STUDENT RESPONSIBILITY STATEMENT

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

Naropa University is accredited by the Higher Learning Commission.

Higher Learning Commission
30 North LaSalle Street, Suite 2400
Chicago, Illinois 60602-2504

312-263-0456 | Fax: 312-263-7462

http://www.hlcommission.org/

THE MISSION OF THE OFFICE OF STUDENT AFFAIRS

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

The Student Handbook is provided by:

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

Student Handbook 2018-2019

The information presented in this handbook is accurate as of July 10, 2018.
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Welcome to Naropa University! I would like to thank you for letting us share in your lifelong journey of learning and personal discovery. At Naropa, learning is about creating a community that works to build knowledge, experience, and insight for the betterment of our world.

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

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

This handbook will assist you in navigating your experience at Naropa. It includes myriad resources to support you on your journey. Please be sure to read the handbook’s student responsibility statement to understand your role and expectations as a student. You are always welcome to call or visit me in Student Affairs if you have any questions or concerns regarding any aspect of the university or this handbook.

Sincerely,

The Dean of Students Office
Department of Student Affairs
ABOUT NAROPA UNIVERSITY

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

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

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

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

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

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

Chögyam Trungpa Rinpoche taught at Naropa from 1974 to 1986 and continually worked with the faculty and the administration to develop the college. His teachings and his aspirations for the institution remain very much alive today. Naropa's Allen Ginsberg Library contains videotapes as well as transcripts of some of the numerous talks he gave at the university.
MISSION STATEMENT
Inspired by the rich intellectual and experiential traditions of East and West, Naropa University is North America’s leading institution of contemplative education. Naropa recognizes the inherent goodness and wisdom of each human being. It educates the whole person, cultivating academic excellence and contemplative insight in order to infuse knowledge with wisdom. The university nurtures in its students a lifelong joy in learning, a critical intellect, the sense of purpose that accompanies compassionate service to the world, and the openness and equanimity that arise from authentic insight and self-understanding. Ultimately, Naropa students explore the inner resources needed to engage courageously with a complex and challenging world, to help transform that world through skill and compassion, and to attain deeper levels of happiness and meaning in their lives.

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

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

NAROPA’S NAME
Naropa University takes its name from Naropa, the eleventh-century abbot of Nalanda University and a great Indian Buddhist practitioner. He was renowned for bringing together scholarly wisdom and meditative insight. Nalanda University was a large university in northern India that flourished from the sixth to the twelfth centuries C.E. A thangka painting of Naropa is in the foyer of the Lincoln Building, and another is on the west wall of the Performing Arts Center.

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

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

The wheel of dharma, or wheel of the teachings, appears at the center of the seal and signifies the power, communication, and spread of true teachings.

At the center of the wheel of dharma is the “coil of joy,” which symbolizes the transformation of the three “poisons” (passion, aggression, and ignorance) into three “wisdoms” (appreciation, clear seeing, and openness). The wheel of dharma has another secular significance: great monarchs could roll their chariot wheels over great distances, spreading teachings and understanding into the world. The connotation is of spreading benefit, rather than proselytizing. Literally, prajna is the flame that burns conceptual mind. The flames surrounding the seal create a mandala and boundary around the learning space. That space requires unconditional commitment to learning without personal agenda.
THE BOW
It has become something of a tradition at Naropa University to begin and end classes and meetings with a bow. Although this ritual is by no means mandatory, it seems to have taken widespread hold at the university over the years. Many students and staff find themselves performing the bow countless times during their time at Naropa, and many take enjoyment and comfort in the growing familiarity that a ritual such as this one can provide when it is repeated often. At the same time, many admit some frustration that they have only a vague understanding of the actual meaning of the bow itself. The following will clarify this understanding.

In many Asian cultures, the bow is a traditional gesture of greeting, which communicates both friendliness and respect. Certainly, the bow we make to each other at Naropa communicates these things, but it also says something more. It has a deeper meaning. This bow is a way of acknowledging and honoring the qualities of warriorship that each of us has the capacity to express and to share with others.

By warriorship in this sense we do not mean warfare or aggression—but actually the opposite. The warrior whom we honor when we bow is someone who is brave enough to be a truly gentle person. Therefore, the emphasis is on bravery, not on warfare, because the warrior understands that aggression is actually the result of cowardice. So, in bowing to each other, we honor the inherent bravery, gentleness, and wakeful intelligence that each of us can experience personally. We also honor Naropa as a place where the deepest purpose of our education is to cultivate these qualities and bring them to fuller expression in whatever field of learning we may choose. Though the bow is a very simple gesture and takes only a few moments to execute, it actually has three distinct stages or aspects. The first is to take the warrior’s posture, with eyes open, back straight, and hands resting on thighs. Just assuming this posture in itself can bring a sense of clarity, alertness, and strength. It can free one from distraction and depression on the spot. The participant feels the possibilities of wakefulness and vision; the desire to learn more is aroused. So, one begins the process by holding this posture.

The second stage is that, having taken this posture, one relaxes a little within and feels one’s heart—which is open, somewhat exposed and vulnerable. It is the source of gentleness, the source of longing to make contact with others and to be helpful to them, to be of service. And so, for a moment, as one holds this posture, these aspects are felt fully. It is almost a kind of positive sadness.

And then, the bow itself is the third and final stage. Here, one makes a gift of personal warrior inspiration to all the others who are bowing together. The sense of that gift can also be expanded to encompass all others who are beyond the room. Either way, the basic intention is to make a generous gift of all these wonderful qualities as one prepares to bow. In fact, the willingness to share in this way is part of the warrior’s bravery.

So, hold, feel, and give. That is the meaning of the warrior’s bow, which we do every day at Naropa University.

—Adapted from an essay by Frank Berliner, Naropa University faculty
NAROPA UNIVERSITY VIEW OF RIGHT ACTION

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

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

SAFETY, DISCOMFORT AND EDUCATIONAL PROCESS

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

**ACADEMIC ADVISING**
Graduate Academic Advising | Each Graduate Program's Main Office
Undergraduate Academic Advising | Wulsin Hall, 2nd Floor | ugadvising@naropa.edu

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

**ACADEMIC COACHING PROGRAM**
Wulsin Hall, Basement | 303-546-3576
academiccoaching@naropa.edu

The Academic Coaching Program (ACP) offers free, personalized, skill-based academic coaching for students seeking extra support to successfully meet their academic goals. Staffed by experienced Graduate Students, ACP strives to create a safe and inclusive environment where students and coaches can engage openly about the source of academic difficulties and support students in creating and achieving academic goals that are rooted in individual student needs and values. ACP provides specific tools and strategies to resource students as they work toward improving their academic experience and performance.

Academic Coaching is available to all current Naropa students: undergraduate, graduate, and low-residency students. To connect with ACP, please email the program.

**ACCESSIBILITY RESOURCES**
Office of Accessibility Resources
Wulsin Hall, 2nd Floor | 303-245-4749
disability@naropa.edu

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

A student with a disability must make their needs known to the coordinator of accessibility resources in order to receive accommodations. The student is responsible for providing evidence of the current functional impact of a disability supporting the need for requested academic adjustments or auxiliary aids through qualified documentation, including a structured intake interview.
Disability laws define a person with a disability as an individual who:

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

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

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

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

**DECISION-MAKING ABOUT REASONABLE ACCOMMODATIONS**

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

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

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

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

**DOCUMENTATION**

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

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

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

**DOCUMENTATION GUIDELINES**

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

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

**PROCESS FOR REQUESTING ACCOMMODATIONS**

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

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

Boulder Bookstore | 303-447-2074
1107 Pearl St. Boulder, CO 80302
http://www.boulderbookstore.net/

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

**BUSINESS SERVICE CENTER**

Weekdays: 9 a.m.–5 p.m. (Hours may be limited when classes are not in session.)
303-546-5299 | copyroom@naropa.edu

The Business Service Center (BSC) is located in the basement of the Lincoln Building on the Arapahoe Campus and offers mailing, faxing, copying, and other business-related services for students, staff, and faculty. The BSC accepts cash, checks, or credit. Please share your feedback about the BSC with the BSC manager.

**MAILING**

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

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

**INTEROFFICE MAIL**

Via the courier service, mail for current faculty and staff, including work-study students, will be delivered promptly provided that it is placed in a correctly labeled interoffice envelope. In most cases, interoffice mail will be delivered in twenty-four hours or less.

**PRINT CARTRIDGES**

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

**CAFÉ**

303-546-3530 | All Campuses

The Naropa Café House offers wholesome, healthy meals to nourish the body as well as the spirit. The café is a program of Bridge House dedicated to creating innovative programs to address homelessness, feeding the hungry in the community while providing jobs and culinary arts training for homeless individuals as a stepping stone out of homelessness. It provides a wide range of mostly vegetarian, homemade dishes, desserts, pastries, chai, coffee, and other beverages.
The café has facilities on all three campuses, with smaller menus at Paramita and Nalanda. Café hours can be found on MyNaropa. Cafes are closed during intersession, holidays and winter break.

https://my.naropa.edu/ICS/Administrative_Depts/Safety_and_Facilities/Naropa_Cafe.jnz

**NEWS AND COMMUNICATION**

Bulletin Boards | 303-546-3562

**Arapahoe Campus:** The bulletin boards in Sycamore Hall are maintained by Student Affairs. They are for academic departments, housing services, items for sale, event postings, and more. Student Affairs staff must stamp all notices before they are posted. Housing notices stay up for one month, all other notices for two weeks. Other offices maintain bulletin boards on campus. Please do not post on these boards or on any walls or doors. Help us maintain a pleasant and clean campus.

**Paramita and Nalanda Campuses:** There are bulletin boards at both campuses.

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

**CAREER DEVELOPMENT**

Office of Career Development
Wulsin Hall, 2nd Floor | 303-245-4863
cd@naropa.edu

Career Development Center services are available to all Naropa students and alumni at no cost. The Center is here to support students in making mindful academic and career decisions and meaningfully engaging in their communities as students “meet the world as it is and change it for the better.” The Career Development Center can help students:

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

**CEREMONIES AND SPECIAL EVENTS**

**COMMENCEMENTS**

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

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

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

SHAMBHALA DAY
Shambhala Day celebrates the Tibetan New Year that occurs in late February or early March each year. Shambhala is an ancient tradition that is rooted in the longing we all have to be completely authentic and to live in a society that cultivates our true expression as human beings. This longing is the basis of education at Naropa University. Shambhala Day is an opportunity for you to reconnect to your aspiration; to reflect upon the goodness of the world; to express joy, humor, and tenderness; and to enjoy the community of others who are similarly inspired. Shambhala Day is celebrated with a community hour program.

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

Alaya Preschool | 303-449-5248
alaya@alayapreschool.org

Alaya Preschool, founded by Chögyam Trungpa Rinpoche and affiliated with Naropa University, provides childcare for children two to five years old. Parents may call to inquire about space availability. Alaya is the lab school for Naropa’s Early Childhood Education program. Preference will be given whenever possible to children of Naropa community members if application is made by January 30 (for the two-year-old class) or by March 30 (for the three-year-old, four-year-old, and five-year-old classes).

