

# Addendum to the NASD *Handbook* 2017-18

## NATIONAL ASSOCIATION OF SCHOOLS OF DANCE

December 2018

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As noted below, the NASD Board of Directors, Commission on Accreditation, and Membership approved these revisions during votes which took place during the NASD Annual Meeting in September 2018.

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### Constitution

—Action by the NASD Membership—

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Constitution

Article XI., Amendments

*Amend Article XI. as follows:*

The Constitution of the Association may be amended by a two-thirds vote of the ~~delegates~~ members 1) present and voting at an Annual Meeting at which a quorum is present, or 2) voting at a meeting or in a poll conducted through electronic means when the same quorum requirements are met, provided a written notice of any proposed amendment, with Board review and recommendation, be sent with opportunity to comment to all accredited institutional members at least four weeks prior to said meeting.

### Bylaws

—Action by the NASD Membership—

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Bylaws

Article IV., Commission on Accreditation

*Amend Article IV. as follows; add new Section IV.1.B.:*

Title: Article IV., ~~Commission on Accreditation~~ Commissions

#### Section 1. The Commission on Accreditation

- A. ~~Section 1 Membership~~. The Commission on Accreditation (COA) shall have six voting members including the Chair. With the exception of the public member, Commission members shall be elected by the voting members of the Association from among individuals who are the official representatives of member institutions. With the exception of the public member, the Commission shall be appropriately balanced to represent a variety of dance backgrounds and perspectives. Commission members shall have had experience as visiting evaluators. In making nominations for the Commission, the Committee on Nominations shall take into consideration the need for balance among various types of institutions.

**1.A. Chair.** The Chair shall be the official representative of an institution with Membership in the Association as defined in the Bylaws, Article I., Section 1. The Chair shall be elected for a three-year term. The Chair should have served one or more terms on the Commission, and the term as Chair should be in addition to time already served as Commission member.

**2.B. Public Member.** There shall be a public member to represent the public interest. The public member shall have full privileges of the floor and full voting powers. The public member shall be appointed annually by the President in consultation with the Executive Committee of the Board of Directors. The public member shall serve no more than six consecutive years. Once appointed, the public member has no reporting responsibility to the President or to the Executive Committee regarding the work of the Commission. The public member must keep the confidentiality required of all Commission members (see [paragraph following Bylaws, Article IV.1.A.4.](#)).

**3.C. Representatives.** In addition to the Chair, there shall be four members of the Commission; each shall be the official representative of an institution with Membership in the Association as defined in the Bylaws, Article I., Section 1. The Commission shall have members from institutions with professional degree programs such as the Bachelor of Fine Arts and Master of Fine Arts; liberal arts and/or academic degree programs such as the Bachelor of Arts, Master of Arts, or Doctor of Philosophy; and professional training programs that may or may not result in the awarding of a certificate.

**4.D. Recorder.** The Executive Director or his/her agent shall serve as the Recorder of the Commission. The Recorder of the Commission shall have no vote.

Though the above procedure ensures a broad range of individual and institutional perspectives, once elected, members of the Commission shall act as individuals in accordance with the standards, policies, procedures, and autonomy of the Association. In conducting the business of the Commission, they shall not serve as representatives of types of institutions or other organizations, however defined. They shall hold in confidence the actions of the Commission and the discussions leading to them.

**Section 2 B. Vacancies.** A vacancy in the office of Chair of the Commission on Accreditation shall be filled temporarily by majority vote of the Board of Directors. Any vacancy occurring elsewhere in the Commission shall be filled temporarily by presidential appointment. Any incumbent so elected or appointed shall serve only until the next Annual Meeting election. When necessary, temporary replacements or consultants for a specific Commission meeting may be appointed by the Executive Director. All personnel chosen by vote or appointment under provisions of this section shall be from among individuals previously elected to the Commission by the membership.

**Section 3 C. Authority.** The Commission shall apply the accreditation and Membership standards of the Association. It shall determine qualifications of institutions desiring Membership, accreditation, or reaccreditation, and, after thorough examination in accordance with Association procedures, take action on behalf of the Association. It also shall have the power to investigate the maintenance of standards and the observance of published commitments in any member institution. The Commission shall cooperate with regional and national accrediting associations and other agencies concerned with accreditation.

