

# Addendum to the NASD Handbook 2012-13

NATIONAL ASSOCIATION OF SCHOOLS OF DANCE

September 2013

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The NASD Membership approved the proposed revisions to the Bylaws, Code of Ethics, and Standards for Accreditation set forth below during the Plenary Session–Business Meeting held on Thursday, September 12, 2013. Proposed revisions to the Rules of Practice and Procedure were approved by the NASD Board of Directors (Part I) and the Commission on Accreditation (Part II).

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## BYLAWS

NASD Handbook 2012-13 – page 6

Bylaws

Article I. Membership

Section 3. Special Statuses

C. Probationary Status

*Amend sentence 2 as follows:*

The probationary period shall extend not fewer than three months and no more than two years, the specific period to be determined by the Commission at each time such action is taken.

NASD Handbook 2012-13 – pages 9-10

Bylaws

Article III. Governance

Section 3. Board of Directors

*Revise item D. as follows:*

D. The Board of Directors shall:

1. Exercise the various responsibilities of the Board as stipulated in the Bylaws.
2. Have control and overall management of the affairs, funds, and properties of the Association not otherwise provided for.
3. Review the annual report of the Association's financial position as prepared by the Association's official auditors.
4. Establish Association dues and fees.
5. Establish and revise Part I of the Rules of Practice and Procedure in the *NASD Handbook* following consultation with accredited institutional members.
6. Address the needs of the membership, recognizing the diversity as well as the common basic purposes of all member institutions.
7. Review and, as appropriate, act on proposals presented by any ad hoc committees established by the Board to address issues that the Bylaws indicate are under the authority of the Board.

**Add new item F. to Section 3. as follows:**

- F. Neither the Board of Directors nor the Executive Committee of the Board make or otherwise engage or intervene in the accreditation decisions of the Commission on Accreditation. The Commission makes accreditation decisions regarding institutions completely independent of the Board and Executive Committee. Although the Chair of the Commission on Accreditation is a member of the Board, the Chair is not permitted to discuss or otherwise disclose to other members of the Board any information regarding the institutional accreditation decisions of the Commission beyond that provided to the membership of the Association and the public at large. The same rule applies to the Executive Director who is the Recorder of the Commission on Accreditation and an *ex officio* member of the Board and Executive Committee.

**NASD Handbook 2012-13 – page 11**

**Bylaws**

**Article IV. Commission on Accreditation**

**Section 3. Authority**

**Add second paragraph as follows:**

As may be appropriate from time to time, the Commission on Accreditation shall amend Part II of the Rules of Practice and Procedure in the *NASD Handbook* following consultation with accredited institutional members. Part II of the Rules provides overviews and statements of accreditation policies and procedures. Additional detailed accreditation policies and procedures are published separately from time to time by the NASD National Office after review by the Commission on Accreditation.

**NASD Handbook 2012-13 – page 13**

**Bylaws**

**Article VI. Elections and Appointments**

**Section 2. Terms of Office**

**Revise paragraph six as follows:**

An unexpired term of office in the Board of Directors, Committee on Nominations, and Committee on Ethics shall normally be filled by election by the membership at large at the next Annual Meeting. The President may temporarily fill any vacancy by appointment until the next Annual Meeting. An unexpired term in the office of President shall be filled by the Vice President. See also Bylaws, Article IV., Section 2.

**NASD Handbook 2012-13 – page 13**

**Bylaws**

**Article VII. Meetings**

**Change title of Article VII. to “Meetings and Voting.”**

**NASD Handbook 2012-13 – pages 13-14**

**Bylaws**

**Article VII. Meetings**

**Section 1. Membership Meetings**

**C. Special Meetings**

**Change Section 1., item C., second sentence, as follows:**

In any case, such meetings may be convened by the members entitled to cast twenty percent of the total number of votes entitled to be cast at such meetings, who may, in writing, demand the call of a special meeting specifying the date and month thereof, which shall not be less than two nor more than three months from the date of such written demand.

#### **D. Notice of Meetings**

##### ***Change Section 1., item D., fourth sentence, as follows:***

A copy of the notice of any meeting shall be given, personally or by e-mail or other forms of electronic communications or First Class mail, not less than ten days nor more than thirty days before the date of the meeting, to each full member.

##### ***Delete Section 1., item I., "Action by Written Consent of Members."***

#### **NASD Handbook 2012-13 – page 15**

##### **Bylaws**

##### **Article VII. Meetings**

##### **Section 2. Board of Directors Meetings**

#### **D. Notice of Meetings**

##### ***Change Section 2., item D. as follows:***

Notice of any regular or special meetings of the Board of Directors may be given by and shall be effective if sent by mail or given by telephone, by e-mail or other forms of electronic communications, or in person to any Director, which notice shall be deemed to have been given, if sent by mail, when deposited in the United States mail, with postage thereon prepaid, addressed to such Director at the Director's address then appearing on the books of the Corporation.