Children’s Alley at the YWCA | 303-449-1951
childrensalley@ywcaboulder.org
For more than 30 years, Children’s Alley at the YWCA of Boulder County has offered a caring and nurturing environment for children. All staff have practical experience in childcare and are certified in Early Childhood Education, as well as First Aid/CPR. Children’s Alley is licensed by the State Department of Human Services. They offer sliding scale childcare based on family income, and can accommodate short notice and non-traditional childcare hours. Children’s Alley is open Monday-Thursday, 7:30am-8:00pm; Friday, 7:30am-5:30pm; and Saturday, 9:00am-5:00pm.

COMMUNITY GATHERING TOWN HALL MEETINGS
Several times a semester, the entire Naropa community is invited to gather for a town hall meeting, which is coordinated by the Office of Student Affairs and Events. Town hall meetings are opportunities for all community members—including students, faculty, and staff—to speak to each other, and to reconnect with their purpose for being at this educational institution. The meetings also support Naropa University’s mission to cultivate openness, communication, and a caring community.

COMPUTER AND COPIER ACCESS
Computer Labs | lab@naropa.edu
IT Help Desk | helpdesk@naropa.edu

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

Username: your Student ID number
Password: your MyNaropa password

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

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

STUDENT WIRELESS ACCESS
Wireless access is available to all current students at all Naropa locations, including the Arapahoe, Nalanda, and Paramita campuses, and the residence halls. Systems supported include any device running Windows Vista, Windows 7, Windows 8, Mac OS X 10.5 or higher, Apple IOS (iPad, iPhone), and most Android devices. All Naropa locations support the 802.11g and 802.11n wireless protocols on both the 2.4GHz and 5Ghz bands. The residence halls also have wireless support for non-802.1x compliant devices (which includes gaming consoles, internet TV’s, e-book readers, etc.). Please
submit a new IT support request for assistance in connecting such devices to the wireless network at residence halls.

**Copiers**
Use of Naropa copiers—for printing, copying, scanning and faxing—requires logging in with your student credentials. Logging in to a copier can be performed at each copier’s display panel by entering your student credentials (the same credentials used to login to a lab computer) or by use of your Student ID card. Posted instructions can be found near every Naropa copier.

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

Printing costs are: Black and White $0.03 cents per side / Color $0.40 cents per side

**Adding Funds to your Student Printing Account**
Students can add funds via Credit Card or Bank account online. You must have a Paypal account to do so. Students can also add funds in person at the Business Services Center located downstairs at Lincoln Hall. For assistance, contact the helpdesk: helpdesk@naropa.edu.

**Report a Lost and Stolen Card**
The cardholder is responsible for all use prior to when the card has been reported. All cards reported lost or stolen will require the cardholder to come to Student Affairs in Wulsin Hall to have a new card reissued. You can report your Card lost or stolen by calling (303) 245-5290. You can also report your card lost or stolen via email: helpdesk@naropa.edu.

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

**Consciousness Laboratory**
303-546-3521 | nucl@naropa.edu

The Naropa University Consciousness Laboratory is a training and research facility that fosters a contemplative approach to psychological science. Our mission is to develop and use new methods in order to gain greater understanding of human capacities for engaging with awareness. In this lab, students at both graduate and undergraduate levels are trained to explore both conceptual and non-conceptual components of conscious experience. A program of research on meditation and contemplative spirituality focuses on the teaching of contemplative practice, as well as aspects of being that undergo transformation along a path of contemplative training and development. In drawing knowledge and insight from both cognitive neuroscience and contemplative traditions such as Buddhist meditation, the Consciousness Lab provides a unique synergy between modern psychology and ancient contemplative approaches to understanding mind and spirit.

**Counseling Center, Naropa University**
303-245-4697

The Naropa Student Counseling Center offers support to all degree-seeking students. All students are offered an assessment, and those that we are able to serve are offered individual, couples, or group therapy as therapist availability allows at the Student site. Staff and interns are available to help you identify needs and assess the severity of your situation, although referrals to community resources
may be indicated if your situation is beyond our scope. The Counseling Center interns work with a variety of issues such as healthy relationships, sexual orientation, gender identity, depression, anxiety, cultural/diversity issues, body image, stress management, transition issues, suicidal thoughts, grief, and more. Visit the Student Counseling Center page on MyNaropa for more information or to learn how to make an appointment. The Counseling Center is closed for all university holidays and breaks, including summer sessions. If you need additional support during those times, you will be offered referrals to local providers. Only students with Medicaid or who are able to pay the Naropa Community Counseling Center's sliding scale may be seen at that site.

**DEAN OF STUDENTS OFFICE**
303-546-3506 | deanofstudents@naropa.edu

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

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

Diversity-related events on campus include speakers, film screenings, workshops, community dialogues, gatherings and anti-oppression trainings. Students are encouraged to join student organizations that include Naropa's Anti-Racist Whites & Allies (ARWA), Community of Color & Allies (COCA), Disabilities Advocacy and Support Group (DAS), International Student Group (ISG), Queer Naropa, Students of Color & Allies (SOCA), and Student Veterans Group (SVG).

[https://www.naropa.edu/about-naropa/events/diversity-events.php](https://www.naropa.edu/about-naropa/events/diversity-events.php)

**The Office for Inclusive Community** | inclusive@naropa.edu

The Office for Inclusive Community (OIC) is committed to creating beloved community through critical conscious-raising and cultural transformation and is located in Sycamore 8110 on the 2130 Arapahoe campus. [http://www.naropa.edu/the-naropa-experience/inclusive/](http://www.naropa.edu/the-naropa-experience/inclusive/)

Naropa’s Community Repair & Support Team (CReST) is a trained university collective committed to supporting and guiding the community towards repair of fractured relationships. In our efforts toward community repair, CReST utilizes a Cultural Transformation Framework, which draws upon contemplative principles and practices, an integrated anti-oppression framework as well as restorative practices and principles to support community conscious responses to complaints, grievances and bias incidents. For more information regarding CReST or to request their assistance,
please contact the Associate Director of Conflict Resolution and Title IX Coordinator at titleix@naropa.edu.

**KEY POSITIONS PROVIDING LEADERSHIP FOR DIVERSITY**

**Director of the Office for Inclusive Community**
303-546-4662 | rsmith@naropa.edu

The director of the Office for Inclusive Community leads and coordinates the University's efforts in all aspects of creating an inclusive community including all aspects of diversity and inclusion, educational and employment equity, cultural understanding and competency, and civil and human rights. The director works collaboratively with campus leaders, university committees, faculty, staff, students and external constituents in advancing diversity and inclusion as core values of the university that are central to its educational mission.

**Associate Director for Conflict Resolution and Title IX Coordinator | 303-245-4843**

The associate director for conflict resolution and Title IX coordinator leads Naropa's efforts to promote an environment that is safe, inclusive and free of discriminatory conduct prohibited by our nondiscrimination and anti-harassment policies. This work includes oversight of Title IX, anti-discrimination, and anti-harassment compliance. This associate director is responsible for overseeing the University's Title IX program and compliance obligations as well as the monitoring and improving protected class discrimination and harassment programs and policies for the benefit of students, faculty and staff, recognizing that these programs are inherently linked and adhere to the same principles and policies. This role also supports the University's efforts to provide an open, diverse and inclusive learning and working environment by overseeing the University's compliance with Title IX, Title VI, SAVE, VAWA, and other federal and state anti-discrimination laws, regulations and requirements, while collaborating on ensuring compliance with Title VII, Clery Act, ADA, and ADAAA with the appropriate campus offices and officials.

**Diversity Events & Program Coordinator | 303-245-4618**

The diversity events & program coordinator works directly with the director of the Office for Inclusive Community in planning and implementing educational, community building and social justice programs and policies in alignment with the mission of Naropa University, in order to cultivate, supportive, on-campus community for students, staff and faculty of all identities. The diversity events & program coordinator also serves as an advocate for historically marginalized community members and their allies as well as provides overall administrative support to the Office of Inclusive Community.

**Administrative Assistant for the Office for Inclusive Community | 303-245-4614**

The administrative assistant is responsible for office management and administrative oversight for the Office for Inclusive Community.

**Student Diversity Officer | inclusion@naropa.edu**

The student diversity officer is part of a team responsible for fostering a more diverse, inclusive and equitable community. The student diversity officer plays an essential role in providing student perspective and voice in decision making for the office and in galvanizing student participation in diversity events.

**Coordinator of Student and Campus Life | 303-546-3549**
The coordinator of student and campus life provides leadership in the creation and implementation of various programming initiatives for the student body. These include leadership development, student event planning, advising of student government, collaboration on programs with residential life, and works with students seeking support around all of their diverse identities.

**Coordinator of Accessibility Resources | 303-245-4749**

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

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

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

**Facilities & Operations**

720-309-8211 – 24/7 On-Call Help Line

The Department of Facilities and Operations is responsible for all aspects of the university's physical plant and encompasses maintenance, landscape, transportation, custodial crew and safety.

**Grading**

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

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

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

**Health**

**Health Insurance**

Student Health Insurance Plan | 303-546-3562

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

**Medical and Dental Referrals**

303-546-3562
Referrals for physicians, medical services, and dentists are available through the Office for Student Affairs. Referrals for alternative forms of medical treatment or bodywork can also be explored.

**SUBSTANCE ABUSE HELP**

303-245-4697

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

**HOUSING**

**COORDINATOR OF RESIDENCE LIFE AND STUDENT HOUSING**

303-546-3549 | Housing@naropa.edu

The Coordinator for Residence Life and Student Housing oversees the daily operations of the building to ensure a positive, healthy, and safe living environment conducive to student learning and provides on-call emergency support to students and staff living in on-campus housing.

**Resident Assistants**

Resident Assistants develop, implement and promote educational and social programs for student awareness and interaction. They assist with administration and the development of goals for the residential educational experience and work to promote communities of respect, inclusivity and restoration as well as to ensure that students are safe.

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

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

**Snow Lion**

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

**2333 Arapahoe**

2333 residence hall is a traditional style facility. The unit offers a limited number of private and shared rooms with 1 or 2 occupants depending on its configuration with each room having its own bathroom. This residence hall houses a huge state of the art communal kitchen with a dining area, lounging area, and lockers for each student. The complex includes a limited number of free parking spots, bike racks, a laundry room, wireless internet and a programming/community space. It is located approximately two blocks from the Arapahoe campus.

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

**Off-Campus Housing**
Students not living in university housing choose the living situation that best fit their needs, from sharing an apartment to renting a house with a group of friends. Naropa University’s housing office provides assistance to students who are looking for housing, connecting them to resources on campus and in the Boulder community. An electronic bulletin board with housing postings can be found on the MyNaropa housing page.

**INTERNATIONAL STUDENTS**

**COORDINATOR OF INTERNATIONAL STUDENT/SCHOLAR SERVICES**

303-546-3592 | international@naropa.edu

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

**MAINTAINING F-1 AND J-1 STATUS**
All international students are responsible for the maintenance of their visa status. Therefore, it is very important that international students familiarize themselves with the rules regarding international student status. These rules can be found in the international student packet supplied during the admissions process and on the Naropa website.