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 of Practice and Procedure 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.

## **Section 2. The Accrediting Commission for Community and Precollegiate Arts Schools**

NASD, in partnership with NASAD, NASM, and NAST, under the auspices of the Council of Arts Accrediting Associations (CAAA), shall have responsibility for the Accrediting Commission for the Community and Precollegiate Arts Schools (see Bylaws, Article XI.). The President and Vice President of NASD vote to approve ACCPAS standards and accreditation procedures. The President of NASD appoints one or more members of ACCPAS from among NASD institutional representatives having significant accreditation experience.

NASD accredited institutional membership is available upon application to independent community or precollegiate dance schools or to arts schools with dance programs that have accreditation from ACCPAS. Accreditation by ACCPAS for these institutions is certified by the NASD Commission on Accreditation. ACCPAS does not accredit postsecondary

institutions or programs associated with professional preparation.

For the purpose of this section, *independent* means not a division or a branch of a college or university that offers a dance degree, or not a division or a branch of a non-degree-granting institution that offers professional preparation at the postsecondary level.

NASD member institutions with affiliated community or precollegiate schools may volunteer to have such programs reviewed by ACCPAS; normally, such reviews are conducted jointly with the NASD review.

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##### **Bylaws**

##### **Article VII., Meetings and Voting**

##### **Section 1. Membership Meetings**

###### ***Add new paragraph to Section 1.A. as follows:***

- A. Annual Meeting.** The Annual Meeting of the Association normally shall be held during the second or third week of September, on a date and at a time to be determined by the Board of Directors, for the purpose of elections and for the transaction of other such business as may be brought before the meeting.

Attendance at the Annual Meeting is strongly encouraged for designated institutional representatives of accredited institutional members. Accredited institutional members may send multiple representatives; however, only the designated institutional representative of an accredited institutional member may vote on Association business (see Constitution, Article IV.). Representatives from applicant institutions and those interested in the work of NASD are welcome to attend the Annual Meeting.

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##### **Bylaws**

##### **Article XI., Council of Arts Accreditation Associations**

##### **Section 3.**

###### ***Amend Section 3. as follows:***

**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.~~ **Chair and public member of ACCPAS, and ratifies the voting member appointments to ACCPAS made by the Presidents of member associations.**

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##### **Bylaws**

##### **Article XV. Amendments**

###### ***Amend Article XV. as follows:***

These Bylaws may be amended by a majority vote of the ~~delegates members 1)~~ present and voting at an Annual Meeting at which a quorum is present, ~~or 2) voting at a meeting or in a poll conducted through electronic means when the same quorum requirements are met,~~ provided a written notice of any proposed amendment, with Board review and recommendation, be sent with opportunity to comment to all accredited institutional members at least four weeks prior to said meeting.

# Code of Ethics

—Action by the NASD Membership—

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## Code of Ethics

### Article VI. Amendments

#### *Amend Article VI. as follows:*

The Code of Ethics may be amended by a majority vote of the ~~delegates members~~ 1) present and voting at an Annual Meeting at which a quorum is present, or 2) voting at a meeting or in a poll conducted through electronic means when the same quorum requirements are met, provided a written notice of any proposed amendment, with Board review and recommendation, be sent with opportunity to comment to all accredited institutional members at least four weeks prior to said meeting.

## Rules of Practice and Procedure, Part I

—Action by the NASD Board of Directors—

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## Rules of Practice and Procedure, Part I

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

#### Section 3. Procedures for Petitions

#### *Amend Section 3.E. as follows:*

- E. If the above procedure fails to reach a resolution of the matter, the Executive Director, with approval of the other officers, shall have the power to appoint a review panel comprising three persons, none of whom shall be members of the body against whose decision the petition is filed.

The work of the review panel shall be conducted in such a manner to minimize costs to the petitioner and to the Association. If necessary, the review panel may conduct hearings either in person or by conference telephone call, or by other forms of electronic communication. All work of the review panel shall be conducted in accordance with due process and according to the Constitution, Bylaws, Code of Ethics, and Rules of Practice and Procedure of NASD.