##### ***Add new Sections 5., 6., and 7. as follows:***

**Section 5. Vote-Related Notices.** Notices of meetings and notices of proposals regarding votes or other actions may be sent by various available means, including electronic communications, to member institutions and to members of the Board, Commission, Committees, and other groups consistent with responsibilities and voting powers designated and authorized for each specific group by the Bylaws or other procedural documents of the Association.

**Section 6. Electronic Meetings.** A meeting by conference telephone call or other form of electronic communication may be recognized as an approved meeting of the Board of Directors, the Executive Committee, the Commission on Accreditation, and other committees of the Association.

**Section 7. Votes without Meetings.** Votes may be taken through electronic communication as long as any requirements for a quorum and notice required in the Bylaws or other procedural documents of the Association applicable to the vote have been met. Votes on specific proposals are conclusive and self-ratifying irrespective of the manner of voting.

#### **NASD Handbook 2012-13 – page 17**

##### **Bylaws**

##### **Article XI. Council of Arts Accrediting Associations**

***Revise Article as follows.*** (Please note: [a] no changes are proposed for current Section 1., which is included below to provide context; [b] the text of current Section 2. is unchanged, but divided into proposed Sections 2. and 3; [c] Section 4. is a proposed addition to Article XI.; [d] current Sections 3. and 4. become Sections 5. and 6., with no change to text.)

**Section 1.** NASD shall be a member of the Council of Arts Accrediting Associations, a not-for-profit Virginia corporation. The other members are the National Association of Schools of Art and Design, the National Association of Schools of Music, and the National Association of Schools of Theatre.

The President and Vice President of NASD shall be NASD's voting delegates to the Council's Board of Trustees. The NASD Executive Director shall be an officer of the Council, the Executive Director of the Council, and a non-voting Trustee.

**Section 2.** The Council facilitates cooperative efforts among the four member associations on matters of common concern.

**Section 3.** The Council operates the Accrediting Commission for Community and Precollegiate Arts Schools (ACCPAS) to review institutions and programs that offer arts study for children, youth, and adults not associated with postsecondary degrees or credentials. Normally, these institutions offer programs in more than one arts discipline. ACCPAS accredits schools but is not a membership organization. The Council establishes the standards used by ACCPAS consistent with standards for non-degree-granting institutions approved by the NASD membership and by the other member associations for their respective disciplines. The Council also appoints the voting members of ACCPAS.

**Section 4.** The Council convenes, operates, and oversees the work of a Commission on Creative Multidisciplinary Convergence (CMC Commission). This Commission has an analytical and advisory role and no accreditation-granting authority. It responds to requests for analyses, information, and advice from the CAAA Trustees. It includes at least one member from among the institutional members of NASD with expertise in dance and at least one member from each of the other three CAAA member organizations. Through the National Office for Arts Accreditation, NASD and its members and accrediting commission, other member associations of CAAA and their members and accrediting commissions, and higher education and other constituencies have access to the CMC Commission's work and advice.

The CMC Commission focuses on professional education issues, programs, and developments where convergences in the production of specific kinds of creative work involve a fusion of multiple disciplines within the several arts and design fields with multiple forms of technology and other media. It does not focus on the use of technologies within a specific individual arts or design field.

Through procedures published by each CAAA member organization that are implemented and managed by the National Office for Arts Accreditation, the CMC Commission may provide analysis and consultative advice or an advisory program review (a) to institutions directly upon request, or (b) to an institution and the NASD Commission on Accreditation in the course of a specific institution's accreditation review.

An advisory program review by the Commission on Creative Multidisciplinary Convergence can occur in an accreditation procedure only if (a) an institution is a member or potential member of NASD, and (b) one or more curricular programs are eligible for such a review as determined by provisions in the NASD Standards for Accreditation approved by the NASD membership. See Appendix I.B. "Creative Multidisciplinary Convergence and Technologies." Such reviews are based on NASD standards, provide for institutional engagement and response prior to any accreditation decision by the NASD Commission on Accreditation, and are structured and conducted according to published NASD procedures.

**Section 5.** The Council and its Board of Trustees shall have the authority to carry out the purposes of the Council, but no authority to compel the internal decisions of any of its organizational members or the accrediting commission(s) or other entities thereof. Each organizational member retains its own authority as an autonomous organization.

**Section 6.** Schools with dance programs accredited by ACCPAS are eligible to become accredited institutional members of NASD upon application and confirmation of their ACCPAS accreditation by the NASD Commission on Accreditation. Continuation of membership is contingent upon meeting NASD requirements including payment of annual dues.