**TRAVEL AND RE-ENTRY**
It is extremely important to obtain a travel signature on page three of your I-20 before leaving the country. Please arrange to have your I-20 signed well in advance of travel as there are only a few Naropa staff members authorized to sign the form for travel.

**LEARNING COMMONS, THE**

Wulsin Hall, 2nd Floor | 303-546-3535

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

Services under the umbrella of the Learning Commons include:

- Academic Advising (Undergraduate)
- Academic Coaching Program
- Accessibility Resources
- Career & Development Resources
- Contemplative Practice Support
- Dean of Students
- International Students and Scholars
- Student & Campus Life
- Veterans Services
- Naropa Writing Center
The Allen Ginsberg Library serves Naropa students, faculty and staff. Information resources available include print and electronic reserve materials for courses, research support, online databases, interlibrary loan service, and CU-Boulder's Norlin Library.

Visit the website for hours, lending policy and other resources: http://www.naropa.edu/academics/ginsberg-library/

**Library Cards**
Your student ID card is your library card. You must have it activated by the library. If you have any questions about library policies, please contact the main circulation desk at 303-546-3507 or library@naropa.edu.

**Returning Library Materials**
Items may be returned either to the circulation desk or to the drop box outside the library. All libraries have after hours drop boxes. (Note: Items on reserve must be returned to the circulation desk at the library from which they were checked out when the library is open.)

**Lost and Found**
303-546-3562

High value items, such as computers, cell phones, and wallets are typically kept in the Safety and Facilities office on the Arapahoe Campus. For all other items found on the Arapahoe Campus, the lost and found is located at the front desk on the second floor of Wulsin Hall. At the Paramita Campus, the lost and found box is located in the student lounge. At the Nalanda office the lost and found is located in the student lounge.

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

**Meditation and Mindfulness Practice**
Contemplative Practice Coordinator
Wulsin Hall, 2nd Floor | 303-245-4603
contemplative@naropa.edu

**Maitri Rooms**
The university’s founder, Chögyam Trungpa Rinpoche, and Shunryu Suzuki Roshi of the San Francisco Zen Center, developed a distinctive practice called Maitri Space Awareness, which helps practitioners cultivate greater awareness of the following five qualities: openness and respect for one’s immediate experience, interpersonal and communicative skills, sharpened critical intellect, resourcefulness and appreciation of the richness of one’s world, and effective action. This practice requires training in special postures in specially designed rooms. Naropa’s five custom-built maitri rooms are available to participants in classes at the university that offer instruction in this practice. Maitri Room access is restricted to students currently enrolled in specific courses.
MEDITATION HALLS
Naropa University houses five meditation halls (one on each academic campus, one at Snow Lion Residence Hall, and one at 2333 Residence Hall). The academic campus meditation halls are open whenever the buildings are open for silent sitting meditation for students, faculty, staff, and visitors. At times, there are group drop-in sitting sessions that are open to all. Access to certain meditation halls is maintained by the contemplative practice coordinator.

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

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

You can make an appointment to meet with the contemplative practice coordinator to discuss whether you would like to be referred to a meditation instructor. Your orientation packet contains a handout that will provide you with more information about relating to a meditation instructor. You may sign up for an appointment when the semester begins or at any time during your education at Naropa University.

OTHER CONTEMPLATIVE DISCIPLINES
The contemplative practice coordinator can also be a resource for instructors of other contemplative disciplines, such as aikido, calligraphy, hatha yoga, ikebana/kado (Japanese flower arranging), Japanese tea ceremony, and t’ai-chi ch’uan. The coordinator can help you network with groups from other world wisdom traditions on campus and in the Boulder area, including Zen and Vipassana meditation groups, the Baha’i, Christian, Hindu, Islamic, Judaic, and Wiccan traditions.

PARKING
Naropa University’s Arapahoe Campus employs a managed parking system. All “A” lots are monitored from 7 a.m. to 6 p.m., excluding weekends and university holidays. Semester parking permits can be purchased on a first-come, first-serve basis during the parking permit sale at the beginning of the fall and spring semesters. A limited number of permit grants are awarded for individuals demonstrating financial need. Cars without permits will be ticketed and/or towed.

No one may park in the CU parking lots to the east and south of Naropa without a valid CU permit. Naropa has no jurisdiction over these lots and cars will be ticketed and/or towed.

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

The current rates for parking permits are as follows:
- Semester permit: $140 per semester
- Single-day permit: $3 each
- Bulk-Day permit: $41 (1 day/week); $75 (2 days/week); $104 (3 days/week); $114 (4 days/week)

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

**VIA (formerly Special Transit)**
303-447-9636 | viacolorado.org

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

**PERFORMANCE AREAS AND EVENTS SPACES**

**PERFORMING ARTS CENTER**
Events Director | 303-245-4785

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

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

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

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

**RECREATIONAL SERVICES**
Student Affairs | 303-546-3562

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

Benefits of Using the Recreation Centers Include:

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

**SAFETY, CAMPUS**
Campus Safety Office | 303-245-4686
Safety and Facilities Helpline | 720-309-8211

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

**EMERGENCY NOTIFICATION SYSTEM**
In the event of an emergency, official information can be sent by any of the following methods as warranted by the nature and scope of the event:

- Public address system
- Text messages to cell phones
- Email to Naropa addresses
- Emergency updates on the Naropa home page at my.naropa.edu
- Pop-up notices on employees’ networked computers
- Broadcast voicemail message to Naropa phone extensions

You are automatically registered for the text messaging cell phone service, which permits notification even when you are not physically on campus or when unable to access email. When university operations are suspended, the Emergency Notification System alerts Naropa community members via text and email so they can avoid unnecessary travel and hazardous road conditions on snow days and accidental involvement in dangerous situations.

**FIRE PROCEDURE**
Campus Safety Office | 303-245-4686
Emergency: 911; 9-911 from Naropa phones

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

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

**Tornadoes**
The county emergency siren will sound and give directions if there is tornado danger. Proceed to the nearest shelter and go to the lowest level possible; stay in the center of the building, away from windows until the university or emergency personnel have issued an all-clear.

**Urgent Medical Care**
Emergency: 911; 9-911 from Naropa phones

For medical care, go to the Boulder Community Hospital emergency room. There are two locations: Broadway: 303-440-2037—entrance on Balsam about one block west of roadway; and Foothills: 720-854-7600—north of Arapahoe at the 47th Street traffic light

If immediate attention is required, dial 911 for an ambulance (9-911 from Naropa extension phones). Call the Safety and Facilities Helpline for assistance with ambulance arrival.

For urgent medical care, see your physician or go to Boulder Medical Center Urgent Care at 2750 Broadway (at Balsam), 303-440-3200 (Mon.–Fri., 8 a.m. – 7 p.m.; Sat. and Sun., 10 a.m.–7 p.m.).

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

**Crime Reporting**
Assistant Director of Campus Safety | 303-245-4686
Safety and Facilities Helpline | 720-309-8211

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

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

The facilities director, campus safety office, and caretaker staff provide assistance with all safety concerns. On all campuses, they have the authority to enforce Naropa policies and regulations. They also remain alert to any violations of Boulder city ordinances or state and federal statutes. Campus Safety staff and caretakers have the authority to detain any persons suspected of criminal activity until local law enforcement can respond. Campus Safety staff and caretakers also have the authority to expel from Naropa property any individuals posing an immediate threat to the safety or well-being of the Naropa community and others. All community members are encouraged to take an active role in ensuring a safe environment by immediately reporting any suspicious activities or persons on any campus to the Safety and Facilities Helpline or to a Naropa caretaker.

The Naropa Caretakers act as a resource for the safety of the Naropa community and are responsible for the security of the buildings. Everyone in the community is encouraged to meet the caretakers and report any immediate concerns.
Note: The Campus Safety Office monitors parking areas, issues parking tickets, and arranges for the towing of vehicles. The transportation office distributes parking passes and collects payment for parking tickets. (See the Transportation section.)

**BUILDING HOURS AND ACCESS**
https://my.naropa.edu/ICS/Student/Safety_and_Facilities/Building_Hours.jnz

**Building Hours During the Semester**
Monday–Friday 7:30 a.m. – 10:00 p.m.
Saturday & Sunday 7:30 a.m. – 10:00 p.m.
Holidays CLOSED

All buildings are closed during Naropa holidays. For specific holiday and semester dates, see the building hours webpage above. Any presence in or access to buildings outside of hours is allowed only by key or controlled access device issued or activated by the assistant director of campus safety.

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

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

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

Paramita and Nalanda Campuses are limited during certain times by a controlled access security system. Students who need to get into this building in the evenings or on weekends should reference MyNaropa. Incoming student ID cards are automatically programmed with access to the Nalanda and Paramita campuses. If you lose your card or you do not have the access you need, please contact the assistant director of campus safety for support.

**USE OF UNIVERSITY PROPERTY**

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

At Nalanda, there are 12 classrooms with restricted electronic access, including music and art studios. Access to these spaces will be limited to students actively taking classes in those rooms. Student ID cards will be activated to give appropriate access. All additional requests to use those spaces must be submitted in writing through the student's email account to the appropriate staff or faculty member and the assistant director of campus safety.
Students who are on a leave of absence, have taken an incomplete, or otherwise need access to a specialized space in order to complete their school work must obtain permission from the program chair and the dean of students’ office. The Office of Campus Safety and Facilities is not authorized to grant access for such students without express permission from the program chair and the dean of students’ office.

**SNOW DAYS**

Since students are automatically enrolled in our Emergency Alert System they will be informed accordingly in the event of a class cancellation. Please visit MyNaropa for any additional information. The website [http://www.thedenverchannel.com/weather/closings](http://www.thedenverchannel.com/weather/closings) also carries information on weather-related closings for Naropa and many other organizations. The closure will be broadcast on channel 7, KMGHTV, and radio stations KGNU (FM 88.5), KBCO (FM 97.3 and AM 1190), and KOA (AM 850).

You may also call the Naropa University switchboard at 303-444-0202 for a recorded message.

**FIRST AID**

A simple first aid kit is located on each campus. The Paramita Campus first aid kit is kept in the Transpersonal Counseling Psychology Office. The Arapahoe Campus first aid kits are kept in the Student Affairs Office Walsin Hall and in the 2111 Arapahoe Building. The Nalanda Campus first aid kit is kept on the second floor near the copier and supply closet.

**ACCESS TO UNIVERSITY OF COLORADO FAMILY HOUSING OPEN SPACE**

The gate between the CU Family Housing Open Space and Naropa University was locked for a period of time. After positive and lengthy negotiations, the gate was unlocked. In order for it to remain open, Naropa’s students, staff, and faculty must abide by the guidelines. If we abuse our access to the property and do not respect the regulations, the gate will be locked permanently. Please remember that there are children nearby, so be mindful of your language and behavior when on CU Family Housing property. It is our responsibility to honor the agreement. Thanks for sustaining quality relations with our neighbors.

