edu/campuslife/healthinsurance.cfm](http://www.naropa.edu/campuslife/healthinsurance.cfm)**

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

## HOUSING

[www.naropa.edu/campuslife/housing.cfm](http://www.naropa.edu/campuslife/housing.cfm)

### RESIDENCE LIFE AT SNOW LION APARTMENT HOUSING

**Director of University Housing: 303-447-3846**

**Residence Hall Director: 303-319-9793**

The Snow Lion Apartments are home to all entering undergraduate students, ages twenty-one years and under, arriving with fewer than 30 credits. A limited number of accommodations is also available to Naropa University upperclassmen and graduate students through a low-rent/mentorship program. Snow Lion is located four residential blocks from the Arapahoe Campus and is close to the bus line to the Nalanda Campus. New student housing is designed to support the transition to Boulder and to Naropa, allowing students to become members of a dynamic living, learning community.

The mission of Naropa University housing is to provide a healthy, sustainable, contemplative and compassionate community where students are supported and holistically engaged. Naropa's residential learning community strives to provide academic support through co-curricular activities, creating intersections between formal instruction, the community and the world. Attending classes and living with other students presents a unique opportunity to learn and develop skills in working with others, diversity awareness, conflict resolution and problem-solving, thus, connecting both the curricular and co-curricular aspects of education.

The Community Initiative Project (CIP) helps transform curricular and co-curricular experiences into learning opportunities. This organization, which is comprised of Snow Lion residents, sponsors social action initiatives, invites and hosts faculty at the residence hall, creates dialogue around individual and community concerns, and serves as a liaison between the Residence Life staff and the residential community. The intention of the CIP is to bring students living on-campus and Naropa faculty and staff together effectively bringing the learning experience home.

Through the CIP, students develop student leadership skills and gain experience with group facilitation and community building. They build these skills by learning to voice the concerns of the community, cultivating listening skills and managing creative initiatives put forth by individual community members. Being a part of this organization can also help make the living/learning experience meaningful. All Snow Lion residents are invited to join and become leaders in their community.

Each freshman apartment at Snow Lion is a two-bedroom unit, including a kitchen, full bath, dining area and living room. Every freshman student is provided with a twin long bed, dresser, desk and desk chair. The apartments also include a kitchen table and chairs and high speed internet. Apartments for upperclassmen

and graduate students range from one-bedroom to two-bedroom apartments and are unfurnished. The complex also provides some parking, a coin-op laundry facility, a community meeting space and classroom, a meditation room and the Naropa University Counseling Center. In addition, three staff members reside within the Snow Lion community.

#### **OFF-CAMPUS HOUSING**

**Housing Coordinator: 303-245-4621**

**[housing@naropa.edu](mailto:housing@naropa.edu)**

**[www.naropa.edu/campuslife/housingresources.cfm](http://www.naropa.edu/campuslife/housingresources.cfm)**

Student Affairs works to provide assistance to students who are seeking housing. The office has a housing resource sheet that guides students to the best local spots for rentals and lists websites for Boulder Community network, bulletin boards, the local paper, businesses that provide databases of rentals, short-term stay options and more. The Arapahoe and Paramita campuses both have housing bulletin boards adjacent to their student lounges. Contact the housing coordinator for personal assistance and answers to questions. The housing coordinator can help you place ads on the Naropa website and bulletin board, as well as answer questions about the Boulder rental market.

Determine which campus you will attend most for classes when considering where in the city to live. The Paramita Campus is located in northeast Boulder and is the hub for the Graduate School of Psychology, offering programs in Somatic Counseling Psychology, Transpersonal Counseling Psychology and Contemplative Psychotherapy. The Nalanda Campus is located in east Boulder and is the hub for the performing and visual arts. The campus houses the BFA in Performance, art studios for the Visual Arts program and the Transpersonal Counseling Psychology: Art Therapy program. The remaining graduate and undergraduate programs hold most of their classes on the Arapahoe Campus.

Parking is very limited near the Arapahoe Campus. You might consider living near your particular campus or on a bus route to reduce your need to drive and park. All students receive an RTD Eco Pass as part of their student fees.

## **INTERNATIONAL STUDENTS**

**International Student Advisor: 303-546-3592**

**[www.naropa.edu/intlstudents/index.cfm](http://www.naropa.edu/intlstudents/index.cfm)**

For help with F-1 or J-1 student visa issues or with any other concerns you might have as an international student, contact the international student advisor. Her office is located on the second floor of the Allen Ginsberg Library building. This section applies primarily to those international students who have been admitted to the United States in F-1 or J-1 student status, although students from other

countries who are dual citizens or permanent residents of the United States, but who may have cultural or adjustment concerns, are welcome to visit the international student advisor.

Students are reminded to read the information on immigration rules in the international student admissions packet carefully and to review it before traveling. This information is also available on the Naropa website. Also it is extremely important to inform the international student advisor when you change your address and to obtain a signature on page three of your I-20 form before traveling.



## **LIBRARY, ALLEN GINSBERG**

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

**Circulation Desk: 303-546-3507**

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

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

**Access Services Coordinator: 303-245-4668**

### **LIBRARY HOURS DURING THE SEMESTER**

Monday through Thursday: 8 a.m.–9 p.m.; Friday: 8 a.m.–5 p.m.

Saturday and Sunday: noon–6 p.m.

Winter Break, Spring Break and Summer Break hours:

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

(As a rule, the library will be closed when the university is closed.)

### **LIBRARY CARDS**

Your student ID card is your library card. You must have it activated by the library.

If you have any questions about library policies, please contact the access services coordinator at 303-245-4668 or [library@naropa.edu](mailto:library@naropa.edu).

### **CIRCULATION POLICIES**

#### **Undergraduate Students**

- New Books – 3 weeks, 3 renewals
- Books – 4 weeks, unlimited renewals, 30 total (including new books)
- AV Materials – 1 week, 3 renewals, 3 total per format

#### **Graduate Students**

- New Books – 3 weeks, 3 renewals
- Books – 12 weeks, unlimited renewals, 50 total (including new books)
- AV Materials – 1 week, 3 renewals, 3 total per format

### **Alumni and Board**

- New Books – 3 weeks, 3 renewals
- Books – 4 weeks, unlimited renewals, 10 total (including new books)
- AV Materials – 1 week, 3 renewals, 3 total per format

### **Adjunct Faculty**

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

### **Ranked Faculty**

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

### **Naropa Staff**

- New Books – 3 weeks, 3 renewals
- Books – 4 weeks, unlimited renewals, 30 total (including new books)
- AV Materials – 1 week, 3 renewals, 3 total per format

### **Community Borrowers**

(\$25 annual fee, waived for students or instructors from other schools)

- New Books – 3 weeks, 3 renewals
- Books – 4 weeks, 3 renewals, 5 total (including new books)
- AV Materials – 1 week, 3 renewals, 3 total per format

### **Summer Writing Program Visiting Students**

- New Books – 1 week, 0 renewals
- Books – 1 week, 0 renewals, 5 total (including new books)
- AV Materials – 1 week, 0 renewals, 3 total per format
- Total limit of 5

Library staff members, including work-study students, have expanded book privileges: 12 weeks, unlimited renewals, 50 total (including new books)

### **RETURNING LIBRARY MATERIALS**

Items may be returned either to the circulation desk or to the drop box outside the library. (Note: Items on reserve must be returned to the circulation desk

when the library is open.) The library also has a drop box at Paramita Campus. Please return books to the drop box when the library is closed.

## LOST AND FOUND

**303-546-3562**

The lost and found box is located in Student Affairs. At Paramita Campus, there is a lost and found box in the student lounge. Lost and found boxes are also located at the Nalanda Campus, in the Performing Arts Center and in the main computer lab.