**NASD Handbook 2012-13 – page 18**

**Bylaws**

**Article XV. Amendments**

***Revise as follows.***

These Bylaws may be amended by a majority vote of the delegates present at an Annual Meeting at which a quorum is present, provided a written notice of the proposed amendment with opportunity to comment is sent to all members of the Board of Directors and Commission on Accreditation and to all accredited institutional members at least four weeks prior to said meeting.

## CODE OF ETHICS

**NASD Handbook 2012-13 – page 20**

**Code of Ethics**

**Article VI. Amendments**

***Revise as follows:***

The Code of Ethics may be amended by a majority vote of the delegates present at an Annual Meeting at which a quorum is present, provided a written notice of the proposed amendment with opportunity to comment is sent to all members of the Board of Directors and Commission on Accreditation and to all accredited institutional members at least four weeks prior to said meeting.

## RULES OF PRACTICE AND PROCEDURE

**NASD Handbook 2012-13 – page 21ff**

**Rules of Practice and Procedure**

***Divide the current Rules of Practice and Procedure into two separate sets of Association- and Accreditation-related provisions to be consistent with revised USDE requirements.***

**PART I: ASSOCIATION**

**Article I. Association Policies**

***Sections 1 through 6 are the texts of current Article IV. Association Procedures, Sections 1 through 6. The titles of these sections are:***

- Section 1. Association Policies and the Public Interest
- Section 2. Conflict of Interest
- Section 3. Bonding
- Section 4. Nondiscrimination Policy
- Section 5. Consulting Service
- Section 6. Orientation and Training of Personnel

**Article II. Procedures Regarding Petition for Review of Non-Accreditation Decisions**

***Text is current Article XI. Procedures Regarding Petition for Review of Decisions***

## **Article III. Amendments to Part I.**

***This article is proposed to read as follows:***

Part I of the Rules of Practice and Procedure may be amended by majority vote of the Board of Directors, provided a written notice of the proposed amendment with opportunity to comment is sent to all accredited institutional members and all members of the Board at least two weeks before the vote.

## **PART II: ACCREDITATION**

**Article I. Institutional Membership — *No change, with one exception:***

### **Section 1. Accreditation**

***Amend the last item under “The basic goals of accreditation” in paragraph 6 as follows:***

- § To endeavor to protect institutions against encroachments which might jeopardize their educational effectiveness or their freedom to make academic and associated decisions.

**Article II. Application for Membership and Renewal of Membership — *No change***

**Article III. Institutional Procedures**

***Proposed Section 1. Annual Reports to NASD, same text as current Section 7. of Article III.***

***Proposed Section 2. Closing an Institution or Program, same text as current Section 8. of Article III.***

***Current Section 1. Delete. Provisions are already covered elsewhere in the Handbook.***

***Current Section 2. Delete and move degree titles provision to Standards section (becoming Section II.I.2.c.).***

***Current Section 3. Delete. Provisions are already covered in Article IV., Section 1., and elsewhere in the Handbook.***

***Current Section 4. Delete. Provision on Honorary Degrees is outmoded.***

***Current Section 5. Delete. Provision on Disclosure of Professional Certification, Registration, and Licensure Requirements is duplicated in the Standards.***

***Current Section 6. Delete and move provision on Catalogs into a statement within the Standards (becoming Section II.I.1.b.(11) and then renumbering remaining items).***

**Article IV. Commission Policies**

***Sections 7. through 12. become Sections 1. through 6. of Part II., Article IV. . The titles of these sections are:***

- Section 1. Third-Party Comment
- Section 2. Information Reviews and Requests
- Section 3. Commission Policy Concerning Continuous Deferrals
- Section 4. Policies and Rules Concerning USDE Title IV
- Section 5. Procedures if an Institution Closes
- Section 6. Commission Procedures in Extreme Matters of Institutional Ethics and Integrity

**Article V. Substantive Change — *No change***

**Article VI. New Curricula: Plan Approval and Final Approval for Listing — *No change***

**Article VII. Teach-Out Plans and Agreements — *No change***

**Article VIII. Procedures for Reviewing Complaints Directed against Member Institutions of the National Association of Schools of Dance — *No change***

**Article IX. Requests for Reconsideration of Actions by the Commission on Accreditation — *No change***

**Article X. Appeals of Adverse Decisions Concerning Accredited Institutional Membership — *No change, with one exception:***

***Amend Section 2 as follows:***

**Section 2. Procedural Authority.** Consistent with Article IV., Section 3., of the Bylaws, the Commission shall adopt written procedures the Association will use to consider the appeal of an adverse decision as defined in Section 1. above. These procedures shall be consistent with and supportive of all sections of Part II., Article X. of the Rules of Practice and Procedure.