Guidelines for use of the property:

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

**STUDENT ACTIVITIES, ENGAGEMENT & INVOLVEMENT**

Coordinator of Student and Campus Life
303-546-3549 | studentlife@naropa.edu

[https://my.naropa.edu/ICS/Student/Student_Life/Student_and_Campus_Life.jnz](https://my.naropa.edu/ICS/Student/Student_Life/Student_and_Campus_Life.jnz)

**STUDENT GOVERNMENT**

Naropa’s student government is known as the Student Union of Naropa (SUN). The purpose of SUN is to gather and represent the student voice, to empower student engagement, and to provide and support opportunities for student leadership. United Naropa is composed of students representing

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their academic departments with a focus on student action, connections, and communication among the departments, and ensuring student input in decision making. This body also organizes and supports student life beyond the classroom, planning various campus activities, overseeing student lounges, and supervising student organizations.

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

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

—Chögyam Trungpa Rinpoche

**What Does the SUN Do?**

- Secures representation from academic departments
- Elects the board of trustees student representative, who also must be an active SUN member
- Bridges communication between departments and students
- Communicates to SUN members’ respective departments and students
- Seats student representatives on university committees, including the board of trustees
- Gathers students’ voices regarding educational experience and concerns
- Provides students with avenues for action
- Actively engages in retention and support of underrepresented groups
- Sponsors community-building events, such as open mics, coffee houses, and dances
- Designs and supports culturally diverse programming
- Supports student engagement on-campus and in the local communities
- Provides leadership training and recognition of student leaders
- Coordinates the annual campus wide Naropa Fest
- Co-creates town halls
- Coordinates student organizations by supporting the groups’ formation, offering them resources, holding them accountable, and providing funding for student organizations and their events

**REGISTERED STUDENT ORGANIZATIONS**

Student Activities Coordinator | stuactivitiesga@naropa.edu

Student organizations at Naropa University are an integral part of campus life that reflects current student interests and concerns, and enriches the cultural and social fabric of the university community. They range from an educational to a volunteer focus, from recreational to social; they may include publications, support, events, and service activities. The Student Union of Naropa team, along with Student Life, provides logistical and monetary support to these groups. For information about current student organizations or to start your own organization, contact the Coordinator of Student and Campus Life or visit ‘Get Involved’ on MyNaropa. Student organizations may register at any time during the academic year. Please note: All student organizations must have either a faculty, staff or administrator as an advisor in order to be an eligible student organization.
Located in the Wulsin Building, the Office of Student Affairs promotes a holistic approach to education by viewing learning as a key element of its mission and working in collaboration with the academic side of the university to this end. This office includes in its mandate overseeing the general welfare and quality of life of students from their entry into the university through graduation and entry into the work world. The dean of students supervises the Office of Student Affairs and is an advocate for the student voice with college staff and faculty on all policy issues and other matters of concern to the student body.

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

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

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

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

**STUDENT IDENTIFICATION CARDS (IDs)**

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

**SUSTAINABILITY**

sustainability@naropa.edu

At Naropa, we view sustainability as rooted in humanity. Our field of awareness, compassion and kindness expands from the individual to encompass all life and life-giving systems. Sustainability, then, is the daily practice that ensures the current and future needs of the global community are met, while honoring the interconnectedness between all beings and phenomena. Our commitment
cuts across boundaries of discipline and philosophy, and strives for a society founded on earth-based systems, universal human rights, economic justice and a culture of peace.

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

LEADERSHIP AND STUDENT INVOLVEMENT IN SUSTAINABILITY

Naropa Sustainability Council
The Naropa Sustainability council is a student-run organization focused on radical innovation and practical action for sustainability initiatives at Naropa. The mission of the Naropa Sustainability Council (NSC) is to support the University in its endeavors as stated in Naropa’s Sustainability Statement and outlined in Naropa’s Climate Action Plan (CAP). The NSC serves to develop and engage students by providing leadership and campus engagement opportunities. All Naropa students (prospective, current and alum) are welcome to take part in NSC meetings and projects.

SUSTAINABILITY EVENTS
Naropa hosts two Sustainability events annually:

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

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

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

Boulder and the surrounding Front Range have extensive bus and bicycle commuter systems. The combination of bus and bike routes makes it easy to commute without a car while attending Naropa University. Our most effective alternative transportation modes (many of which are operated by third parties) are presented below to assist students in planning. The inclusion or exclusion of any service is not an endorsement of the transportation services.

RTD CollegePass
Every degree-seeking student receives an RTD CollegePass. Students pay for this bus pass as part of the registration fee and receive it following tuition payment each semester. The pass offers free and discounted transportation on all regional bus routes including passage to Denver, Denver International Airport, and Eldora Ski Mountain. Several buses come directly to or near Naropa University’s campus locations. For more information about bus schedules or maps, contact RTD directly at 303-299-6000 or visit rtd-denver.com. The RTD CollegePass is a smart card that renews automatically as long as you are enrolled at Naropa University.

Additional information can be found online. For student bus pass questions and summer student bus passes, contact Student Affairs. For questions regarding specific bus routes, contact RTD.

**Getting Between Naropa Campuses**

It is a JUMP and a BOUND between all three campuses. These shuttle buses travel every six to ten minutes from 7 a.m. to 7 p.m., Monday through Friday. The JUMP bus travels east and west along Arapahoe Avenue, stopping directly in front of the Arapahoe and Nalanda campuses. The BOUND bus travels north and south on 30th Street and stops in front of the Paramita Campus. Take the JUMP to get between Arapahoe and Nalanda campuses. To get to the Paramita Campus, take the JUMP to Arapahoe Avenue and 30th Street. Get off and go to the east side of 30th Street. Wait no more than ten minutes for the BOUND. Take the BOUND just past Glenwood Drive. The Paramita Campus is on the west side of 30th Street. This trip takes fifteen to twenty minutes. Schedules are available near the student lounge on each campus. You may call Naropa’s Transportation Office at 303-245-4747 for more information. The RTD website will have the most up-to-date information.

**Boulder B-Cycle Annual Passes**

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

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

**Naropa Bike Shack**

Naropa.edu/bikeshack

The Bike Shack is a student-led organization on the Arapahoe campus that offers free or discounted bike repairs. Bring your bike in for help in fixing almost anything including flats, chains, gears, seats or most any other issue with a bike. Repairs are usually free unless a new part is needed, in which case the Bike Shack only charges for the cost of the part. The Bike Shack also offers an innovative Build-A-Bike program. Using spare parts and old bicycles that the Bike Shack has in stock, any student can build their own bike from the ground up and keep it when finished – for free! Just come to the Bike Shack during open hours or schedule a visit and get started in your spare time. Go to Naropa.edu/bikeshack for updated hours or email naropacycles@naropa.edu to schedule your first visit. The Bike Shack also gladly accepts donations of bikes, bike parts and bike related items.

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

**Car Sharing**
carshare.org | 303-271-3510

eGo CarShare is a nonprofit organization that provides and promotes alternatives to individual car ownership, thereby reducing the environmental and social impacts associated with motor vehicle use. Members of car-sharing organizations pay dues and usage fees to the organization and in return they have access to economical, reliable, and fuel-efficient vehicles. There are VIP parking spots for eGo cars at both the Arapahoe and Paramita campuses.

**TITLE IX COORDINATOR**

Associate Director for Conflict Resolution and Title IX Coordinator
303-245-4843 | titleIX@naropa.edu

http://www.naropa.edu/gender-equity

The associate director for conflict resolution and Title IX coordinator is the official who coordinates the University’s compliance with Title IX, including prevention and remediation of sex and gender discrimination, sexual assault, dating violence, domestic violence and stalking. The associate director for conflict resolution and Title IX coordinator may also take complaints of gender discrimination or other forms of protected class discrimination from any member of the Naropa community.

If you or someone you know has experienced any form of gender discrimination, sexual harassment, sexual assault, intimate partner violence, stalking, or other forms of sexual misconduct, please report to the associate director for conflict resolution and Title IX coordinator immediately. All faculty and staff are required to immediately report to the associate director any instance of these behaviors that they have observed, been informed of, or suspect to be occurring.

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

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

Please contact the associate director of conflict resolution and Title IX coordinator or the dean of students to report a claim through The Gender Equity, Sexual Misconduct and Relationship Violence Policy and Procedures (“Gender Equity policy”).
The federal College Work-Study Program (CWSP) and Naropa Student Employment Program (NSEP) are collectively referred to as “work-study” and are administered by the Department of Human Resources in conjunction with the Office of Student Financial Services.

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

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

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

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

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

CONFLICTS INVOLVING FACULTY OR STAFF
Staff and faculty are empowered to address student misconduct that occurs in their office or classroom, including referral to the student conduct process to address violations of Prohibited Conduct, and are accountable to all university policies for staff and faculty. If a conflict or breach of policies involves a staff or faculty member, the dean of students will assist students in ensuring that the student’s complaint is directed to the appropriate individuals (such as Academic Affairs, school deans, or Human Resources) based on the parties involved and following established procedures. In certain cases this may involve following the process outlined in the Student-to-Faculty Grievance Procedures (available on MyNaropa), which provides steps for informal conflict resolution, mediation and formal submission of a grievance.

RESOLVING ADMINISTRATIVE ISSUES
If you are experiencing difficulties with a particular administrative office, such as giving you conflicting information, the first step is always to directly seek clarification and resolution with the relevant staff member. If this proves unsatisfactory, you may contact the staff member’s relevant supervisor. If the issue remains unresolved, you can then speak to the dean of students, who may provide further guidance.

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

**Students of Concern and Threat Assessment Teams**

Student well-being is supported by the Students of Concern and Threat Assessment Teams, which work in collaboration with the dean of students. The Students of Concern Team (SOC) is comprised of representatives from the following offices: Student Affairs, Safety and Facilities, Counseling, Housing and UG Academic Advising. SOC works in close collaboration with University services to ensure that our students are effectively resourced and offered support. SOC meets weekly to review ongoing situations of concern and relevant policy. The Graduate School of Counseling and Psychology (GSCP) has a parallel SOC process that interfaces with the dean of student’s office as needed. The Threat Assessment Team is comprised of relevant University leadership, and is convened as and when necessary to help determine University response to threatening situations. While these teams support the dean of students, they remain separate from the Code of Conduct process. Enforcement of the Code of Conduct ultimately rests with the dean of student’s office.

**CODE OF CONDUCT: APPLICABILITY**

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

a. the behavior indicates that a student may be a threat to the health, safety, or security of the university or community members;

b. the behavior has continuing effects on campus that may contribute to the creation of a hostile educational environment;

c. the behavior significantly impinges upon the rights, property, or achievements of others in the campus community or significantly caused disorder or breaches the peace; and/or

d. the behavior is detrimental to the mission, operations, and/or interests of the university.

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

A. Gender discrimination, Sexual Misconduct and Relationship Violence. For cases involving alleged gender discrimination, including but not limited to claims of sexual harassment and sexual assault, the associate director for conflict resolution and Title IX coordinator will initiate the process outlined in the Gender Equity, Sexual Misconduct and Relationship Violence Policy and Procedure.

B. Protected Class Discrimination. Individuals who believe that they have been discriminated against based on their protected class status may seek a resolution through the complaint procedures adopted as part of the Anti-Discrimination Policy and Procedures.