If circumstances require the review panel to meet at a time other than the NASD Annual Meeting, the Finance Committee of NASD shall designate a procedure for equitable distribution between the petitioning institution or individual and NASD of all costs for such a meeting or hearing.

The review panel may either recommend affirming the decision, or recommend that the body in question reconsider the decision, giving reasons in either case.

## Rules of Practice and Procedure, Part II

—Action by the NASD Commission on Accreditation—

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## Rules of Practice and Procedure, Part II

### Article I. Institutional Membership

#### *Add new paragraph to, and amend, Section 3. as follows:*

**Section 3. Curricular Requirements.** The Association will grant Membership or renewal of Membership only when every curricular program of the applicant institution (including graduate work, and distance learning, if offered) meets the standards and guidelines of the Association. This provision applies to all dance-based programs of an institution demonstrating objectives consistent with the NASD standards for degree-granting institutions (especially Standards for Accreditation IV.–XVII.) and the NASD standards for non-degree-granting institutions (especially Standards for Accreditation XVI.). The particular administrative structure used to manage dance curricula in multipurpose institutions has no effect on the applicability of this rule.

Postsecondary non-degree-granting programs offered by degree-granting institutions will be listed by NASD only when their objectives and structure indicate a discrete curricular offering and when they require 30 or more semester hours (45 quarter hours) at the undergraduate level or 15 or more semester hours (22 quarter hours) at the graduate level. When the purpose is to offer shorter programs of a workshop nature, or programs that provide supplemental credentials for students enrolled in undergraduate or graduate degree programs, the programs will be reviewed by the Commission on Accreditation, but not listed by the Association. All postsecondary non-degree-granting programs will be reviewed using standards outlined in Standards for Accreditation XVI.–XIX.

Some institutions have degree-granting and non-degree-granting units. The most common example is a postsecondary degree-granting unit with administrative responsibility for an affiliated program or unit that does not grant degrees, but that offers pre-professional and/or avocational work in dance to children, youth, and adults in the surrounding community. All such programs are reviewed as functional parts of the total curricular effort of the dance unit. After action by the Commission on Accreditation, such non-degree-granting program operations are listed in NASD publications indicating the title of the administrative component (e.g., *Community Dance School, Preparatory Program, Laboratory School, Community Division, Magnet School, Performing and Visual Arts School*, etc.). Such programs are thus included in the institution's accredited institutional Membership.

Institutions with such non-degree-granting community education components may wish to be listed separately in NASD publications (see Rules of Practice and Procedure, Part II, Article I., Section 4.). In this case, such entities would complete a full accreditation review, and be reviewed by the Commission on Accreditation or the Accrediting Commission for Community and Precollegiate Arts Schools if the institution so chooses. After action by the Commission, the non-degree-granting entity would be listed separately in NASD publications. The listing would include a presentation of specific curricular programs and offerings approved in the review process. In such cases, in applying the Rules of Practice and Procedure, Part II, Article I., Section 3., the Association shall distinguish between degree-granting and non-degree-granting community education units.

**Amend Section 4. as follows:**

**Section 4. Separate Accreditation for Community or Precollegiate Divisions of Postsecondary Institutions.** Institutions seeking accreditation or renewal of accreditation for degree-granting units or non-degree-granting postsecondary dance units have the option of seeking separate accreditation for non-degree-granting divisions having community or precollegiate education purposes. The rule concerning comprehensive reviews outlined in the Rules of Practice and Procedure, Part II, Article I., Section 3., is applied separately to non-degree-granting and degree-granting components.

To be eligible for separate accreditation, community education divisions as entities must meet NASD standards for non-degree-granting institutions.

NASD reviews of community education divisions are undertaken on the same schedule as reviews for collegiate units unless the institution specifically requests a different schedule.

Associate Membership or Membership status in NASD is determined by the status of the degree-granting unit.

Listings for single institutions with separately accredited degree-granting and non-degree-granting community education components will show each component separately.

Institutions with separately accredited collegiate units and community education divisions retain one vote in the Association cast by one official representative. However, each such institution may appoint a separate representative of its community education division eligible under NASD procedures for service in accreditation and committee work related to non-degree-granting institutions.

Institutions accredited through separate full reviews of their degree-granting and non-degree-granting components are responsible for ensuring that each maintains all conditions for NASD Membership.