## MEDITATION AND MINDFULNESS PRACTICE

### MAITRI ROOMS

The university's founder, Chögyam Trungpa Rinpoche, and Shunryu Suzuki Roshi of the San Francisco Zen Center developed a distinctive practice called Maitri Space Awareness, which helps practitioners cultivate greater awareness of the following five qualities: openness and respect for one's immediate experience; interpersonal and communicative skills; sharpened critical intellect; resourcefulness and appreciation of the richness of one's world; and effective action. This practice requires training in special postures in specially designed rooms. These five custom-built maitri rooms are available to participants in the classes at the university that offer instruction in this practice. Please do not use the maitri rooms outside of a class context.

### MEDITATION HALLS

Naropa University houses three meditation halls (one on each campus) for silent sitting meditation available to students, faculty, staff and visitors. The halls are open whenever the buildings are open. At times, there are group drop-in sitting sessions that are open to all and advertised each semester in the *Naropa Weekly*.

### MEDITATION INSTRUCTION

**Contemplative Practice Coordinator: 303-546-5298**

**[www.naropa.edu/campuslife/meditation.cfm](http://www.naropa.edu/campuslife/meditation.cfm)**

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

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

You can make an appointment to meet with the contemplative practice coordinator to discuss whether or not you would like to be referred to a meditation

instructor. Your orientation packet contains a handout that will provide you with more information about relating to a meditation instructor. You may sign up for an appointment when the semester begins or at any time during your education at Naropa University.

## **OTHER CONTEMPLATIVE DISCIPLINES**

The contemplative practice coordinator can also be a resource for instructors of other contemplative disciplines, such as aikido, calligraphy, hatha yoga, ikebana/kado (Japanese flower arranging), Japanese tea ceremony and t'ai-chi ch'uan. He or she can help you network with 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.

# P

## **PERFORMANCE AREAS AND EVENT SPACES**

### **PERFORMING ARTS CENTER**

**PAC Administrative Coordinator: 303-546-3593**

The Performing Arts Center (PAC) hosts various events and performances by university faculty, students and visiting artists. Performances and special events are scheduled by academic departments and PAC staff. Opportunities for student performances include informal coffeehouses, works-in-progress evenings, student dances and formal arts concerts. Please contact your department and Student Affairs if you wish to be involved with events in PAC.

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

### **PRACTICE ROOMS**

#### **Juniper Cottage**

This classroom on the western side of the building has a grand piano. You can reserve the room by filling in your name on the sign-up sheet located on the bulletin board. Music majors and students currently enrolled in performing arts classes have priority.

#### **Piano Room**

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

## RECORDING STUDIO

### **PAC Administrative Coordinator: 303-546-3593**

You may reserve the recording studio located in Cedar Cottage by putting your name on the sign-up sheet or by contacting the PAC administrative coordinator:

## REHEARSAL SPACES

When the studios are not being used for classes or events, they may be available for student rehearsals. The following are the most suitable spaces for rehearsals:

### ***Arapahoe Campus***

PAC: dance floor

Lincoln Studio: wood floor

Shambhala Hall: carpet

Lincoln Lecture Hall: carpet

Music Room: carpet with piano

Lincoln 4130: carpet

Lincoln 4140: sprung wood floor

### ***Paramita Campus***

Virya: sprung wood floor

Paramita Hall: carpet

Jim Spearly Lecture Hall: carpet

### ***Nalanda Campus***

9171: marly floor

9175: wood floor

## **Sceduling Rehearsal Space with Webviewer**

### **webview.naropa.edu (Best viewed from Firefox web browser)**

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

## **Reserving Rehearsal Time**

### ***Policies and Priorities***

1. Rehearsals may be scheduled on a space-available basis only during times that the building is open. See the Safety and Security section for building hours.

2. Students may request rehearsal time on a space-available basis up to two hours per week in PAC and up to five hours in all other studio spaces.

Please note that PAC, Facilities and Extended Studies reserve the right to cancel your rehearsal time for emergency scheduling.

Due to the vulnerability of spaces with dance floor; 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.

Rehearsal time is allotted to students based on the following prioritization:

### ***Priority I***

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

### ***Priority II***

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

### ***Priority III***

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

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

# S

## **SAFETY AND SECURITY**

[www.naropa.edu/campuslife](http://www.naropa.edu/campuslife)

**Safety and Security Manager: 303-245-4686; Emergencies: 720-309-8211**

If you have questions or concerns about how the Naropa University community works with this area, please contact the safety and security manager:

## EMERGENCIES

### Emergency Notification System

In the event of an emergency, official information can be sent by each of the following methods as warranted by the nature and scope of the event:

- Public address system
- Text messages to cell phones (by registration)
- Email to Naropa addresses
- RSS feed (in web browser; by subscription)
- Emergency updates on the Naropa home page at [www.naropa.edu](http://www.naropa.edu)
- Pop-up notices on employee's networked computers
- Broadcast voicemail message to Naropa phone extensions

All students are strongly encouraged to register for the text messaging cell phone service, which permits notification even when they are not physically on campus or able to access email. This is especially useful in the event that university operations are suspended, preventing unnecessary travel on snow days and accidental involvement in dangerous situations.

Registration is ongoing, and students may sign up by signing into the WebReg web page and clicking on the corresponding link. For more information, contact the safety and security manager.

### Fire Procedure

**Safety and Security Manager: 720-309-8211**

**Emergency: 911; 9-911 from Naropa phones**

Be aware of the fire alarm pull stations, exits and extinguishers when you're in any Naropa University building. Respond to fire alarms by evacuating the building quickly and calmly, even if you suspect the alarm is false. If you see a fire you cannot put out immediately, exit the building and pull a fire alarm on your way out, then call the safety and security manager. If there are no pull stations in the building, call 911 after you are safely away from the building. Do not reenter any building after a fire alarm until the Fire Department has officially cleared the building.

### Flood Safety

Naropa University's Arapahoe Campus is located in a flood plain. If a flash flood is expected, you will hear the county's emergency siren, followed by verbal instructions. Proceed to higher ground, as quickly as possible, without crossing any floodwaters. On the Arapahoe Campus, proceed to the second floor of the Lincoln, Administration or 2111 Building. During flood season, current alert status information is available from the director of facilities (303-546-5284); safety and security manager (303-245-4686); and the Boulder City and County Emergency Office (303-441-4300).

## **Tornadoes**

The county emergency siren will also sound and give directions if there is tornado danger. Proceed to the nearest shelter and go to the lowest level possible; stay in the center of the building, away from windows.

## **Emergency or Urgent Medical Care**

### **Emergency: 911; 9-911 from Naropa phones**

For emergency medical care go to the Boulder Community Hospital emergency room. There are two locations:

Broadway: 303-440-2037—entrance on Balsam about one block west of Broadway

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 security manager at 720-309-8211 for assistance with ambulance arrival.

For urgent medical care, see your physician or go to Boulder Medical Center Urgent Care at 2750 Broadway (at Balsam), 303-440-3200.

## **CRIME REPORTING/CAMPUS SECURITY**

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

**24-Hour Emergency Cell Phone: 720-309-8211**

Naropa University seeks to provide a safe and secure atmosphere in which its entire community can flourish. Achieving this goal requires the combined efforts of the Facilities staff and the community at large.

Take responsibility for protecting your personal belongings. Keep bicycles and all vehicles locked and do not leave them on campus overnight. Keep backpacks, purses and valuables with you at all times.

