

# Addendum to the NASD Handbook 2019-20

NATIONAL ASSOCIATION OF SCHOOLS OF DANCE

October 2020

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As noted below, the NASD Membership approved these revisions during a vote which took place by electronic means in September 2020.

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## Code of Ethics

— Action by the NASD Membership —

### NASD Handbook 2019-20—Page 20

Code of Ethics

Article II., Student Recruitment

*Amend Article II., Section 4. as follows:*

**Section 4.** Students are free to attend the institutions of their choice. However, at an appropriate point in time, a mutual commitment in writing ~~may~~ **must** be made between students and institutions. **Any such mutual agreement must clearly state the nature of the commitments and obligations they impose on administrators, faculty members, students, and all other parties, as well as At such a point, administrators, faculty members, students, and all other parties involved must clearly state the nature of these commitments,** the schedules for their implementation, ~~and~~ the conditions under which such commitments may be released by any or all of the parties, **and the institutional offices responsible for areas addressed in the commitment statement.**

### NASD Handbook 2019-20—Pages 20–21

Code of Ethics

*Add Article III. as follows and amend and renumber as noted:*

#### **ARTICLE III FINANCIAL AID**

**Section 1.** For the purposes of this Code in its entirety, financial aid is an award made directly to the student based at least in part on demonstrated talent, this in addition to need-oriented aid based on generic national formulas. Financial aid relates to awards at the undergraduate and graduate levels, including teaching assistantships or fellowships.

**Section 2.** Consistent with Article II, Section 4. above, financial aid shall be awarded according to the criteria and through the procedures established by the member institution granting the award.

**Section 3.** Any offer of admission with a talent-based scholarship made within one calendar month of the semester of matriculation is normally considered a transfer under provisions of the Code of Ethics, Article IV.

#### **ARTICLE IV ### TRANSFER STUDENTS**

**Section 1.** No member institution may **affirmatively actively** recruit a student presently enrolled in another institution, unless **that the** student will complete the normal program of study **for which he or she is enrolled** prior

to the ~~proposed~~ time of transfer. It is ethical, of course, to accept for transfer a student who applies for and achieves admission to another institution ~~the new school~~ of his or her own volition.

**Section 2.** Institutions recognize that students are free to make inquiries about study at any institution at any time. However, if a student with financial aid begins to make an application for transfer, the institution to which the student is applying must inform the student of its procedures, conditions, and criteria for considering such applications, including the extent to which credit earned at the present institution can or will be considered for acceptance by the prospective new institution.

#### **ARTICLE V ~~IV~~** **FACULTY APPOINTMENTS**

**Section 1.** Article V. ~~IV~~ of the Code of Ethics is intended to apply to the conduct of member institutions and their employees or agents who are involved in the negotiation of faculty employment agreements or appointments on behalf of their respective institutions. It is not intended to govern the activities of individual faculty members who may seek employment with other institutions. The purpose of the provision is to encourage communications between institutions so as to avoid, to the extent possible, last-minute disruptions in faculty coverage that could significantly impact an institution's ability to fulfill its artistic and academic obligations to its students.

**Section 2.** Inquiries about an individual's interest in and conversation concerning a new, full-time academic appointment are in order at any time of the year.

**Section 3.** Institutions hiring faculty who are employed full-time at other institutions under a written contract that contemplates continuation of such employment for some or all of the next academic year shall be mindful of their responsibility to secure the approval of the chief administrative officer of the original institution when an employment offer in the form of a written contract is made during, or so close to, the ensuing academic period as to threaten major disruptions in the original institution's ability to fulfill its artistic and academic obligations to its students during that period.

Those institutions using an academic calendar should contact the chief administrative officer of the original institution when such offers of employment are made after April 1 for the following academic year.

#### **ARTICLE VI ~~V~~** **COMPLIANCE**

If the parties involved cannot resolve an alleged violation, an appeal, in the form of a detailed letter, shall be filed with the NASD Executive Director, who shall then institute the process outlined in the Procedures for Reviewing Complaints Directed Against Member Institutions of the National Association of Schools of Dance (see Rules of Practice and Procedure, Part II, Article VIII.).

#### **ARTICLE VII ~~VI~~** **AMENDMENTS**

The Code of Ethics may be amended by a majority vote of the 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.