**Add new Section 5. as follows; renumber remaining Sections:**

**Section 5. Accreditation for Independent Community and Precollegiate Schools.** Community and precollegiate schools not affiliated with an institution of higher education that seek NASD Membership follow the accreditation procedures of the Accrediting Commission for Community and Precollegiate Arts Schools (ACCPAS) and obtain ACCPAS accreditation.

**Section 6. Accreditation and Institutional Autonomy.** The National Association of Schools of Dance has established standards for accreditation that are applied only at the invitation of institutions. These standards are developed and approved by accredited Member institutions acting autonomously. The standards provide benchmarks for reviewing the extent to which operational, curricular, and evaluative functions associated with particular degree programs and areas of study are being fulfilled.

As they evolve, NASD standards for accreditation are continuously designed to allow considerable variation within broad principles applicable to degree programs and areas of study. Failure to meet the exact provisions of a specific standard will not preclude accreditation if it can be shown that artistic, intellectual, educational, and developmental functions indicated by the standard are and can continue to be fulfilled by appropriate means.

NASD standards are applied with profound respect for the rights and responsibilities of institutions and programs to identify, designate, and control (a) their missions, goals, and objectives; (b) artistic, educational, and philosophical principles and methodologies used to pursue functions implicit in their various missions, goals, and objectives; (c) specific repertoires, texts, and other teaching materials utilized for study and presentation; (d) agendas and areas of study pursued through scholarship, research, criticism, and policy development; (e) specific personnel choices, staffing configurations, and other operational decisions; and (f) content and methodologies of tests, evaluations, and assessments.

Respect for institutional mission as required in the Rules of Practice and Procedure, Part II, Article I., Section 6., paragraph 3, and throughout the Association's published materials includes respect for religious mission.

**Section 7. Withdrawal.** Any institution holding accredited institutional Membership has the right to withdraw from such Membership at any time.

## STANDARDS FOR ACCREDITATION

—Action by the NASD Membership—

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### Standards for Accreditation

#### I. Basic Criteria for Membership

#### B. Degree-Granting Institutions

**Amend B.2. as follows:**

2. The institution shall offer at least one complete ~~degree program curriculum~~ (e.g., Bachelor of Fine Arts, Bachelor of Arts with major in Dance, et al.); or shall provide the dance component of a degree program offered in conjunction with an accredited degree-granting institution, **that meets all applicable standards.**

**Amend B.3. as follows:**

3. ~~The institution shall have graduated at least one class of students who have been through the institution's own program from beginning to final year, and another class shall be in its final year of study.~~ Undergraduate degree-granting institutions shall have graduated from at least one curricular program that meets all applicable standards, at least one class of students with a minimum of three students, and another class shall be in readiness subject to examination.

**Standards for Accreditation**

**II. Purposes and Operations**

**G. Library and Learning Resources**

**5. Services**

**Add new II.G.5.b. as follows:**

**a. Standards**

- (1) The institution shall maintain appropriate hours of operation for the library.
- (2) There must be convenient access to the library holdings in dance through complete and effective catalogs, indexes, and other appropriate bibliographical tools.
- (3) There must be access to the holdings of other institutions through union catalogs, cooperative network facilities, photoduplication, and interlibrary loan.
- (4) Instruction in the use of the dance collection shall be provided.

- b. Guideline.** Institutions should assist students to develop functional capabilities with regard to library information systems including, but not limited to, the use of current tools, resources, and technologies necessary to support research and promote inquiry, in their chosen field of study.

**Standards for Accreditation**

**II. Purposes and Operations**

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

**1. Standards**

**Amend 1.f. as follows:**

- a. Communications with prospective students and parents/guardians must be accurate and presented with integrity.
- b. As a matter of sound educational practice, institutions recruit and admit students only to programs or curricula for which they show aptitudes and prospects for success.
- c. Recruitment goals, policies, and procedures shall be ethical, controlled by the institution, compatible with the goals and objectives of the dance unit, and free of practices that compensate recruiters directly on an individual or aggregate per-student-yield basis or otherwise create conflicts of interest for recruitment personnel or the institution.
- d. Admissions evaluation procedures and advising services must be clearly related to the goals and objectives of the institution's dance programs.
- e. Admission to particular programs of dance study must be correlated to the institution's ability to provide the requisite coursework and experiences at the appropriate level for all students enrolled.
- f. **Student R**etention policies must be:
  - (1) Appropriate to the purposes of the institution's curricular programs;
  - (2) Clearly defined;
  - (3) Published for students and faculty; and
  - (4) Applied with rigor and fairness.
- g. The institution shall inform a student promptly if it is determined that he or she is not an acceptable candidate for a degree, certificate, or diploma.