C. Plagiarism or academic dishonesty. Cases involving allegations of plagiarism or academic dishonesty shall be handled using the process outlined in the Academic Dishonesty Policy.
Allegations of separate violations of the Code of Conduct that surface during the resolution processes for the above-listed exceptions may, at the sole discretion of the Dean of Students, give rise to adjudication of the alleged behaviors under the Code of Conduct.

**CODE OF CONDUCT: STUDENT RESPONSIBILITIES**

Students are not only members of the academic community but also members of the larger community and society. As a result they retain the rights, protection, guarantees and responsibilities that are held by all citizens. A student is not immune to prosecution by local, state, or federal agencies, whether or not the university takes action on the violation. Students, student organizations and their respective guests are responsible for knowing and behaving consistently with the student code of conduct and all applicable laws.

**General Provisions**

a) Students who assist others in violating any provision of this code may be charged with a code violation.

b) Students are responsible for the activities that occur in their residence hall room and shared living spaces in the apartments at Snow Lion, 2333 Arapahoe or where applicable. As a result, students are expected to properly secure their living area at all times. It is the responsibility of Naropa students to ensure that all guests know and behave in a manner that is consistent with the student code while on campus. Any person involved in an incident in a residence hall who is not an assigned occupant of the room or apartment where the incident occurred will be deemed a “guest” under this code. All assigned occupants of the apartment may be subject to the same sanctions under this code as the actual violator.

**CODE OF CONDUCT: PROHIBITED ACTS**

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

**CONDUCT OFFENSES PERTAINING TO PERSONS**

1) An individual’s intentionally reckless action, alone or in concert with others, that impedes or impairs the university’s mission, processes, operations or functions, or interferes with the rights of others, or disrupts teaching or other educational activities on any of the university campuses or other property.

2) An action or threatened interference, physical, or sexual attack, physical or verbal harassment, intimidation or personal abuse against any member of the university community, including oneself. Physical or verbal abuse includes but is not limited to personal injury, physical restraint against a person’s will and holding or transporting an individual against the individual’s will.

3) Threatening or causing non-physical abuse of or abusive behavior toward another person including, but not limited to verbal or written statements that constitute a form of expression not protected by the First Amendment, such as obscenities, fighting words, or defamation. Nonphysical behavior is defined as someone having or creating an effect or impact that is hostile, intimidating or demeaning.

4) Any conduct or action which impacts the normal function of the university. This can be in the classroom, residence hall, or any university owned or leased property or off-campus threat to the community.

5) Any act of retaliation.

6) Any act of discrimination based on any protected status, including but not limited to age, race, color, religion, national origin, ability, sexual orientation, gender identity or expression, veteran status, or gender discrimination in all forms, including, but not limited to sexual
assault and/or sexual harassment. (See Anti-Discrimination Policy and Procedures and Gender Equity, Sexual Misconduct and Relationship Violence Policy and Procedure).

7) Cultural Appropriation (See Cultural Appropriation).

8) Any actual or threatened non-consensual sexual act.

9) Nudity and photographing nude pictures on campus is prohibited. This includes outdoors on all campus grounds and inside all campus buildings, including the public spaces in the residence halls. Exception to this rule is a classroom requirement.

10) Although the term public nudity is not specifically mentioned in the sexual harassment policy, it is considered physical conduct which could have the purpose or effect of creating an intimidating, hostile or offensive environment, and as such could have disciplinary consequences for those involved.

11) Stalking.

12) Relationship Violence, Dating Violence or Domestic Abuse.

13) Attempting to cause or causing physical harm or placing another in fear of physical harm.

14) Failure to respond or to comply with any official instructions or requests, oral or written, by Naropa University personnel acting in the performance of authorized duties.

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

16) Knowingly making a false or incomplete oral or written statement, with the intent to deceive, to any Naropa university board, committee, office or member of the university faculty, staff, or student body.

CONDUCT OFFENSES PERTAINING TO PROPERTY

1) The commission or attempted commission of an unauthorized taking, misappropriation, or possession of any property owned or maintained by the university or any member of the university community.

2) Destruction, vandalizing, damage, misuse, or defacing of any Naropa University owned or leased buildings or property or any other property on campus. These include but are not limited to fire alarms, extinguishers, and other safety devices.

3) Misuse, reproduction, alteration, or forgery of any university-related document, record, key, access codes, identification, or property.

4) Trespassing upon, forcibly entering, or otherwise proceeding into unauthorized areas of university owned or leased buildings or facilities, their roofs, or the residential space of another without permission. Unauthorized or inappropriate use of university property or of others.

5) Access to the roof of any campus building is not permitted. This includes residence halls, classrooms or administrative buildings.

6) Unauthorized possession or theft of property or services.

7) Knowingly purchasing or using false pretenses to procure money, property or services.

8) Unauthorized or inappropriate use, duplication, or possession of keys, computer access codes, or security mechanisms.

CONDUCT PERTAINING TO CONTROLLED SUBSTANCES

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

**Alcohol:**

1) Possession, sale, or use of alcoholic beverages on campus or at off-campus events sponsored by the university. No person regardless of age is permitted to consume alcohol within the on-campus residential areas of the university.

2) Operating a motor vehicle while under the influence.

3) Misrepresenting one’s age for the purpose of purchasing, possessing or consuming alcohol.

4) Possessing, consuming or serving from a common source of alcohol (i.e. 12 or more servings, kegs, beer balls, punch bowls, or other approximate equivalent number of servings), unless being served and monitored by a licensed authorized university vendor.

5) Purchasing, furnishing or serving alcohol to an underage person.

6) Being intoxicated to the degree that state law mandates being taken into custody.

7) Creating, offering or engaging in drinking games and other behaviors designed for being intoxicated through the use of alcohol.

8) Being under the influence of alcohol, as supported by evidence through actions and/or results of field sobriety tests.

**Drugs:**

1) Attempted or unauthorized sale, use, distribution, acquisition, or possession of any controlled substance, including medical or recreational marijuana, illegal drugs, or drug paraphernalia on university premises or at university-sponsored activities.

2) Possessing or using controlled substances as defined by federal, state and local statues. Controlled substances may be taken pursuant to a properly issued prescription, provided the controlled substance is taken and in the amount prescribed.

3) Distribution, selling or possessing with the intent to distribute illegal or controlled substances, on university premises as defined by federal, state and local statues.

4) Possessing or using drug paraphernalia (including but not limited to pipes, bongs, etc.)

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

**Conduct Pertaining to Public Order, Weapons & University Order Offenses**

1) Possession or using weapons.; Weapons means an object or substance designed or used to inflict a wound, cause injury or incapacitate, including but not limited to all firearms, pellet guns, air pistols, air rifles, any dirk, bowie knife, switchblade knife, ballistic knife or any other knife having a blade of three or more inches, black jacks, metal knuckles, nunchaku, and biological agents. Any display, possession, use, sale, or acquisition of any firearm or other weapon including ammunition, other explosive devices including fireworks, or other objects designed or used to inflict injury or damage on university premises, even if the person possesses a valid concealed weapons permit or other lawful permission to carry a weapon. This includes, but is not limited to, items that simulate weapons or other dangerous objects. The possession of non-lethal self-defense instruments such as mace is not prohibited; however, the reckless use of those devices is prohibited.

2) Creating a fire, safety, or health hazard.

3) Impeding or obstructing an investigation, or failing to identify oneself or to comply with the directions of university officials in the scope of their duties.

4) Possessing, providing, distributing, selling or manufacturing any form of false university or state issued identification.
5) Elimination of body fluids or waste, such as urine, feces, vomit, and blood, in places or receptacles not designed for receipt of such substances.
6) Indecent exposure, including but not limited to “flashing.” Indecent exposure is defined as revealing one's genitals under circumstances likely to offend or shock others or in public.
7) Failure to evacuate any building during a fire alarm.

**CONDUCT PERTAINING TO COMPUTER SYSTEMS AND ACCESS**
1) Failure to comply with the university [Computer Systems Policy](#), including unauthorized use of university computers and any violation of computer rules or email policies.
2) Violation of the university's privacy and recording policies.

**CONDUCT PERTAINING TO RESIDENCE LIFE AND HOUSING**
1) Violating any housing or residence life policies. Violating any residence hall policy appearing in Residence Hall policies or any policy properly communicated through the university's housing staff. This includes, but is not limited to, the following:
   a. Failing to live in university housing if you are a single student under 21 years of age who has completed fewer than 30 hours of transferable, post-secondary school credit. Students required to live on campus must sign a housing lease agreement, pay a housing deposit, and move into student housing by 9 a.m. on the first day of classes OR have an approved Request for Exception to university housing policy, before they can enroll in classes at Naropa University. (Note: the Housing contract agreement is valid for the entire academic year.) In the event that university housing has no available rooms, required students will be exempted from the housing requirement.
   b. Obstruction or disruption of disciplinary procedures, residence life administrative procedures, or any other residence hall or Naropa University authorized function or event.
   c. Throwing items of any kind from windows, balconies, roofs, etc.
   d. Unauthorized occupation or use of, or unauthorized entry into, any residence hall facility or student room.
   e. The propping open of locked doorways, fire doors, or stairs well entry doors for any purpose, including, but not limited to, creating easy access for friends, parents, or visitors. Authorized key use and doorbell systems are the only appropriate means of gaining entry to the residence hall. Residents' security is our primary goal. Policy infractions in this area will result in a fine. Multiple infractions in this area will result in immediate eviction.
   f. Theft or possession of stolen goods, including illegal possession of or damage to property of Naropa University or any resident.
   g. Interference with the right of access to residence hall facilities or with any right of any person in university housing.
   h. Providing false or misleading information, misrepresentation, or misuse of student identification in university housing.
   i. Setting a fire or the use of candles or any type of open flame or open filament device within the university housing.
   j. Tampering with or the misuse of any safety equipment such as fire alarms, fire extinguishers, fire hoses, carbon monoxide detectors or any fire equipment, including smoke detectors.
   k. Failure to follow emergency procedures (fire, flood, tornado, etc.).
   l. Pets of any kind are prohibited in residences except permitted by university policies and procedures with the appropriate documentation. Examples of animals allowed are service animals.
   m. No Smoking in apartments/rooms on premises owned or leased by the university. Residents with balcony rooms may NOT smoke on the balconies even with the room door closed.
n. No smoking is allowed within 25 feet of any residence hall. The rights of a non-smoker supersede the rights of a smoker. Additionally, residents are not allowed to use devices of any kind, including vaporizers and hookahs, to smoke any substance.

o. Violation of respectful noise levels. All residents are responsible for maintaining reasonable studying conditions. Quiet hours begin at 10 p.m. Sundays through Thursdays and 11 p.m. on Fridays and Saturdays. Quiet hours require that noise be reduced so that nothing can be heard from within rooms when doors are closed.

p. Failure to respond to a summons (verbal or written) from a housing staff member or other Naropa staff official.

q. Violation of guest policy (including winter, Thanksgiving, or spring break vacation housing guest policies).

r. Refusing entry to Naropa University staff authorized to conduct health and safety inspections, repairs, or perform an authorized search (see Search and Seizure policies in Housing contract Agreement).

s. Violations of the terms and conditions in the Housing contract lease agreement or policies and procedures prescribed in the Residence Life Terms and Conditions Handbook or the Naropa University Student Handbook.

t. The university reserves the right to take immediate and appropriate action to ensure the integrity and safety of the university and/or university community and its ability to create a wholesome educational environment.