# Standards for Accreditation

— Action by the NASD Membership —

## NASD Handbook 2019-20—Page 66

### Standards for Accreditation

#### II. Purposes and Operations

#### G. Library and Learning Resources

#### 5. Services

#### b. Guideline

*Amend II.G.5.b. as follows:*

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

## NASD Handbook 2019-20—Page 103

### Standards for Accreditation

#### XII. Graduate Programs in Dance

#### A. Fundamental Purposes and Principles

#### 7. Preparation for the Professions

#### a. Career Development

*Amend XII.A.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, ~~become aware of the attributes and characteristics associated with leadership,~~ and develop connections and records of achievement necessary to (i) advance themselves consistent with expectations and practices in their area of specialization, and (ii) fulfill their own career objectives.

## NASD Handbook 2019-20—Pages 115–121

### Standards for Accreditation

#### XX. Specific Operational Standards for Free-Standing Dance Institutions of Higher Education

#### Section 1. Standards for Accreditation

*Add XX., Section 1.E. as follows and reletter as noted:*

#### Section 1. Standards for Accreditation

In addition to meeting all operational and curricular standards of the Association appropriate to the scope of programs offered, as noted in Standards for Accreditation I.–XIX., institutions of higher education to which Standards for Accreditation XX. apply shall meet the following standards.

- A. **Title.** The descriptive title of the institution shall be appropriate to its purpose, size, and complexity.
- B. **Operating Authority.** The institution must have specific official documentation confirming that the institution has a charter and/or formal authority of incorporation and local and/or state recognition and/or licensure.

## C. Finances

### 1. Operation

- a. The institution must demonstrate that tuition and other fees are reasonable and appropriate in relation to subject matters taught; to goals, objectives, and time requirements of the degrees, credentials, or programs offered; and to any other relevant variables.
- b. The institution must conduct an annual financial review resulting in an annual audit with opinion prepared by an independent certified public accountant. The annual audit must be completed within 180 days after the close of each fiscal year.
- c. If the institution supplements tuition revenue with contributions private or public or earnings from endowment, evidence must be provided that there are appropriate policies, plans, procedures, and volunteer and/or professional resources to generate sustainable non-tuition revenue sufficient for the needs of the school.

### 2. Review Protocol

For the purpose of evaluating the financial stability and business policies of the institution, at least one member will be added to each NASD visiting team. This member shall have expertise and experience in the management, operation, and assessment of financial practices, and in cooperation with other members of the team, be responsible for reviewing the practices and sufficiency of financial resources of the institution.

## D. Governance and Administration

**NOTE:** Standards for Accreditation XX., Section 1.D.1.a. and D.3. apply to not-for-profit institutions only. The remaining paragraphs apply to both not-for-profit and proprietary institutions.

### 1. Governing Board

#### a. Structure

- (1) A not-for-profit institution must have a governing board consisting of at least five members with the duty and authority to ensure that the overall mission of the institution is carried out.
- (2) The governing board must be the legal body responsible for the institution it holds in trust.
- (3) The presiding officer of the board, along with a majority of other voting members, must have no contractual, employment, or personal or familial financial interest in the institution.
- (4) The board must have adequate representation of the public interest recognizing that institutions serve a public purpose when they provide educational services and opportunities. Public representatives receive no financial benefit from the operation of the institution.

**b. Financial Responsibilities.** For all institutions, the duties of the board include securing financial resources to support the achievement of institutional mission, goals, and objectives. The board is responsible for approving the annual budget, reviewing periodic fiscal audits, participating in and overseeing any non-tuition revenue gathering and management, and approving the long-range financial plan.

**c. Conflict of Interest.** In all institutions, the board shall maintain policies concerning conflict of interest, both with respect to its own actions and to actions of administration, faculty, and staff.

**d. Duties.** All institutions must have an official document that defines board duties, responsibilities, and operations, including the number of members, length of service, rotation policies, organization and

committee structure for overseeing areas such as finance, properties, and programs, and frequency of regular meetings. Board policies shall clearly state that no member or committee acts in place of the board, except by formal delegation of authority by majority vote of the board of directors.

2. **Governance Scope.** If the institution is involved with multi-campus, off-campus, continuing education, evening and weekend programs, etc., governance and administrative procedures must be clearly defined and appropriately integrated and incorporated into the total governance and administration system.