The facilities director, safety and security manager and facilities staff provide assistance with safety and security concerns. On all campuses, they have the authority to enforce Naropa policies and regulations. They also remain alert to any violations of Boulder city ordinances or state and federal statutes. Facilities staff has the authority to detain any persons suspected of criminal activity until local law enforcement can respond. Facilities staff also has the authority to expel from Naropa property any individuals posing an immediate threat to the safety or well-being of the Naropa community and others. All community members are

encouraged to take an active role in ensuring a safe environment by immediately reporting any suspicious activities or persons on any campus to the safety and security manager or to the Naropa patrol guard.

### **Naropa Patrol Guard**

#### **720-366-1915 (evenings)**

The Naropa patrol guard acts as a resource for the safety of the Naropa community and is responsible for building security. Everyone in the community is encouraged to meet the patrol guard and report any immediate concerns.

Note: The Transportation Office monitors parking areas, issues parking tickets and arranges for the towing of vehicles. (See the Transportation section.)

### **BUILDING HOURS AND ACCESS**

#### **[www.naropa.edu/campuslife/buildinghours.cfm](http://www.naropa.edu/campuslife/buildinghours.cfm)**

During Semesters: Monday–Friday: 8 a.m.–10 p.m.; Weekends: 9 a.m.–6 p.m.

Between Semesters: Monday–Friday: 9 a.m.–6 p.m.; Weekends: Buildings closed.

**All buildings are closed during Naropa holidays.** For specific holiday and semester dates, see the Naropa website. Any presence in or access to buildings outside of hours is allowed only by key or controlled access device issued by the safety and security manager.

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

The Facilities staff secures the campuses and has authority to enforce building hours.

Building hours shown above apply to common areas and classrooms. If classrooms or similar spaces are not reserved, or if common areas are vacant, they may be locked earlier. This is necessary to balance the need for facilities to be available over a wide range of hours with the need for campus safety. Office spaces are locked when not open for business. Having buildings open when they are not in use increases the risk of vandalism and theft, and risk to the personal safety of Naropa community members.

**Paramita Campus access** is limited during certain times by a controlled access security system. Students that need to get into this building in the evenings or on weekends, please see [www.naropa.edu/campuslife/paramita-access.cfm](http://www.naropa.edu/campuslife/paramita-access.cfm). Students enrolled in the graduate psychology programs will have opportunities to sign up for access at the Paramita Campus during the first week of classes.

## OTHER

### **Snow Days**

If there is a decision to cancel classes due to snow, this will be announced through the following methods:

- Text messaging to cell phones that are registered for emergency notification. A highly efficient way of distributing information, the text messaging system is recommended to all students, who may register by visiting their account on WebReg. Don't be the last to know what's happening on campus!
- The Naropa University website, [www.naropa.edu](http://www.naropa.edu), will have an announcement on the home page and through RSS feed.
- [www.startcolorado.com/closings](http://www.startcolorado.com/closings) carries information on weather-related closings for Naropa and many other organizations.
- The closure will be broadcast on channel 7, KMGH TV and radio stations KGNU (FM 88.5), KBCO (FM 97.3, AM 1190) and KOA (850 AM).
- You may also call the Naropa University switchboard at 303-444-0202 for a recorded message.

### **First Aid**

#### **303-546-3562**

There is a simple first aid kit 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 on the bookshelf in the Student Affairs Office in the Administration Building and in the Facilities Department in the 2111 Building. The Nalanda Campus first aid kit is kept in the Extended Studies Events Office.

### **Access to CU's Family Housing Open Space**

The gate between CU's Family Housing and Naropa University was locked for a period of time. Due to 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 established. If we abuse access to the property and do not respect the established 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's 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:

- Quiet hours: 1–3 p.m.; 9 p.m.–7 a.m. daily
- Clean up and remove all personal property and litter.
- No pets allowed.
- No nudity at any time.
- Climbing trees is prohibited.
- No parking at Children's Center or Family Housing.

## **STUDENT AFFAIRS**

**303-546-3562**

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

### **GETTING THE MOST FROM THE STUDENT AFFAIRS OFFICE**

As you orient yourself to life as a student at Naropa, questions and problems may arise from time to time. The function of the Office of Student Affairs is to assist you in whatever way possible with your concerns. Please contact the dean of students or the Student Affairs staff for help with any area. Student Affairs is responsible for coordinating information or services offered to Naropa students including general information; activities and recreation; bulletin boards; bus pass; campus ombudsman; career services; child care; computer labs; contemplative practice coordinator; counseling referrals; disabled student assistance; LGBTQIA advocate; first aid; health insurance; housing; international student assistance; lost and found; Snow Lion Apartment Housing; student leadership; student life diversity coordinator; and Student Union of Naropa. See the phone list on page vi for contact information.

One of the main functions of Student Affairs is to guide students to on-campus resources and point them to further resources available in the Boulder community. Referrals and resources are available for housing, healthcare, health insurance, counseling, food resources, other emergency needs, child care and more. Available resources range from books and journals in our office, to bulletin boards listing events and services, to computerized databases. Boulder has a very strong network of agencies and services that are of great benefit to students. The city has a reputation as a center for sports and fitness, but it also offers an array of cultural events that rivals those of larger cities. Boulder is stimulating and always entertaining, and the Student Affairs staff can help you discover it.

# STUDENT GOVERNMENT

Associate Dean of Students: 303-546-3549

[www.naropa.edu/campuslife/sun.cfm](http://www.naropa.edu/campuslife/sun.cfm)

The Naropa Student Government is known as the Student Union of Naropa (SUN). SUN consists of two active branches: United Naropa (UN) and Student Life Programming (SLP). Each body meets separately, with some overlapping membership. Both groups share in their overarching purpose: to gather and represent the student voice, to empower student engagement and to provide and support opportunities for student leadership. United Naropa (UN) is comprised of students representing their academic departments with a focus on student action, connections and communication among the departments, and ensuring student input in decision making. Student Life Programming (SLP) is a committee of students that organizes and supports student life beyond the classroom, planning various campus activities, overseeing the student lounges and supervising the student organizations. Both bodies of SUN have adopted a nonhierarchical structure for conducting their business.

The structure of SUN continues to evolve as SUN and Naropa have grown. Over the years, SUN (UN and SLP) has been influential in the creation of school policy, as well as consultation for student input on university and budget decisions. SUN works to support Naropa students in many ways. Some previous accomplishments of SUN include:

- Establishment of the Student Emergency Fund for students facing emergency conditions;
- Institutionalization of filtered water in all drinking fountains at Naropa;
- Granting the SUN Award to recognize graduating students who have embodied SUN's vision;
- Creation of the housing coordinator position to help current and incoming students find off-campus housing;
- Creation of the student life diversity coordinator and senior diversity officer positions.

## UNITED NAROPA (UN)

Contact: [un@listserv.naropa.edu](mailto:un@listserv.naropa.edu)

*"As for the students themselves, they should have certain chosen leaders or representatives, selected within each field of study. Some guidelines as to what sort of individuals these representatives should be are:*

1. *Sympathetic to the overall development of the university;*
2. *Insightful and willing to be critical;*
3. *Having a certain basic sophistication in their vision of fellow students and in general;*

4. *Free from dogma, fads and subjective trips;*
5. *Dedicated to a sense of personal journey rather than self-aggrandizement”*

—Chögyam Trungpa Rinpoche

## **UN Mission**

Through a functional, cohesive student-driven democracy, the UN provides students with a forum in which to voice their concerns, issues, questions, ideas and interests; provides faculty and staff with a direct avenue for communication with students; and creates an inclusive community that does not react to injustice, but acts in the stance of justice.