**CODE OF CONDUCT: PROCEDURES**

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

**REPORTING VIOLATIONS OF THE CODE OF CONDUCT**

Suspected violations of policies of the Code of Conduct should be reported to the dean of students. If the conduct occurs in University housing, the coordinator of student housing can also receive reports. If for any reason you are uncomfortable reporting the claim to any of these individuals, please report your claim to the associate provost for faculty.

**COMPLAINT PROCESS**

Students, faculty and staff who wish to refer a student to the Student Conduct process should address their concerns to the dean of students via email or through the Early Alerts/Students of Concern portal on MyNaropa. Referrals to the student conduct process should be sent to the dean of students, and include: information regarding the person accused of violating the Code of Conduct (the respondent), the alleged violation(s) and/or behaviors in question; a summary of the incident(s) including date, time and location; and contact information for all parties involved. All referrals, regardless of whom they are filed against, must be in writing, must be filed as soon as possible, but no later than 90 days after the alleged incident leading to the complaint.

**CONFIDENTIALITY**

If the party referring the alleged violation of the Code of Conduct to the dean of students requests confidentiality (i.e. that their identity not be disclosed to the respondent), the university will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality, but such a request can hamper the university's investigation and confidentiality cannot be guaranteed.

**CONDUCT PROCESS**
The appropriate course(s) of action required to resolve alleged conduct issues will be determined at the sole discretion of the dean of student's office. The following avenues are available to resolve an alleged violation of the Code of Conduct:

A. Mediation  
B. Restorative Practice  
C. Formal Administrative Adjudication

Restorative practices including mediation will not be implemented in all alleged cases of drug and alcohol violations; violations of gender equity, sexual misconduct and relationship violence; or instances where the student has committed or is accused of committing multiple Naropa policy violations.

**COMMENCEMENT OF PROCEEDINGS**

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

1) if appropriate, seek to resolve the situation through an informal resolution process such as a Restorative Practice;
2) send the respondent a written notice of charge as enumerated below;
3) initiate an investigation or appoint an adjudicating officer to conduct an investigation.

**Mediation**

At the sole discretion of the dean of student's office, Naropa may implement a Mediation or Alternative Conflict Resolution Approach ("Mediation") to address alleged violations of the Code of Conduct. Results of Mediation are not placed in a student's permanent conduct record. Mediation is a process by which a facilitator holds space for two or more parties who are in conflict with one another. The model that the dean of student's office uses is developmental, restorative and transformational in that it seeks to help parties not only work through conflict, but ultimately grow and learn from the process. Mediation is used when a potential violation of the Code of Conduct, or a conflict, could potentially be resolved using informal means.

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

**Mediation Referral**

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

- Introduce the goals of mediation and the involved parties
- Establish ground ruled
- Provide each party with an opportunity to make an opening statement
- All the parties to discuss what they have heard
- Identify and clarify the core issues
- Generate options for resolution
- Allow for options to be negotiated until the parties reach a mutually agreeable solution
• Develop an Agreement of Understanding

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

Restorative Practice
At the sole option of the dean of students, Naropa may use a Restorative Community Practice Approach to address alleged violations of the Code of Conduct.

Applicability
Under no circumstances will a Restorative Practices process be utilized for any allegations of sexual assault, domestic violence, dating violence, or stalking. In addition, Restorative Practices may not be available if the respondent has committed or is accused of committing multiple Naropa policy violations or for violations involving drugs and/or alcohol.

About Restorative Practice
Restorative Practice is a community-based model of addressing violations of university and housing policies, and can also be utilized as a peace-making process if there is an interpersonal or community conflict. Restorative Practice seeks to repair harm caused by violations to the Naropa Code of Conduct, the university housing community standards, and other university policies while attempting to bring the community closer together—to restore a sense of balance and harmony.

Community Restorative Practice Referral
If an offense is deemed eligible for Restorative Practices it will be referred to the restorative practice facilitator(s) from the CReST team. The restorative practice facilitator shall set up a Community Restorative Practice. The Community Restorative Practice shall:

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

Reparative Contract
The Reparative Contract contains the written requirements developed by a CReST team member or dean of students, which are designed to allow the respondent to repair any harm or impact in a specific, measurable, attainable, relevant and timely way. The CReST team member, coordinator of residence life and student housing or dean of students shall determine the terms of the Reparative Contract when a Community Restorative Practice is unable to arrive at consensus and mutual agreement with the respondent regarding the terms of the Reparative Contract.
All Reparative Contracts will be made in writing and maintained by the dean of student’s office. Naropa University generally will not issue a Reparative Contract when the penalty is suspension, eviction, or expulsion.

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

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

**Formal Administrative Adjudication**

At the discretion of the dean of students, Naropa may use a Formal Administrative Adjudication Process (“Adjudication”) to address alleged violations of the Code of Conduct.

**Use of Formal Administrative Adjudication**

Alleged infractions of the Code of Conduct by a respondent will be handled by a Formal Administrative Adjudication in the following circumstances:

- In the event that the student does not accept responsibility for their actions in a way that is satisfactory to the university official;
- There is a dispute regarding whether the alleged violation of policies occurred;
- The student has committed or has been accused of committing multiple Naropa policy violations;
- The alleged violation concerns drugs or alcohol;
- The respondent is not ready or willing to participate in a Restorative Practice; or
- All other cases at the sole discretion of the dean of student’s office.

**Administrative Adjudication Referral**

If an offense is deemed eligible for Administrative Adjudication, it will be referred to a staff member designated as the adjudicating officer. The adjudicating officer will be the dean of students, assistant director of student life for residential education or a trained staff member selected by the dean of students who does not have a conflict of interest in the matter. The Adjudication process shall:

- Provide respondents (students accused of a Code of Conduct violation) five business days to set up a conference with the adjudicating officer;
- Introduce the respondent’s rights in the conduct process;
- Articulate the alleged violations of the code of conduct;
- Complete a thorough and robust investigation including but not limited to the following:
  - Provide respondent an opportunity to present their perspective
  - Provide adjudicating officer an opportunity to sort out the facts of evidence
  - Provide respondent an opportunity to either admit to or refute the alleged violations
- Recommend to the dean of students any sanctions, as appropriate, necessary to address the violation in the case that an affirmative finding is reached; and
• Produce a formal letter articulating the alleged violation, the finding of fact, any sanctions instituted, and the appeal process.

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

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

NOTICES TO RESPONDENT
Once the administrative adjudication process is initiated, the adjudicating officer will send the respondent a written notification via the student's Naropa email address within five business days.

The written notification will include:

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

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

No Contact Orders
If the alleged violation involves a conduct offense pertaining to persons, the written notification may include a “no contact order” with the alleged victim. If a “no contact” order is detailed in the written notification, it is the responsibility of the respondent to not have any contact with the individual(s) named, directly or through third parties, or via electronic means, including attending joint classes. Failure to comply with this request may result in additional disciplinary action.

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

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

- Be provided with all written complaints regarding the incident that have been provided to Naropa university officials.
- The right to know the nature of the complaint, the evidence supporting the complaint, and the impact of their behavior on the Residential community and/or Naropa community.
- The right to present their position to the adjudicating officer(s), including the ability to present pertinent and relevant witnesses and documentation.
- The right to understand the conduct procedures and the reasons for referral to Adjudication, Restorative Practices, or a Title IX investigation.
- The right to clarification of policies when requested.
- The university retains the right to review meeting issues/decisions with parents and relatives when allowed by law, including when the student appears to be endangering self or others, if the student has violations related to alcohol or drugs, a health or safety emergency, or if the university has a FERPA release of information form on file.
- Respondent shall receive notification and explanation of decisions, sanctions, as well as consequences for the respondent not completing a reparative contract.
- The right to be sanctioned based on a preponderance of the evidence.
- The right to submit an appeal in cases of suspension/eviction and expulsion.
- Have a voluntary advisor or advocate, provided that the advisor or advocate may not participate in the adjudication process.

**STANDARD OF DECISION**

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

**PROCEEDINGS ARE CLOSED AND CONFIDENTIAL**

Adjudicative procedures, Mediation and Restorative Practice processes are confidential and closed to the public. All students are on notice that the university may record the proceedings; no other party may record the proceedings. The participants in such proceedings are required to maintain confidentiality so as to ensure that there is no re-victimizing, retaliation, or harassment of involved parties and breaches of confidentiality shall be considered a violation of the Code of Conduct and may subject the individual breaching confidentiality to disciplinary action. Nothing in this section precludes participants from appropriate disclosures to legal counsel, medical or mental health providers, or designated advisors or advocates as outlined in accompanying policies and procedures.

**SANCTIONS**

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

A.) Possible Sanctions: the dean of students may impose a variety of sanctions as appropriate, which may include but are not limited to:

- A formal apology
- A public presentation
- A reflective essay or a research paper on a designated topic
- A letter to the victim
- Attendance at class(es) or lecture(s)
- Attend SUN meeting(s)
B.) Alcohol and Drug Offenses. If a student is found to be in violation of state or federal laws or university policies governing alcohol or drugs, the student will be sanctioned according to the dean of students’ assessment of risk. First and second offenses will always include at a minimum, parental notification (for students under 21) and probation for one semester. Depending on the dean of students’ assessment of risk, sanctions may also include: mandatory attendance at a university-sponsored alcohol/drug awareness class, drug and alcohol evaluations and/or educational/intervention programs by outside agencies, random alcohol and/or drug testing, and community service. Fees may apply for these services. Sanctioning of alcohol and drug violations may be more severe if the incident includes any of the following factor(s): public intoxication, provision of alcohol/drugs to minors, damage to property, or failure to cooperate with a university official. Sanctioning may also be more severe if the violation is accompanied by other violations of the Code of Conduct or multiple violations of the Code of Conduct.

C.) Apology: The respondent may be asked to provide a verbal and/or written apology to any parties the respondent has harmed.

D.) Behavioral Contract: may be implemented at any time by the dean of students. As a sanction, a behavioral contract outlines specific behavioral requirements that may include, but are not limited to, any of the other sanctions outlined here. Failure to fulfill the obligations of a behavioral contract may result in further sanctions.

E.) Behavioral Probation: A trial period may be imposed during which the respondent’s conduct is monitored. Additional violations of the Code of Conduct or other university policies during this period may be subject to exceptional disciplinary action, such as suspension or expulsion. Please note that academic probation follows a different procedure. (Please see the academic catalog for information.)

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

G.) Common Source Fine (possessing a “common source” containing 12+ servings of alcohol).

H.) Dean Hold: placed by the dean of students, a dean hold prohibits the student from registering from courses until specified conditions are satisfactorily met.
I.) Delay or Denial of Degree Award: Naropa University may elect to delay the issuance of a degree during the proceeding of a conduct process or refuse to issue a degree to a student who is suspended or expelled.

J.) Disciplinary Hold: A disciplinary hold may be placed if a student fails to complete assigned sanctions. The disciplinary hold prohibits the student from registering for classes until all sanctions have been completed.