### 3. Chief Executive Officer

- a. In all not-for-profit institutions, the institution must have a chief executive officer whose primary responsibility is to the institution and who is an employee of the institution.
- b. The board selects and regularly evaluates the institution's chief executive officer using consultative mechanisms described in the official document outlining duties of the board.
- c. The chief executive officer must not be the presiding officer of the board, but may be an *ex officio* member of the board.
- d. The board must delegate to the chief executive officer and, as appropriate, to other officers whose primary responsibilities are to the institution, the requisite authority and autonomy to manage the institution effectively and formulate and implement policies compatible with the overall structures and intents established by the board.

### 4. Administration and Record Keeping

- a. The administrative structure of the institution must be sufficient in size and competence to cover business, registrar, maintenance, security, safety, and student services functions.
- b. The institution shall have appropriate administrative and physical capabilities to protect the permanent records of students and any other permanent records as board policies and applicable laws and regulations may dictate.

**E. Administrative and Staff Appointments.** In addition to considerations of the provisions of the Code of Ethics regarding faculty, when recruiting key administrators and staff, independent institutions are encouraged to consider contractual or other arrangements that candidates may have with their current employers that promote desired continuity so as to avoid disruptions that could significantly impact an institution's ability to fulfill its artistic and academic obligations to its students.

### F. General Studies in Undergraduate Programs

1. **Content.** Institutions granting associate degrees (with the exception of two-year vocational programs, which should follow standards in Standards for Accreditation VI.C.) or baccalaureate degrees must develop and operate or otherwise provide for general studies programs addressing the content listed in Standards for Accreditation VII.D. for liberal arts programs, or Standards for Accreditation VIII.A.6. and applicable portions of Standards for Accreditation IX. for professional programs.
2. **Evaluation.** Institutions shall have means for evaluating student achievement in general studies against general curricular and specific subject matter goals.
3. **Resources and Program Components.** Institutions providing general studies programs must document the presence and application of adequate resources and program components to support the content of each course or type of study offered. These resources include, but are not limited to, qualified faculty, facilities and equipment, library and information resources, and distance learning if applicable. Program components include, but are not limited to, credit and time requirements, program continuity, and forms of instruction. Resources and program components for general education must be in compliance with

applicable standards outlined in Standards for Accreditation II. and III.

4. **General Studies Offered by Other Institutions.** If any or all of the general studies requirements for degrees offered by the institution are offered through another institution, the second institution shall be accredited by the appropriate nationally recognized regional or national accrediting agency.
5. **Review Protocol.** If an institution administers its own general studies program, at least one member will be added to each NASD visiting team unless the team is empanelled for a specific purpose that does not include general education. This member(s) shall have expertise and experience in the operation and assessment of undergraduate general studies programs, and in cooperation with other members of the team, be responsible for reviewing the general studies program at the institution.

#### **G. Facilities and Equipment**

1. If the institution depends on facilities, equipment, or resources outside of its direct control (for example, studio and performance facilities, library resources), there must be a written, clear, fixed understanding with those controlling the outside resources that ensures the reasonable continued availability of those resources during the accreditation period.
2. The institution must provide clear guidelines and procedures for its constituents' use of such resources and must ensure that such descriptions are readily available to students whose programs of study require use of these resources.

#### **H. Student Services**

1. **General.** Consistent with its mission, goals, and objectives, the institution shall provide a physical, philosophical, and human environment that fosters the artistic, intellectual, and personal development of students. The institution's program of student services is derived from the relationship between specific goals for student development and the purposes of the institution.
2. **Personnel.** Student services shall be organized and managed by individuals with appropriate training, experience, and abilities.
3. **Access**
  - a. Appropriate types of services shall be available to all students.
  - b. Institutions must provide an effective orientation program that acquaints new and transfer students with all aspects of the institution related to their course of study and their personal well-being.
  - c. The institution shall provide and/or facilitate access to education, counseling, and professional care associated with the maintenance of physical and mental health.
  - d. The institution shall provide and/or facilitate access to counseling covering personal, social, vocational, and financial issues.
4. **Financial Transactions.** Students and the institution shall confirm in writing their mutual agreement regarding any financial requirements and conditions associated with enrollment, tuition, or scholarship awards.
5. **Financial Aid and Student Loans**
  - a. **Financial Aid**
    - (1) If the institution administers a program of financial aid, such aid shall be provided and administered in an organized and accessible manner.

- (2) Awards shall be based on the equitable application of clear and published eligibility criteria.
- (3) The financial aid program must be audited by an independent auditing firm at least once a year.
- (4) Records for financial aid shall be accurate, clearly documented, and safely maintained.