- h. The institution shall maintain accurate, up-to-date records of each student’s educational progress, including courses taken, production participation associated with degree or program requirements, grades and/or credits earned, and the results of other appropriate evaluations.
- i. Accredited members shall maintain documents pertinent to the awarding of graduate degrees, including theses, dissertations, videos, and portfolios.
- j. 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. Institutions must provide students with written documents and advising that describe all requirements and the purposes of their programs.

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**Standards for Accreditation**

**II. Purposes and Operations**

**K. Articulation with Other Institutions**

***Amend K.2. as follows:***

- 2. **Guideline.** Baccalaureate degree-granting dance units are expected to assume joint responsibility for working cooperatively to facilitate the articulation between community and two-year college and ~~senior~~ four-year college programs: for example, the development of **clear and functional understandings and agreements**, validation examinations, state and/or regional articulation committees, and procedures for maintaining current information regarding credit and admission policies (see Standards for Accreditation **II.I.1.b.(10)** and III.A.3.).

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**Standards for Accreditation**

**III. Dance Program Components**

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

***Add new III.K. as follows:***

- 3. **Opportunities.** Community education programs are encouraged to provide cultural opportunities to the communities they serve. When planning programs of study and cultural activities with and for the community, consideration should be given to, and informed by, the heritage of the community in which the institute operates.

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**Standards for Accreditation**

**IV. Undergraduate Programs in Dance**

**C. Degree Structures**

**2. Majors, Minors, Concentrations, and Areas of Emphasis**

***Amend 2.b. as follows:***

- b. In order to be designated a major in a ~~Bachelor of Fine Arts or studio program~~ professional degree program, or as a second or affiliated major in a liberal arts program, a field of specialization must be accorded no less than 25% of the total credits required.



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Standards for Accreditation

VI. Two-Year Degree-Granting Programs

B. Standards for the Dance Major Transfer Program

*Amend B.6. as follows:*

6. **Articulation.** Community and two-year colleges preparing students for continuing study in four-year colleges should maintain close liaison with those institutions to which their students may transfer. It is expected that community and two-year colleges and ~~senior four-year~~ colleges and universities will assume joint responsibility for working cooperatively to facilitate the articulation of community and two-year college and ~~senior four-year~~ college programs; for example, the development of validation examinations, state and/or regional articulation committees, means for relating courses in terms of content rather than numbers of titles, and procedures for maintaining current information regarding credit, transfer, and admissions policies.

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Standards for Accreditation

VIII. All Professional Baccalaureate Degrees in Dance

B. Common Body of Knowledge and Skills

*Amend B.4. as follows:*

4. **Teaching.** Students must develop **functional** knowledge and skills in dance pedagogy. **The program should include the equivalent of at least one course in pedagogy and teaching experience particularly as related to the major area of study.**

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Standards for Accreditation

XII. Graduate Programs in Dance

A. Fundamental Purposes and Principles

7. Preparation for the Professions

*Amend 7.a. as follows:*

- a. **Career Development.** Many of those who earn graduate degrees in dance will be engaged for several decades in a variety of dance and dance-related professions. Students should be encouraged to acquire the career development and entrepreneurial techniques, **and develop connections and records of achievement** necessary to (i) advance themselves **according to consistent with expectations and practices** in their area of specialization, and (ii) fulfill their own career objectives.

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Standards for Accreditation

XIII. Admission to Graduate Study

E. Basic Language Competencies

*Amend E. as follows:*

- E. **Basic Language Competencies.** All students admitted to graduate degree study in dance ~~should~~ **shall** demonstrate sufficient knowledge, ~~and~~ **skill, and understanding** to pursue the required studies.