**Article XI. *(same text as current Articles XII.)* Publication of Accreditation Actions by NASD**

**Article XII. *(same text as current Articles XIII.)* Printed Recognition of Membership**

**Article XIII. *(same text as current Articles XIV.)* Disclosure and Confidentiality**

**Article XIV. Amendments to Part II.**

***This article is proposed to read as follows:***

Part II of the Rules of Practice and Procedure may be amended by majority vote of the Commission on Accreditation, provided a written notice of the proposed amendment with opportunity to comment is sent to all accredited institutional members and all members of the Commission on Accreditation at least two weeks before the vote.

## **STANDARDS FOR ACCREDITATION**

**NASD Handbook 2012-13 – page 70**

**II. Purposes and Operations**

**H. Recruitment, Admission-Retention, Record Keeping, and Advisement**

**1. Standards**

***Add new first sentence to item j. as follows:***

Advising must address program content, program completion requirements, potential careers or future studies, and dance-specific student services consistent with the natures and purposes of dance degrees and programs being offered.

**NASD Handbook 2012-13 – page 71**

**II. Purposes and Operations**

**I. Published Materials and Web Sites**

**1. Standards**

***Move from Rules of Practice and Procedure. Insert new item b.(11) as follows:***

(11) Descriptions for each course offered;

***Renumber current items b.(11) through (13) to b.(12) through (14).***

**NASD Handbook 2012-13 – page 72**

**II. Purposes and Operations**

**I. Published Materials and Web Sites**

**2. Guidelines**

***Move from Rules of Practice and Procedure. Insert new item 2.c. as follows:***

- c. The practices of member institutions support the system of academic currency that allows degrees to be broadly understood and widely accepted. Member institutions serve students, higher education, and the public by ensuring that degree and program titles are consistent with content. Standard academic degree rubrics and titles of degrees and emphases should be used unless the degree or program has a significant emphasis on unique content. Enrollment levels, public relations, and resource availability are important elements in determining an institution's program offerings, but they are not appropriate criteria for assigning degree titles.

**NASD Handbook 2012-13 – page 76**

**III. Dance Program Components**

**A. Credit and Time Requirements**

**2. Awarding Credit**

***Add new item e. as follows:***

- e. Any credit awarded for short-term workshops should be computed on the same basis as other coursework during the academic year. Institutional members of NASD should not award credit for short-term workshops or attendance at meetings sponsored by themselves, other institutions, or organizations unless such credit is acceptable toward specific undergraduate, graduate, or non-degree-granting professional programs at their own institutions.

**NASD Handbook 2012-13 – page 81**

**III. Dance Program Components**

**H. Distance or Correspondence Learning**

***Add new item 5. as follows:***

5. **Notification Rule.** A special notification rule applies to institutions that participate in the USDE Title IV program for which NASD is the designated institutional accreditor. See *Standards for Accreditation*, item XX., Section 2.D.

**NASD Handbook 2013-14 – page 84**

**III. Dance Program Components**

**K. Non-Degree-Granting Programs for the Community**

**1. Standards Applicability**

***Revise second paragraph of item 1. as follows:***

When a postsecondary institution offers non-degree-granting dance programs that a) serve individuals in their communities in a pre-professional or avocational context; b) have a specific published identity; c) have at least one specifically designated administrator; and d) operate on an academic year or year round basis, the part of the dance unit or other entity so designated and the programs it offers must meet the following standards in order to protect the institution's name and its accreditation status as a dance unit.

**NASD Handbook 2012-13 – page 109**

**XIII. Admission to Graduate Study**

***Add second sentence to item B. as follows:***

Through auditions, portfolio reviews, transcript documentation, dance major degree completion, and/or other means determined by the institution, all students admitted initially to graduate study in dance shall demonstrate prior achievement in terms of their readiness to undertake graduate studies in their major field. See *Standards for Accreditation*, Section VII. or VIII.



**XX. Specific Operational Standards for All Institutions of Higher Education  
for which NASD is the Designated Institutional Accreditor  
Section 2. Procedural Requirements**

***Insert new item D. as follows:***

- D. Notification Rule.** As a USDE recognized accrediting agency, NASD is required to report to the U.S. Secretary of Education enrollment information under the following circumstances if the institution offers distance or correspondence education: an increase in headcount enrollment for the institution of fifty percent or more within the HEADS Data Survey, compiled by NASD. If the fifty-percent threshold is reached or exceeded, this fact is provided to the Secretary within thirty days of the close of the HEADS project each year. The institution will also be notified at the same time NASD notifies the Secretary, except in cases where provisions of “Policies and Rules Concerning USDE Title IV” are applicable (see Rules of Practice and Procedure, Part II, Article IV., Section 4.)

***Reletter remaining items.***

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