## **What Does the UN Do?**

- Secures representation from academic departments
- Elects the board of trustees student representative, who also must be an active UN member
- Bridges communication gaps between departments and students
- Communicates to their respective departments and students
- Seats student representatives on administrative committees at Naropa, 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
- Engages students about their responsibility for classroom atmosphere and academic learning
- Creates an ongoing newsletter or direct communication of the UN's work

## **STUDENT LIFE PROGRAMMING (SLP)**

**Contact: 303-546-3579 or [slp@listserv.naropa.edu](mailto:slp@listserv.naropa.edu)**

Through organization and collaboration, SLP provides opportunities for engagement, learning and entertainment that promote educational, social and cultural events for students and the larger Naropa community.

## **What Does the SLP Do?**

- Sponsors community-building events, such as open mics, coffee houses, CODs and dances
- Designs and supports culturally diverse programming and campaigns
- Supports student engagement on-campus and in the local communities
- Provides leadership training and recognition of student leaders
- Coordinates the campus-wide, annual Spirit Week
- Co-sponsors the Activities Fair
- Co-creates town halls

- Updates the weekly Calendar o' Love
- Coordinates student organizations, by supporting the groups' formation, offering them resources, holding them accountable and providing funding for the student organizations and their events

### **Student Organizations**

Student organizations at Naropa University reflect current student interests and concerns. They range from an educational to a volunteer focus, from recreational to social; they may include publications, support, events and service activities. The Student Life Programming team (SLP), along with Student Affairs, provides logistical and monetary support to these groups. For information about current student groups or to start your own group, contact the associate dean of students.

Some examples of recognized student organizations active in the last academic year are the following:

- AA Group
- Activism Dialogues
- Allies in Action
- Capoeira
- Childcare Cooperative
- Coalition for Student Publications
- Community Writing Group
- Crafts and Conversations
- Dharma Clowning
- Embracing the Feminine
- Gaia Group
- Inner-Mission
- International Students Club
- Modern Meditation Practice
- Naropa Healers
- Osho@Naropa
- PATH (Peer Assisting in Transformational Health)
- ROOT (Reconnecting On Outer Terrain)
- Snow Rides
- Spiritual Working Group
- Tea Club

# T

## **TOWN HALL MEETINGS**

Several times a semester, the entire Naropa community is invited to gather for a town hall meeting, which is sponsored by SUN and the Office of Student Affairs.

It is an opportunity for all community members—including students, faculty and staff—to speak to each other about their experiences at Naropa, share new ideas and suggestions, as well as to hear about the many things happening on campus. These meetings offer community members a chance to reflect, to listen to each other and to reconnect with their purpose for being at this educational institution. The meetings also support Naropa University's mission to cultivate openness, communication and a caring community.

## **TRANSPORTATION**

**Transportation Coordinator: 303-245-4747**

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

**[www.naropa.edu/campuslife/transportation.cfm](http://www.naropa.edu/campuslife/transportation.cfm)**

**Monday through Friday: 8:30 a.m.–noon.; 1–5 p.m.**

Recognizing the positive effects of public transportation, Naropa University provides all faculty, staff and students with the RTD Eco Pass and access to Naropa's bike fleet. The expanding population of Boulder County is causing increased traffic congestion, dangerous air pollution levels and an extreme need for alternatives. Transportation has become an issue of health rather than one just of convenience. Additionally, Naropa University's Arapahoe Campus has limited parking; therefore, students, staff and faculty are encouraged not to drive to campus.

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

### **ALTERNATIVE TRANSPORTATION**

**[www.naropa.edu/campuslife/trans\\_alternate.cfm](http://www.naropa.edu/campuslife/trans_alternate.cfm)**

#### **Living Near Campus**

We highly recommend this option for all students when feasible. Walking and biking reduce stress and expenses. The housing coordinator can assist you in finding housing close to campus and/or on a bus route.

#### **Individual Transportation Consultations**

In order to make it easier for you to discover the ideal scenario for your individual schedule, the Transportation Office can work with you to help you better understand your transportation options.

## **RTD Student Eco Pass**

Every degree-seeking student receives an RTD Student Eco Pass. Students pay for this bus pass as part of the registration fee and receive it following tuition payment each semester. This pass offers free transportation on all regional bus routes including passage to Denver, the Denver International Airport and the Eldora ski mountain. Several buses come directly to or near Naropa University's different campus locations. For more information about bus schedules or maps, contact the Transportation Office or RTD directly at 303-299-6000. Additional information can be found at [www.rtd-denver.com](http://www.rtd-denver.com). For student bus pass questions and summer student bus passes, contact the Student Affairs Office. For questions regarding specific bus routes, contact the Transportation Office.

## **RTD Bus Service to Naropa University**

[www.rtd-denver.com](http://www.rtd-denver.com); RTD: 303-299-6000

### **Getting between Naropa Campuses**

It is a JUMP and a BOUND between all three campuses. These shuttle buses travel every six to ten minutes from 7 a.m. to 7 p.m., Monday through Friday. The JUMP bus travels east and west along Arapahoe Avenue, stopping directly in front of the Arapahoe and Nalanda campuses. The BOUND bus travels north and south on 30<sup>th</sup> 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 30<sup>th</sup> Street. Get off and go to the east side of 30<sup>th</sup> 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 30<sup>th</sup> Street. This trip takes fifteen to twenty minutes. Schedules are available near the student lounge on each campus. You may call Naropa's Transportation Office at 303-245-4747 for more information. The RTD website will have the most up-to-date information.

## **Bicycles**

Planned bike paths criss-cross the city, and bike lanes exist on major thoroughfares. All RTD buses have bike racks, giving commuters the best of both worlds. Naropa's Bike Shack has 120 bikes as part of the program for registered students. Just visit the Transportation/Bike Fleet Office or the Bike Shack, show your student ID and you can use a bike for up to a month. The Naropa Bike Shop can also make small repairs on non-fleet bikes and keeps a supply of safety-related replacement parts for sale. Students, staff and faculty may pay a membership fee to order inexpensive bike parts and have access to tools for working on bikes.

## **Carpooling/Permit Sharing**

Sharing rides or parking permits is an excellent way to reduce expenses, parking concerns and air pollution. For carpooling options go to [www.ridearranger.org](http://www.ridearranger.org) or visit the Transportation Office.

## **Car Sharing**

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

Boulder CarShare is a nonprofit organization that provides and promotes alternatives to individual car ownership, thereby reducing the environmental and social impacts associated with motor vehicle use. Members of car-sharing organizations pay dues and usage fees to the organization and in return they have access to economical, reliable and fuel-efficient vehicles.

## **PARKING**

**[www.naropa.edu/campuslife/transportation.cfm](http://www.naropa.edu/campuslife/transportation.cfm)**

Naropa University's Arapahoe Campus employs a managed parking system. Monitoring and ticketing in all "A" lots is enforced from 7 a.m. to 6 p.m., excluding weekends and university holidays. Semester permits can be purchased on a first-come, first-served basis during the parking permit sale at the beginning of the fall and spring semesters. A limited number of permit grants is awarded for individuals demonstrating financial need.

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.

## **Naropa Parking Permit Menu**

Semester Permit: \$120 a semester

Single Day Permit: \$3 each

Bulk Day Permit: \$2.70 a day

Handicap Permit: \$60 a semester

Two-Wheel Motorized Permit: \$25 annually

Visitor permits can be obtained from the Transportation Office or Lincoln Building front desk.

## **TOWING**

If your vehicle is parked without a permit at Naropa, the Transportation Office will issue two tickets before towing your vehicle. Ticket fines are \$5 for the first offense, \$15 for the second and \$30 for the third as well as mandatory towing. The cost of retrieving a vehicle from the tow company starts at \$125. Please do not get into this situation. Design a transportation plan that works for you. The Transportation Office has many resources to help in this planning.