K.) Disciplinary/Verbal warning: This is an official notice that a student’s behavior is in violation of university regulations or standards which clarifies behavior in the future. Further continuation or repetition of prohibited conduct may be cause for additional disciplinary action.

L.) Expulsion: The respondent is required to permanently leave the university. The student may also be barred from college premises and/or college-sponsored events.

M.) Formal reprimand: A warning may be issued to the respondent that further misconduct may result in more severe sanctions.

N.) Monetary fines to repair damage done or other payment for expenses incurred as a result of the Respondent’s actions caused by prohibited action.

O.) Parent/Guardian Notification: As allowed under the 1998 Higher Education Amendments, the university sends written notification to the parents or guardians of students who are under the age of 21 years old when they are found responsible for violating the University's Alcohol and Other Drugs Policy. The letter does not include information from prior incidents or any case specifics. For detailed information to be shared with parents, guardians or other outside parties, a signed waiver from the student is required.

P.) Reparative Contract: The written requirements developed by a Community Restorative Practice, or the dean of students, which are designed to allow the respondent to repair any harm or impact in a specific, measurable, attainable, relevant, and timely way.

Q.) Residence Hall Reassignment: A respondent who resides in university-sponsored housing may, through the conduct process, be assigned to a different residence room or apartment.

R.) Residence Hall Termination: A respondent's university housing agreement may be terminated through the conduct process, and the respondent may be prohibited from residing in university housing on a temporary or permanent or basis. Termination usually includes forfeiture of any fee rebate for the remainder of the housing contract or lease.

S.) Revocation of a Degree: An awarded degree may be revoked for violators of the Code of Conduct, which occurs prior to the award of the degree but are discovered after the degree is awarded.

T.) Suspension: The respondent is required to leave the university for a period of time. The respondent may return after meeting the conditions, on a case-by-case basis, established by the university. The respondent may also be barred from university premises, university housing, classes, and/or university-sponsored events. Please note that academic suspension follows a different procedure. (Please see the academic catalog for information.)

**Appeal Process for Students**

A Respondent may only file an appeal to the findings and/or sanctions in circumstances where procedural error or relevant, previously unavailable information could significantly impact the outcome of the investigation, or where a sanction is substantially disproportionate to the findings. The review of the appeal will be based on the existing record or any new, relevant and previously unavailable information provided. A letter detailing reasons for an appeal must be submitted to the dean of students within ten (10) business days of the issuance of the notice of the outcome. The dean of students may serve as the appeals officer or may assign the appeal to a school official who has had no prior involvement with the case to act as the appeals officer. The appeals officer will review the investigation and any arguments made by the Respondent. The appeals officer shall determine
whether a procedural error occurred and, if so, whether such error materially altered the outcome; whether new information provided is relevant and was previously unavailable and, if so, whether the new, relevant and previously unavailable information tips the preponderance of evidence against the original findings; and/or whether the resulting sanction was proportionate to the findings of fact. If deemed appropriate by the appeals officer, the appeals officer may elect to refer the matter to the adjudicating officer to consider new evidence, amend the original finding, or issue new or amended sanctions recommendations. *The decision of the appeals officer is final.*

**FAILURE TO PARTICIPATE IN SANCTIONS PROCESS**
Failure to satisfactorily participate in the Sanctions process may result in a dean hold. This includes: 1) failure to schedule a meeting or respond to a letter from the dean of student’s office; 2) failure to complete sanctions as a result of previous student disciplinary action.

**REPEAT VIOLATION OF THE CONDUCT CODE**
Repeated violation of the university code of conduct may result in a higher level of sanctions, including suspension, expulsion and/or termination of university housing, at the discretion of the dean of students.

**REINSTATEMENT OR RETURN TO THE UNIVERSITY**
In all reinstatement cases involving sanctions, holds, medical or other withdraw, and suspension, the University reserves the right to require sufficient documentation, determined on a case-by-case basis, certifying that the student is qualified and ready to return to full-time academic work and campus life. Any time a student wishes to return to the University, the student may be required to meet with the dean of students or their delegate for a reintegration conversation prior to reinstatement, and may be subject to academic or behavioral conditions prior to or upon their return.

**IMMEDIATE ACTION**
Nothing herein is intended to deny the appropriate school official the option of taking immediate action. Individuals presenting imminent danger to the educational process, community members or property may be immediately be removed from Naropa University property by the dean of students, the provost and vice president of academic affairs, or the Title IX Coordinator when deemed necessary for the safety or well-being of the Naropa community.

**CODE OF CONDUCT: DEFINITIONS**
For the purpose of the Code of Conduct and the Conduct Procedures related to violations of the Code of Conduct, the following definitions apply:

A) **Adjudicating officer.** The designated individual assigned to investigate an alleged breach of the Code of Conduct. Adjudicating officers can be the dean of students, the coordinator of residence Life and student housing, the Title IX coordinator, or the investigation can be delegated to a third party, including CReST members, the director of human resources, vice provost for or another individual (either from within the university or from outside the university) to conduct or assist with an investigation. Generally the adjudicating officer for residence hall investigations will be the coordinator of residence life and student housing, the investigator for non–Title IX investigations will be the dean of students, and the investigator for allegations of plagiarism and academic dishonesty will be the respective dean or chair. In the event that there are multiple charges of a respondent violating policies or there are assertions of retaliation, the university will make reasonable efforts to assign the same investigator to all claims that appear to be related.

B) **Alcohol.** Any beverage containing more than 0.5 % ethyl alcohol by weight
C) Complainant. A party that makes a referral related to a respondent’s alleged violation of policies.

D) Dean of Students. The person designated by Naropa University to be responsible for the administration of the Code of Conduct and Conduct Processes.

E) Discrimination. Occurs when an individual suffers an adverse consequence, such as failure to be hired or promoted, denial of admission to an academic program, lack of academic reward or advancement etc., on the basis of their protected class. Gender discrimination can also include sexual assault and sexual harassment.

F) Coordinator of Residence Life and Student Housing. The person who oversees the operations of the university housing and residence life for students and the enforcement of university policies in university housing.

G) Group Accountability. The Code of Conduct places mutual responsibility with each person present when a violation occurs and will result in an investigation into each person present during an alleged violation.

H) Harassment. Verbal or physical conduct based upon an individual’s protected class status or that unreasonably interferes with that individual’s work or academic performance or creates an intimidating or hostile work or educational environment.

I) Illicit Drugs: or “controlled substance” shall include controlled substances and analogs as defined by federal and state laws.

J) Intimidation. Occurs when someone uses their physical presence to menace another, although no physical contact occurs, or where one’s knowledge of prior violent behavior by an assailant, coupled with menacing behavior, places fear in a person as an implied threat.

K) Mediation. Mediation is an alternative form of conflict resolution that helps parties work through a conflict and resolve their conflict without involving a formal student conduct process. Mediation can only occur when (a) the dean of students authorizes this mechanism of resolution, and (b) if all parties involved in the conflict agree to this mechanism of resolution. Mediation will never be used in cases of sexual assault, domestic violence, dating violence or stalking.

L) Plagiarism. To plagiarize is to steal another’s words or ideas and present them as one’s own. Plagiarism can include a use of printed materials, video materials, or online materials, without noting the source of those materials. Instances of plagiarism include but are not limited to:
   a. Failure to enclose in quotation marks (or indent in the case of a lengthy quotation) a passage taken directly from another’s work.
   b. Failure to credit sources for quotations.
   c. Failure to acknowledge by citation ideas taken from another’s work, even if such ideas are expressed in one’s own words.

M) Policy or Policies. The written rules and regulations of the university as found in but not limited to, the Student Handbook, Gender Equity, Sexual Misconduct and Relationship Violence Policy and Procedure, Anti-Discrimination Policy, on-campus residential lease agreement, and student housing handbook, undergraduate Course Catalog, and web pages.

N) Possession. Possession is determined by control over a substance or object with or without regard to ownership.

O) Property. Any property owned or leased or controlled by the Naropa University or where university sponsored activities occur.

P) Referral. The filing of a concern regarding behavior that allegedly violates the Code of Conduct, filed with the dean of students.

Q) Respondent. Any student accused of violating the policies.

R) Restorative Practices. A restorative practice process where the respondent sits together with the restorative facilitator, as well as specifically impacted people and support persons, to
share the story of what happened, examine the impact of the situation to self, others (both specifically impacted people and the community in general), and the institution, and strategize and ratify a reparative contract designed to repair the harm caused and restore a sense of wholeness while being in right proportion with the impact of the situation.

S) Restorative Practice Facilitator. The trained facilitator who facilitates Restorative Practices and pre-conference meetings, develops the Reparative Contract and meets with the respondent at the conclusion of the Reparative Contract term.

T) Retaliation. Any adverse action taken against a witness or complainant because they exercised their rights under anti-discrimination laws, spoke out against discrimination, or reported or were witness to an alleged Code of Conduct or other University policy violation.

U) Title IX Coordinator. The Associate Director for Conflict Resolution and Title IX Coordinator is the person designated to coordinate university compliance with Title IX, including prevention and remediation of sex and gender discrimination, including sexual assault. The Title IX coordinator as referred to in policies includes deputy coordinators. The Title IX coordinator may assign a deputy coordinator or appoint investigator(s) to work with such cases. The Gender Equity, Sexual Misconduct and Relationship Violence Policy and Procedures provide the only mechanism by which any claims of sexual harassment, gender discrimination, sexual assault, sexual misconduct, dating violence, domestic violence, and stalking, can be investigated and addressed. In the event that parties have multiple claims against each other, one of which includes a claim under the Gender Equity policy, the procedures and appeals processes contained therein shall control over any other conduct or conduct procedures. The term “Gender Discrimination,” as used throughout this policy, includes, but is not limited to, Sexual Assault and Sexual Harassment.

V) Witness: A witness is a person who has relevant knowledge of the alleged conduct.
ADDITIONAL POLICIES AND STATEMENTS

ACADEMIC DISHONESTY POLICY

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

Reason for Policy

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

Definition of Academic Dishonesty

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

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

Plagiarism

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

A student will be charged with plagiarism if there is not an acknowledgment of indebtedness. Acknowledgment must be made whenever
• One quotes another person’s actual words or replicates part of another’s product;
• One uses another person’s ideas, opinions, work, data, or theories, even if they are completely paraphrased in one’s own words;
• One borrows facts, statistics, or other illustrative materials, unless the information is common knowledge (already published in at least three other sources without citation).

**Tips for Avoiding Plagiarism**
Detailed guidelines are available in the Chicago Manual of Style (MLA), the Publication Manual of the American Psychological Association (APA), and similar publications (on reserve in the library reference shelves). Please talk with your department and faculty members for more information. The following are examples of common citation errors:

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

**Making a Complaint**
A community member who identifies a suspected case of academic dishonesty will report and provide documentation of the academic dishonesty, including any source materials in the event of plagiarism, to the dean of students, and the following appropriate person(s):

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

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

Because academic dishonesty is a student conduct issue, the dean of students is notified. However, the dean of Naropa College (BA) or the program chair (MA/MFA) is charged with overseeing the investigation. In the case of repeated or more serious violations of academic dishonesty, the case may be referred to the Provost and Vice President for Academic Affairs, who will make a recommendation back to appropriate official.