## **SPECIAL TRANSIT**

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

Special Transit is a private, nonprofit organization located in Boulder, Colorado. It provides a variety of transportation options that improve the quality of life for the people in the many communities it serves. If you have a temporary or

permanent disability, are elderly, low-income or live in a rural area that is not serviced by RTD, you may be eligible to use this service.

# U

## UNIVERSITY POLICIES

The board of trustees and president of Naropa University have the right to review, modify and establish general rules of conduct, administrative policies and academic standards, including the policies stated in this handbook, at any time.

### CONDUCT AND CONFLICT

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

#### Conduct

##### *View of Right Action*

These guidelines are the basis for relating to the university community and to our society at large and are personal reminders of how to create a more sane society.

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

##### *Prohibited Conduct*

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

1. An individual's intentionally reckless action, alone or in concert with others, that impedes or impairs the university's mission, processes or functions, or interferes with the rights of others.
2. An action or threatened interference, physical or sexual attack, physical or verbal harassment, intimidation or personal abuse against any member of the university community.
3. 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.
4. Destruction, damage, misuse or defacing of any Naropa University buildings or property or any other property on campus.
5. 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.
6. 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.
7. Plagiarism and cheating in academic work of any kind. (See Plagiarism Policy.)
8. Possession, sale or use of alcoholic beverages on campus or at off-campus events sponsored by the university, except at such events or in such areas and in such manner specifically authorized by the university and/or public laws, is prohibited. The Colorado drinking age is twenty-one. This law will be enforced at Naropa events at which alcohol is served. (See Alcohol and Other Drug Policy.)
9. Attempted or unauthorized sale, use, distribution, acquisition or possession of any controlled substance, illegal drugs or drug paraphernalia on university premises or at university-sponsored activities is prohibited. There is an alcohol and drug abuse resource guide in the Student Affairs Office. (See Alcohol and Other Drug Policy.)
10. The display, possession, use, sale or acquisition of any firearm on university property, or the display, possession, use, sale or acquisition of any other dangerous weapon, which is contrary to state or federal law or municipal ordinance or which is not specifically authorized by the university.
11. Obstruction or disruption of teaching or other educational activities on any of the university campuses or other property used for educational purposes.
12. Violating any housing or residence life policies. See the Naropa Housing Handbook that pertains to Snow Lion Apartment Housing.
13. Off-campus behavior, which is in flagrant violation of the university's view of right conduct, or which impairs the integrity of the university and its ability to create a wholesome educational environment.

The institution reserves the right to take immediate and appropriate action to insure the integrity and safety of the university and its ability to create a wholesome educational environment.

### **Jurisdiction**

The above regulations are primarily applicable to actions occurring on all campuses, including Snow Lion. However, behavior that occurs off campus that has a significant impact on the university or indicates that the students may be a threat to the health, safety or security of the university or community members may also be subject to disciplinary action.

### **CONFLICT RESOLUTION AND MEDIATION**

If you are experiencing conflict with a student, staff or faculty, you may seek guidance and support from the Office of Student Affairs. If the conflict involves a staff or faculty member, human resources, department chairs or academic affairs may be consulted in this process. If you perceive this as a diversity-related conflict, you may want to seek support from the student life diversity coordinator. Participation in conflict resolution does not affect your right to engage in the judicial process. Restorative conflict resolution processes can include mediation or peacemaking circles.

### **Judicial Process**

There are two ways to engage the judicial process through the Office of Student Affairs: informal consultation process and formal complaint process. If the complaint involves a staff or faculty member, Student Affairs will assist students in contacting the appropriate departments (academic affairs, department chairs or human resources) based on involved parties and following the established procedures; staff and faculty are accountable to the university policies and have their own set of policies and procedures. As discussed in the opening to the Conduct and Conflict section, Naropa University's Office of Student Affairs is committed to the philosophy and practices of restorative and social justice in addressing conflict and conduct concerns.

#### ***Two Levels of Intervention***

Step 1. Informal Consultation Process

Step 2. Formal Complaint Process

### **Judicial Review Process**

It is our intention to resolve the concern as expeditiously as possible, using the lowest level of intervention appropriate. All parties involved can choose to engage higher levels of intervention based on the severity of the offense or if the process reaches unsatisfactory results. In this section, we have outlined how the following two levels of intervention apply to complaints against students

(by another student, faculty or staff) and complaints against staff and faculty (by a student).

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

Sometimes you may not be sure how far you want to go with a concern, issue or complaint. You can speak to the dean of students to explore the extent of your concern. He can assist in clarifying the issues and exploring the options you have for proceeding. This can be done in confidence without any formal reporting or documenting. He can also assist you with the more formal avenues.

### ***Filing a Complaint against a Student (by Student, Faculty or Staff)***

#### **Step 1: Informal Consultation Process**

Many times exploring an informal resolution of the situation may be useful. The intention of dealing with a complaint informally is to stop the offending behavior and repair harm as expeditiously as possible. If this process is unsatisfactory or the behavior continues, the dean of students may follow the formal process as outlined below. At the consultation/informal stage, Student Affairs staff, in collaboration with academic affairs or human resources as appropriate, may pursue confidential exploration of the situation in order to resolve the conflict. Participation in this informal consultation procedure does not affect your right to file a formal complaint. Informal resolution could involve mediation or a peacemaking circle.

**Step 2: Formal Complaint Process** Violations of University Policy and Prohibited Conduct. Suspected violations of university policies by students should be brought to the attention of the dean of students. Violations of university policies may also be handled by other university officials. Upon receiving written or oral information indicating a possible violation by a student of the aforementioned rules, the dean of students may commence an investigation.

- The dean of students will contact the student immediately notifying the student of the alleged misconduct.
- The dean of students will also send a written notification.
- The written notification will include 1) a description of the alleged misconduct; 2) the code of conduct that has been violated; and 3) the requirements for the student to set up a conference within five working days of the date of the notice.
- If the student does not schedule a meeting with the dean of students by the date specified in the notice or if the student schedules but does not attend the meeting, the dean of students can decide the outcome of the case in the student's absence.

At the initial conference, the dean of students will:

- explain the conduct process;
- answer any questions; and
- ask the student if he or she has a preference on a resolution option.

### **Resolution Options for Prohibited Conduct against a Student.**

- **Review Involving Acceptance of Responsibility:** If the student accepts responsibility for the violation, the school official shall decide on an appropriate sanction. A copy of the final decision may be sent to the student's advisor and other relevant university personnel.
- **Review Involving Denial of Responsibility:** If the student denies responsibility for having violated the code of conduct, the dean of students will conduct a review.
- During the review, the dean of students will:
  1. consider facts from both sides;
  2. allow witnesses from both sides who have relevant information;
  3. make a determination about the facts presented;
  4. determine whether the facts are true and constitute a violation of university policy;
  5. determine any mitigating circumstances;
  6. decide on a sanction;
  7. provide written documentation to the student of the findings, decision/ outcome and sanctions (if applicable).