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

**Disciplinary Action/Sanctions**
First instance of academic dishonesty: disciplinary action up to and including failure in the course. Second and subsequent instances of academic dishonesty for the same student sanctions may be up to and including suspension, expulsion, or revocation of a degree.
Note: In the event that a student is found responsible for violating the academic integrity policy, the dean of students can assign sanctions that best fit the policy violation. These include but are not limited to:

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

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

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

ALCOHOL AND OTHER DRUGS POLICY AND STATEMENT

STANDARDS OF CONDUCT

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

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

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

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

ALCOHOL

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

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

Possession of a valid and appropriately held Medical Marijuana Registry identification card does not authorize a Naropa University student or their guests to possess, use, or distribute marijuana in the university residence hall, university-owned property, in any public area of the university, or any property the university rents for educational purposes. Students who violate this policy are in violation of the Community Code of Conduct and are subject to sanctions. Despite the state of Colorado’s legalization of marijuana, it is still a violation of federal law to be in possession of such substances. Furthermore, its effects on students on campus can be a detriment to those who may be in sobriety.

**Health Risks Associated with Alcohol**

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

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

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

**Health Risks Associated with Illicit Drugs**

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

Students, who believe they have an abuse problem, have a friend with a problem, or simply would like more information, are invited to contact the Naropa University Student Counseling Center in the Office of Student Affairs for a listing of community resources. The Naropa University Student Counseling Center can be accessed by calling 303-245-4630.

**Federal Legal Sanctions**

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

**State Drug Laws**

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

Finally, local ordinances such as the Denver, Boulder, Longmont, Louisville, and Lafayette municipal codes impose a variety of penalties. Secondary civil consequences may also flow from criminal drug violations. Property associated with the criminal acts, including homes and vehicles, can be confiscated by the state or the federal governments. Those who are convicted of felony violations may be barred from governmental employment and from licensed professions such as law, medicine, counseling and teaching.

**State Alcohol Laws**

State laws regulating the production, dispensation, possession, and use of alcohol may be found in Title 12 of the Colorado Revised Statutes. Perhaps the most significant aspect for the Boulder campus is the prohibition of the distribution of alcoholic beverages to any person under the age of twenty-one, to a visibly intoxicated person, or to a known alcoholic. State laws also prohibit any form of assistance to these categories of people in obtaining alcoholic beverages. Violation of these laws is a misdemeanor punishable by fines up to $1,000 and jail sentences of a year. However, such conduct may, in some circumstances, constitute contributing to the delinquency of a minor, and it could then be determined to be a felony offense punishable by a six-year prison sentence and a $500,000 fine.

Secondary civil consequences for liquor law violations may include ineligibility for liquor and driver's licenses.

Criminal sanctions may also apply to those who operate motor vehicles while under the influence of alcohol and/or drugs. Under Section 42-4-1307 Colorado Revised Statutes, for a first-time offender, the maximum penalty for such an act is one year in jail and a $1,000 fine. If a person is injured as a result of someone operating a motor vehicle while under the influence of alcohol and/or drugs, the act is a felony punishable by two years in prison and a $500,000 fine.

If a person is killed, the sentence can be four years in prison with a $750,000 fine. All such convictions also result in the revocation of driving privileges. State law requires drivers who are stopped by the police for suspected violation of this law to submit to scientific tests that determine the amount of alcohol in their blood, and those who refuse to be tested automatically lose their driver's license. Remember, one need not be “out of control” to be “under the influence.” A substantial effect on physical capability is all that is required. Chemical test results and the testimony of an expert toxicologist can result in a conviction even when some people may feel minimally intoxicated. In addition, individuals may face a variety of penalties imposed by municipal ordinances.
Note: This description is intended only to give a basic, general understanding of the range of serious legal sanctions that can arise from the unlawful possession, distribution, and/or use of illicit drugs and alcohol. Individuals who are concerned about specific circumstances should seek the advice of their personal attorney.

**CHILDREN AND BABIES IN THE CLASSROOM**

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

**CLASS ATTENDANCE AND PARTICIPATION**

Class attendance and participation are required and are essential elements of a Naropa University education. Without students’ physical, intellectual, and emotional presence in the classroom, awareness cannot be cultivated and the academic material cannot be mastered. The instructor is required to state the attendance policy in the syllabus at the beginning of the course; it is the students’ responsibility to abide by the policies. Some departments may have attendance requirements for majors that are made available in departmental handbooks. Absence or lateness does not excuse students from required course work and may jeopardize their academic good standing. Students who receive veterans’ benefits must check with the Financial Aid Office for special attendance requirements. Students requiring accommodations for classroom attendance beyond allowances provided for in course syllabi should contact the Office of Accessibility Resources.

**COMPUTER SYSTEMS POLICY**

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

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

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

Users must be aware that email messages, internet connections, and all files and folders accessed or maintained on the Computer Systems—including university, business, and personal emails; files; and folders that are automatically cached or stored as backup—are the property of Naropa and that Computer Systems are subject to monitoring as described herein.

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

The following use of the Internet or Computer Systems at Naropa is prohibited and may constitute grounds for disciplinary action, as appropriate:

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

Naropa reserves the right to monitor computer and network usage, including university and personal email accounts accessed using Naropa’s computer system. Streaming or downloading of music, movies, software, and/or other media (legal or not) is monitored, and may be restricted or blocked at the discretion of the IT department. While media consumption is commonplace today, it can negatively impact network performance.

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

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

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

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

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

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

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

**Access and Support**
Only active Naropa students may connect to, and use, Naropa's wireless network(s). This service is a privilege and may be restricted, denied, or revoked at any time. Naropa's IT department does not support personal computer equipment beyond assistance with connecting said equipment to the Naropa wireless network. Service of a personal laptop is the student's responsibility.

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

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

## Cultural Appropriation

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

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

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

Cultural appropriation is a form of prohibited conduct and such behavior by students will be subject to review under the policies listed in this Handbook. Students who believe that a course, curriculum, university event or other university-sponsored activity is culturally appropriative are urged to speak with their faculty, the dean of students or the Office of Inclusive Community.

**DUAL RELATIONSHIP POLICY**

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

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

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

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

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

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

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

**MISSING STUDENT POLICY**

As stated in the Residence Hall Handbook, in the event that a Naropa University residential student is suspected to be missing, immediately contact the residence life and student housing office at 303-
447-3846. All reports of missing students are immediately reported to the dean of students and safety and facilities staff, who will initiate an investigation.

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

After consultation with the dean of students, if the missing student report entails any threatening or violent circumstances, law enforcement will be immediately alerted.

If the safety and facilities and the dean of students do not close the missing student investigation in 24 hours or less, the dean of students will initiate the following:

- For an un-emancipated minor: notify a custodial parent or guardian no later than 24 hours after the student is determined to be missing.

- For an independent adult or emancipated minor: notify the individual identified by the student as the missing student contact, and notify law enforcement no later than 24 hours after the student is determined to be missing. Even if a student has not registered a contact person, local law enforcement will be notified that the student is missing.

NOTICE OF NON-DISCRIMINATION AND PROHIBITION OF HARASSMENT
Committed to equality of educational opportunity, Naropa University does not discriminate in offering access to its educational programs and activities on the basis of race, color, gender, age (over 40), national or ethnic origin, religion, disability, veteran’s status, sexual orientation, gender identity, gender expression, or any other status protected by law.

REPORTING DISCRIMINATION
If as a student at Naropa you believe you have experienced discrimination based on your protected class status, you have rights to have the matter reviewed and resolved in accordance with Naropa University’s Anti-Discrimination Policy and Procedures.

Please report your concerns to the Associate Director for Conflict Resolution and Title IX Coordinator at titleix@naropa.edu.

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

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

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

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

**REHEARSAL SPACES**
When the studios are not being used for classes or events, they may be available for student rehearsals. Rehearsal space is for Naropa students only, and outside theater companies are not allowed (even if the company contains Naropa students or alumni). If a Naropa student wants to rehearse on campus with non-students, the student must obtain permission from the dean of student’s office, and waivers must be signed and returned by the non-students prior to the first use of Naropa rehearsal space. The following spaces are most suitable for rehearsals:

<table>
<thead>
<tr>
<th>Arapahoe Campus</th>
<th>Paramita Campus</th>
<th>Nalanda Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lincoln Studio: wood floor</td>
<td>Virya: sprung wood floor</td>
<td>New rehearsal and practice spaces are available. Contact program directly for more information.</td>
</tr>
<tr>
<td>Shambhala Hall: carpet</td>
<td>Paramita Hall: carpet</td>
<td>9176: marly floor</td>
</tr>
<tr>
<td>Lincoln Lecture Hall: carpet</td>
<td>Jim Spearly Lecture Hall: carpet</td>
<td>9184: wood floor</td>
</tr>
<tr>
<td>Lincoln 4130: carpet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lincoln 4140: sprung wood floor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Because dance floors are vulnerable, we ask that you take off your shoes, keep food and drinks out of the dance studios, and put rugs down if you plan on using drums.

**RESERVING REHEARSAL TIME: POLICIES AND PRIORITIES**
Rehearsals may be scheduled on a space-available basis only during times that the building is open. (See the Campus Safety section for building hours.) Weekend hours at Nalanda Campus require approval by the SOTA Production Coordinator and Naropa Safety & Facilities, as well as the issuance of an electronic pass, which must be arranged in advance.

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

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

To schedule rehearsal space at Nalanda, please contact the School of the Arts production coordinator at sotaprod@naropa.edu no later than one week before your desired rehearsal date. Students may sign up for rehearsal time on a space-available basis for up to three hours on the Nalanda Campus rehearsal schedule or up to five hours in most studio spaces.

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

Requests for Paramita space must be approved by the GSCP Administrative Coordinator.

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

- Priority for Assigned Space Requests
- Naropa academic classes
School of the Arts (SOTA) students rehearsing for Naropa classes or performances
SOTA core faculty
SOTA adjunct faculty
Other students
Other core faculty
Other adjunct faculty
Department-sponsored alumni events
Staff
All others with appropriate permissions and waivers

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

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

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

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

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

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

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

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

- Pets are not allowed in any classroom under any circumstances.
• Pets are not allowed in shared areas such as the Allen Ginsberg Library, the computer labs, meditation halls, and student lounges.
• Pets must always be on a leash on campus.
• Pets must never be left unattended in the interior or exterior of the university.
• Any pet found unattended will be picked up by Boulder Animal Control, which may issue tickets for having a pet off leash.
• No pets are allowed in offices unless the pet owner has asked specific permission of all other occupants of that office and has received specific permission to keep the pet on a leash in the office space. In such cases, a “no” shall be treated as a “no” without argument or persuasion.
• Please do not leave a pet in your car. It’s extremely dangerous for the animal. If an animal is found locked in a car and if there are any concerns about the pet’s safety, Animal Control will be called for a wellness check. The animal’s well-being takes priority over inconvenience to the owner.

END
Naropa University
2018-2019 Student Handbook