### **Sanctions Applicable to Students.**

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

One of the following sanctions below may be imposed:

- **Educational sanctions:** Conditions may be imposed upon the student if it is related to the violation, such as, but not limited to, community service, reflection paper; attendance at a class or lecture, mandatory counseling, a letter to the victim, psychiatric evaluations, etc.
- **Warning/written reprimand:** A warning may be issued to the student that further misconduct may result in more severe sanctions.
- **Apology:** The student may be asked to provide a spoken and/or written apology to any parties the student has harmed.
- **Monetary fines.**

- **Restorative action:** A cocreated action that identifies and repairs harm, specific to the situation.
- **Peacemaking circle.**
- **Mediation.**
- **Residence Hall Reassignment:** A student who resides in university-sponsored housing may, through the conduct process, be assigned to a different residence room or apartment.
- **Residence Hall Termination:** A student's university housing agreement may be terminated through the conduct process, and the student may be prohibited from residing in university housing either on a permanent or temporary basis. Specific exclusion from university-sponsored housing may also be imposed.
- **Probation:** A trial period during which the student's conduct is monitored. Any additional violations of the student prohibited code of conduct during this period may be subject to exceptional disciplinary action. Please note that academic probation follows a different procedure. (Please see the academic catalog for information.)
- **Suspension:** The student is required to leave the university for a specific period of time. A notation will be placed on the student's transcript that will be removed after the time period. The student may return after meeting the conditions, on a case-by-case basis, established by the university. The student may also be barred from college premises and/or college-sponsored events. Please note that academic suspension follows a different procedure. (Please see the academic catalog for information.)
- **Expulsion:** The student is required to permanently leave the university. If a student is expelled, a permanent notation will be recorded on the student's transcript. The student may also be barred from college premises and/or college-sponsored events.

### **Appeal Process for Students.**

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

Nothing herein is intended to deny the appropriate school official the option of taking immediate action. Individuals presenting imminent danger to others, college property and/or the educational process may be immediately suspended from

the college by the president, vice president for academic affairs, dean of students, director of human resources or their designee(s) when deemed necessary for the safety or well-being of the university community and others.

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

#### **Step 1: Informal Complaint Process**

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

**Academic Issues.** When you register for and attend a course, your experience will prove quite positive most of the time. This doesn't mean that you will find every aspect of the course fun or easy. Like most things in life, a course will have its ups and downs and may challenge you both personally and intellectually. On balance, you will probably complete the course with a sense of satisfaction. Sometimes, however, you might have some extraordinary difficulty with a particular course or instructor. Perhaps you don't understand the assignments, feel overwhelmed or feel that the course asks too much of you. Perhaps you think that the course covers material you already know. Perhaps you feel some sort of personal conflict with the instructor or with other students in the class. If this should happen, do not panic and decide you must drop the course.

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

If that does not lead to a satisfactory resolution of your concern, then discuss it with your academic advisor. Your advisor can listen to and understand your concerns. He or she has the experience and knowledge to help you to develop a positive way to respond to the situation.

If you cannot resolve a problem with a course, instructor or program by discussing it with your instructor and/or advisor, there are formal avenues you may pursue. The usual next step would be to discuss the situation with the department chair. If the faculty member is also the department chair, see the assistant dean for curriculum and instruction in the Office of Academic Affairs.

If this does not work, consider discussing your concern regarding a course, instructor or academic program with the assistant dean for curriculum and instruction. Academic Affairs has overall administrative responsibility for the faculty and the academic programs and appreciates the opportunity to hear

from students about their educational experiences at the university. You may discuss with the assistant dean for curriculum and instruction about how best to formulate your approach to a concern. You may also meet with the vice president for academic affairs if you remain unresolved about the situation or wish to provide feedback. You may make an appointment with the assistant dean by calling 303-245-4644 or by stopping by the office in the Lincoln Building.

**Administrative Issues.** Although the university is always refining its policies and streamlining its systems and procedures, communication sometimes breaks down. If you are experiencing difficulties in a particular office, or two or more offices are giving you conflicting information, there are things you can do. First, simply ask for further explanation of your situation, or ask to speak to the director of the department if the person with whom you are speaking does not seem to be able to answer your question. If this is not satisfactory, you can speak to the dean of students, who functions as an ombudsperson. He can give you some guidance when things aren't going smoothly.

## **Step 2: Formal Complaint Process**

Students who would like to file a formal complaint about a specific staff or faculty member should address their concerns to the director of human resources (staff/administrative complaints) or the vice president for academic affairs (faculty/academic complaints). Both of these offices follow a similar complaint process as outlined in this handbook.

## **Other Sources of Help**

### ***Personal Issues***

It is common to experience some psychological and emotional upheavals when engaging in conflict. You have the opportunity to look more deeply into who you are, and you may question assumptions that have guided you in the past. This is normal. It may also happen that life circumstances can intensify around relationships, time pressures and finances. You do not need to keep this to yourself. You are not alone. Talk with your classmates, advisor, chaplain or meditation instructor or stop by Student Affairs for a chat. Counseling is also available through the Naropa University Counseling Center.

## **ALCOHOL AND OTHER DRUG POLICY**

### **Standards of Conduct**

In compliance with the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1985, Naropa University prohibits unlawful manufacture, dispensation, possession, use or distribution of a controlled substance (illicit drugs and alcohol) of any kind and of any amount. These prohibitions cover any Naropa University property or Naropa owned/leased facility or as part of a Naropa activity except at those

events allowed by the university. Violations may lead to disciplinary action including probation, suspension and expulsion or termination depending on the gravity of the violation. Violators may be reported to the appropriate authorities. Further information on Naropa University's drug-free school and workplace policy is available in the Office of the Dean of Students. A copy of the Department of Health, Alcohol and Drug Abuse Division, Licensed Treatment Programs shall be filed in the Office of the Director of Human Resources. This information is also available at [www.cdhs.state.co.us/adad/treatment.htm](http://www.cdhs.state.co.us/adad/treatment.htm).

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

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

Colorado law prohibits consumption of alcoholic beverages by people under age twenty-one. The law also imposes social host liability on people who serve alcohol, or permit it to be served, to minors, visibly intoxicated persons or habitual drunkards.

### **Guidelines for University-Sponsored Events Where Alcohol Is Served**

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

- Receive authorization from the vice president for academic affairs, if the function is related to academic departments.
- Receive authorization from the vice president for operations, if the function is not related to academic departments.
- Be familiar with and observe the university's alcohol policy and the Colorado law. (This includes not serving alcohol to anyone under the age of twenty-one.)
- Provide an adequate amount of nonalcoholic drinks and snacks throughout the event.
- Focus on the theme of the event rather than the alcohol.
- Encourage mature and responsible drinking.
- Supervise the event throughout its duration.

- Help guests find safe transportation home.
- Do not let anyone leave the event with alcohol.

## **Health Risks Associated with the Use of Drugs and Alcohol**

### ***Health Risks of Alcohol***

*"There are both short and long-term health risks associated with drinking over time. These risks include damage to the heart, liver and brain. However, it should be noted that the vast majority of our health risks occur over the course of a single evening, not after decades of abuse. A college-aged student has a much higher risk of an alcohol-related injury caused by a car crash, slipping or falling, getting into a fight, etc., than developing cirrhosis of the liver."* (Source: Bacchus Network) Alcohol-related automobile accidents are the number one cause of death among people ages fifteen through twenty-four. Approximately 50 percent of all youthful deaths from drowning, fires, suicide and homicide are alcohol-related. Furthermore, alcohol and other drug use is often a factor in date rape.

Even low doses of alcohol significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse, as well as dangerous risk-taking behavior. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol can be fatal.

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

### ***Health Risks of Illicit Drugs***

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

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

Any student who believes she or he has a problem, has a friend with a problem or simply would like more information is invited to contact the counseling center

in the Office of Student Affairs for a listing of community resources. The Naropa University Counseling Center can be accessed by calling 303-245-4679 or by picking up an intake form in the Office of Student Affairs.

## **Legal Sanctions**

### ***Federal***

Please see [www.usdoj.gov/dea/agency/penalties.pdf](http://www.usdoj.gov/dea/agency/penalties.pdf) for more information.

### ***State Drug Laws***

State criminal statutes, which may be generally found under Titles 12 and 18 of the Colorado Revised Statutes ([www.sos.state.co.us/CCR/Welcome.do](http://www.sos.state.co.us/CCR/Welcome.do)), cover the same scope of conduct as the federal laws, and although sentences and fines are generally less severe than federal law provides, life sentences are possible for repeat offenders. The maximum penalty for the most serious single offense (manufacture, sale or distribution) is sixteen years in prison and a \$750,000 fine. The maximum penalty for the least serious state offense (possession or use of one ounce or less of marijuana) is a fine of \$100. The state laws concerning driving under the influence of alcohol (see below) apply equally to driving under the influence of drugs.

Finally, local ordinances such as the Denver, Boulder, Longmont, Louisville and Lafayette municipal codes impose a variety of penalties.

Secondary civil consequences may also flow from criminal drug violations. Property associated with the criminal acts, including homes and vehicles, can be confiscated by the state or the federal governments. Those who are convicted of felony violations may be barred from governmental employment and from licensed professions such as law, medicine and teaching.

### ***State Alcohol Laws***

State laws regulating the production, dispensation, possession and use of alcohol may be found in Title 12 of the Colorado Revised Statutes. Perhaps the most significant aspect for the Boulder campus is the prohibition of the distribution of alcoholic beverages to any person under the age of twenty-one, to a visibly intoxicated person or to a known alcoholic. State laws also prohibit any form of assistance to these categories of people in obtaining alcoholic beverages. Violation of these laws is a misdemeanor punishable by fines of \$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 an eight-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 42-4-1301 (1) (a), Colorado Revised Statutes, the maximum penalty for such an act is two years in jail and a \$5,000 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 four years in prison and a \$100,000 fine. If a person is killed, the sentence can be eight years in prison with a \$500,000 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 which 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 combined with 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 those who read it 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.

### **Disciplinary Sanctions for Naropa University Students, Staff and Faculty who Violate Drug and Alcohol Laws in Violation of this Policy**

Please see list of sanctions applicable to students that may be assigned after a judicial hearing. Please see the director of human resources for information about sanctions for staff and faculty.

### **Annual Notification of the Alcohol and Other Drug Policy**

A copy of the policy statement shall be annually distributed to all current employees and students and will be included in the Naropa University new employee orientation and new student orientation.

### **Review**

The university will conduct a biennial review of the program to determine its effectiveness and to ensure that the disciplinary sanctions described above are consistently enforced. Changes to this program will be implemented as needed.

## **CHILDREN AND BABIES IN THE CLASSROOM POLICY**

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

## **CLASS ATTENDANCE AND PARTICIPATION STATEMENT**

Class attendance and participation 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 each course's attendance policy in the course syllabus at the beginning of the course; it is the students' responsibility to understand the policies. Some departments may have attendance requirements for their majors published in their departmental handbooks. Absence or lateness does not excuse students from required course work and may jeopardize their academic good standing. If a student receives veteran's benefits, the student must check with the Financial Aid Office for special attendance requirements.

## **CULTURAL APPROPRIATION STATEMENT**

### **Working Definition**

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

### **Statement**

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

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

### **Complaint Resolution Procedure**

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

The concerned party will begin in the department in which the course, workshop or other program, publication or behavior originated. Each department will have on hand a standard complaint form, on which the concerned party will state the cause for concern. The department head will meet with the concerned party to discuss the matter and to propose a satisfactory resolution. If the concerned party is unable to receive satisfaction, he or she may, within ten days, bring the matter to the student life diversity coordinator. Concurrently, the department head will submit a written memorandum to the student life diversity coordinator indicating what efforts have been made to resolve the issue, with a copy of this memorandum to the concerned party.

The student life diversity coordinator will review the complaint and bring the department chair and other affected faculty/staff member(s) together with the concerned party with the aspiration of coming to a mutually satisfactory resolution. If this is unsuccessful, the student life diversity coordinator will form a committee comprised of (1) one faculty/staff member from the department in question (and a Naropa student union representative if appropriate); (2) one "at large" faculty/staff member; selected from a pool of those willing to serve in such a role; (3) a content expert(s) with professional knowledge of the relevant content material and without a vested interest in the case; (4) one person selected from a pool of faculty and staff members who has received appropriate diversity training; and (5) the student life diversity coordinator. This committee will review the complaint and take appropriate action, notifying the affected department, faculty/staff member(s) and the concerned party. If either the concerned party or the affected department or faculty/staff member(s) wishes to appeal this action, he or she may do so, in writing, within ten days, to the president of the university, whose judgment will be final.

### **DUAL RELATIONSHIPS POLICY**

Dual relationships between faculty and students are prohibited. A dual relationship is defined as a therapeutic, business/financial, private teaching, family or

sexually intimate relationship in combination with an academic relationship, defined as follows:

1. A faculty member and a student in a current class or teacher-student relation;
2. A faculty or academic staff member who is responsible to evaluate a student, even if the student is not in a current class (for example, a department chair); or
3. A faculty member who could reasonably foresee that the student will be in his or her class in the near future. Faculty member is defined here as an academic administrator; faculty member; teacher; teaching assistant, group process leader or group process supervisor.

Please be aware that some departments have more specific or restrictive guidelines or requirements. Should a student involved in an academic relationship with a faculty member or academic administrator approach the faculty member to begin a relationship, the faculty member shall not engage in the relationship until no less than thirty days after the academic relationship is terminated. Should a client currently involved in a relationship with a faculty member be registering for a course that the faculty member is teaching, the faculty member shall, prior to the first class session, openly discuss with the client/student the following options:

1. Suspend the relationship until after the class is completed;
2. Postpone the class until after the relationship is terminated; or
3. Refer to another qualified professional in the case of therapeutic, business or private teaching relationships.

Any questions regarding this policy should be referred to the vice president for academic affairs or the dean of students.

### **Private Teaching**

A private teaching relationship refers to a situation in which a student at Naropa University enters into a teacher-student relationship with a Naropa faculty member outside of the Naropa curriculum. It includes teaching contracted directly with the faculty member as well as teaching through an institution with which the faculty member is employed or otherwise associated. In a case where a student at Naropa University wishes to enter into such a private teaching relationship with a Naropa faculty member with whom the student has or may have an academic relationship at Naropa, the student and the faculty member may apply for a waiver of the dual relationship policy.

This waiver opportunity applies only to private teaching relationships (not to other dual relationships) and must be approved prior to entering into the private

teaching relationship. Application forms for this waiver may be obtained in the Office of Academic Affairs and must be completed both by the student and the faculty member. If the application is approved by the vice president for academic affairs, the student may then enter into the private teaching relationship specified in the application. The waiver will apply only to the particular course, student and faculty member specified in the application and does not apply as a waiver to the policy for any other situation.

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

### **Reporting Dual Relationships**

Should a faculty member approach a student to initiate a dual relationship, the student is encouraged to report it as soon as possible to the vice president for academic affairs or the dean of students.

### **HARASSMENT AND DISCRIMINATION**

Naropa University is dedicated to the principles of nondiscrimination and does not discriminate on the basis of age, race, gender, color, religion, national origin, disability, veteran status, sexual orientation, marital or family status, or any other status protected by law in its educational programs and activities, admissions policies or employment practices.

Harassment is defined as unwelcome behavior or conduct, which may be based upon a person's protected status (as described above) and occurs when submission to or rejection of such conduct is used as the basis for a tangible employment or academic action or when such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive work or learning environment.

### **Reporting Discrimination**

If you, as a student, believe yourself to be the victim of any form of discrimination in any educational programs and activities, please refer to the judicial process under Filing a Complaint against a Faculty or Staff Member (by a Student): Formal Complaint Process.

If you, as a student, believe yourself to be the victim of any kind of discrimination in any employment practices, please see the director of human resources.

## **Reporting Harassment**

If you believe yourself to be the victim of any form of harassment by a staff member, please see the director of human resources. If you believe yourself to be the victim of any form of harassment by a faculty member, please see the vice president for academic affairs. If you believe yourself to be the victim of any form of harassment by another student, please see the dean of students.

## **HIV/AIDS POLICY**

Students and employees with any form of HIV infection, including AIDS, do not pose a health risk through ordinary, casual contact with other students or employees in an academic setting. HIV is transmitted perinatally, through sexual intercourse and by exposure to contaminated blood. Although HIV may be found in the body fluids and secretions of an infected person, current medical knowledge indicates that the virus is transmitted only by contact with the blood, semen or female genital secretions of an infected person. There has been no confirmed case of HIV transmission within any household or school as a result of casual contact. There is, therefore, no reason to exclude or dismiss students or employees because they have AIDS or asymptomatic HIV infection.

## **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 or appropriate containers that do not allow for wax or flame to leave the container. Extreme caution should be exercised in all situations. Under no circumstances should flames be left burning unattended. All other types of open flame are strictly prohibited, including any type of ritual fire. Any questions regarding this policy should be directed to the safety and security manager.

## **PET POLICY**

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

1. Pets are not allowed in any classroom under any circumstances.
2. Pets are not allowed in shared areas such as the Allen Ginsberg Library, the computer labs, meditation halls and student lounges.
3. Pets must always be on a leash while on campus.
4. Pets must never be left unattended in the interior or exterior of the university.
5. Any pet found unattended will be picked up by Boulder Animal Control, which may issue tickets for having a pet off leash.
6. No pets are allowed in offices unless the pet owner has asked specific permission of any other occupants of that office and has received specific permission to keep the pet, on a leash, in the office space. In such cases,

a “no” shall be treated as a “no” without argument or persuasion.

7. Please do not leave a pet in your car. It's extremely dangerous for the animal. If an animal is found locked in a car and if there are any concerns about the pet's safety, Animal Control will be called for a wellness check. The animal's well-being is prioritized over any inconvenience to the owner.

## **PLAGIARISM POLICY**

To plagiarize (from the Latin *plagiarius*, plunderer) is to steal another's words or ideas and present them as one's own. Plagiarism is a violation of academic ethics and of Naropa University policy. Suspected instances of plagiarism are investigated by the faculty, and findings may be forwarded to the vice president for academic affairs for disciplinary action up to and including expulsion.

Instances of plagiarism include:

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

## **Reporting Plagiarism**

A faculty member who identifies a case of plagiarism will report and provide documentation to:

First instance of plagiarism in a BA class:

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

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

- BA advising and the associate dean for undergraduate education, who will investigate, document and take disciplinary action up to and including suspension or expulsion from the university.

First instance of plagiarism in an MA class:

- Student's advisor and chair of the department, who will investigate, document and may take disciplinary action up to and including failure in the course.

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

- Student's advisor, chair of the department and VPAA, who will investigate, document and take disciplinary action up to and including suspension or expulsion from the university.

## **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 points are examples of common citation errors:

1. Information that is considered common knowledge does not need to bear a citation.
2. Specific wording or use of an author's ideas needs to bear a citation.
3. The paraphrasing of another's ideas must bear a citation.

## **RELIGIOUS HOLIDAYS POLICY**

Several religious holidays coincide with the academic calendar. In an effort to avoid penalizing students who choose to observe religious holidays and obligations, Naropa University observes the following policy:

Students at Naropa who are unable to attend classes, take examinations, participate in graded class activities or submit assignments on particular days because of observation of religious holidays shall be excused from such classes and given appropriate opportunity to make up examinations or assignments provided that the student submits written notice to the instructor during the first two weeks of the semester indicating the anticipated absence for religious reasons. The student remains fully responsible for the course material, examinations or assignments. A faculty member has no obligation to reschedule lectures or class activities or provide individualized instruction for students who miss a regularly scheduled class. Instructors should make every effort to schedule individual student presentations, conferences, etc., to avoid conflicts with the student's religious holidays or observances, providing that the student supplies the instructor with the advance notice described above.

## **SEX OFFENSE POLICY**

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

The university's policies regarding sex offenses include the following:

1. Education programs are available at the Office of Student Affairs regarding awareness of rape, acquaintance rape and other sex offenses.
2. Sanctions for rape, acquaintance rape or other sex offenses (forceful and non-forcible), shall include a range of disciplinary action, including probation, suspension and expulsion of a student, or termination of employment in the case of a faculty or staff member. Further, in certain circumstances, the offender could be barred from the university campus.

### **Reporting a Sex Offense**

1. A student who believes he or she has been the victim of a sex offense is encouraged to promptly contact community resources, the Boulder Police Department and/or MESA (Moving to End Sexual Assault). The student also should contact the dean of students or designee. The dean of students should be contacted whether or not the student has reported the alleged sexual offense to the local authorities. In all cases, the student is encouraged to preserve potential evidence of criminal sexual assault or other sexual offense.
2. After consultation with the dean of students or designee, the student who has been the subject of an alleged sex offense has the right to initiate the formal complaint process with the director of human resources if the complaint is against a staff member; with the vice president for academic affairs if the complaint is against a faculty member; or with the dean of students if the complaint is against another student. During the formal complaint process, both the accuser and the accused are entitled to the same opportunity to have others present during such disciplinary proceedings. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceedings alleging sexual assault.
3. In all cases, the student has an option to notify proper law enforcement authorities, including the Boulder police, and if the student chooses to do so, the student may request assistance from the dean of students or his designee in notifying these authorities.

The student may consult with the Office of Student Affairs concerning existing resources, on or off campus, for assisting victims of sexual assault. If the circumstances warrant, the student may request changes in class assignments and/or, if the student is a resident of Naropa housing, changes in living arrangements.

## SMOKING POLICY

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

Smoking is limited to the following areas:

### **Arapahoe Campus:**

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

### **Paramita Campus:**

- West end of the parking lot

### **Nalanda Campus:**

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

Signs will be placed to help people find these locations.



## WORK-STUDY AND STUDENT EMPLOYMENT

[www.naropa.edu/employment/workstudy.cfm](http://www.naropa.edu/employment/workstudy.cfm)

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

CWSP is a federally funded work program available to students who are qualified U.S. citizens or eligible noncitizens. NSEP is a university-funded work program available to international students who qualify through the Financial Aid Office. In order to participate in the work-study program, you must have received a CWSP or NSEP award as part of your financial aid package. You must also be a program student taking at least 6 credit hours if you are an international student. U.S. citizens or eligible noncitizens must be full-time students to receive CWSP.

For more information, please refer to the work-study handbook at [www.naropa.edu/employment/pdf/workstudyhandbook.cfm](http://www.naropa.edu/employment/pdf/workstudyhandbook.cfm).

## WRITING CENTER

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

Location: Sycamore Hall

Monday–Thursday: 10 a.m.–6 p.m.; Friday: 10 a.m.–2 p.m.

The goal of the Naropa Writing Center (NWC) is to be an effective resource for all members of the Naropa community (students, staff, faculty, alumni) by providing a respectful, collaborative and engaged learning environment for writers of all skill levels. Staffed by trained graduate students with extensive writing experience, the NWC can assist at any stage of the writing process, from brainstorming and organizing to revising and documenting. The NWC can also assist with any piece of writing, such as creative writing, master's theses, scholarship essays, research papers and more. The NWC is a free service with appointments on the hour and on the half hour for 25 or 50 minutes. Drop-ins are welcome when time is available. In addition to one-on-one consulting, the NWC also offers free writing skills workshops. Please contact the center for more information.

### STUDENTS WITH PARTICULAR WRITING NEEDS

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



**Necklace.** Mixed metal, silver, cotton fabric, freshwater pearls. Crystal Jenkins, BA Interdisciplinary Studies '08.