**b. Student Loans**

- (1) If the institution participates in student loan programs, such programs shall be provided and administered in an organized and accessible manner.
- (2) Awards shall be based on the equitable application of clear and published eligibility criteria.
- (3) Students must be made aware of the exact conditions under which loans are made.
- (4) The student loan program must be audited by an independent auditing firm at least once a year.
- (5) Records for student loans shall be accurate, clearly documented, and safely maintained.

**6. Housing and Food Service**

- a. If provided, housing must be conducive to individual well-being and personal development. Housing controlled by or affiliated with the institution must meet recognized standards of health, safety, and security, and be appropriately staffed.
- b. If provided, food service must meet recognized standards of nutrition, sanitation, and safety. Food services must be professionally administered and operated.

**7. Student Records.** The institution must have policies regarding the kinds of information that will be included in the permanent record of students. It shall also have policies regarding the retention, safety and security, and disposal of records. Information-release policies shall respect the rights of individual privacy, the confidentiality of records, and the best interests of students and the institution.

**8. Complaints.** The institution must maintain policies concerning student responsibilities and rights, including complaint procedures. Policies must be clearly stated, well publicized and readily available, and administered fairly and consistently.

**9. Opportunities.** The institution should provide opportunities for student leadership consistent with its mission, goals, objectives, and policies. Students should be encouraged to develop their abilities to work with people in as many settings and contexts as feasible. Opportunities to be involved in appropriate institutional decision-making processes are highly desirable.

**I. ~~H~~ Publication of Articulation Agreements**

In addition to the requirements of Standards for Accreditation III.A.4., the institution must make readily available to enrolled and prospective students a list of any institutions with which the institution has established an articulation agreement.

**J. ~~H~~ Occupations of Graduates**

If NASD accreditation enables the institution's participation in federal student loan and grant programs, and if the institution participates in such programs or plans to participate in the next academic year, the institution must have systems for:

1. Requesting and compiling occupation information from graduates, particularly the most recent graduates.
2. Considering the compiled information in efforts to improve.

For purposes of this standard, *occupation* refers to employment or further study.

**K. ✚ Teach-Out Plans and Agreements**

**1. Conditions of Applicability.** NASD requires an accredited institution to which Standards for Accreditation XX. apply to submit a teach-out plan requesting Commission review and action upon the occurrence of any of the following events:

- a. The U.S. Secretary of Education notifies NASD that the Secretary has initiated an emergency action against an institution, in accordance with section 487(c)(1)(G) of the Higher Education Act (HEA), or an action to limit, suspend, or terminate an institution participating in any Title IV, Higher Education Act (HEA) program, in accordance with section 487(c)(1)(F) of the Higher Education Act (HEA), and that a teach-out plan is required.
- b. NASD acts to withdraw, revoke, or suspend the accreditation of the institution.
- c. The institution notifies NASD that it intends to cease operations entirely or close a location that provides 100% of at least one program.
- d. A state licensing or authorizing agency notifies NASD that an institution's license or legal authorization to provide an educational program has been or will be revoked.
- e. The institution stops offering an educational program before all students enrolled in that program complete the program or transfer to another program.

**2. NASD Actions.** If one or more conditions stipulated in Standards for Accreditation XX., Section 1.J.1.a.–e. occurs:

- a. NASD will evaluate the teach-out plan to ensure it provides for the equitable treatment of students under criteria established by NASD, specifies additional charges, if any, and provides for notification to the students of any additional charges.
- b. If NASD approves a teach-out plan that includes a program that is accredited by another recognized accrediting agency, it will notify that accrediting agency of NASD's approval.
- c. NASD may require an institution it accredits to enter into a teach-out agreement as part of its teach-out plan.
- d. NASD will require an institution it accredits that enters into a teach-out agreement, either on its own or at the request of NASD, with another institution to submit that teach-out agreement to NASD for approval (see Rules of Practice and Procedure, Part II, Article V.). NASD will review and take positive action on the teach-out agreement only if the agreement is between institutions that are accredited by NASD or another accrediting agency recognized by the U.S. Secretary of Education; is consistent with all applicable NASD standards, the NASD Code of Ethics, and the NASD Rules of Practice and Procedure, as well as applicable federal and state regulations; and provides for the equitable treatment of students in terms outlined in Standards for Accreditation XX., Section 1.J.3.
- e. If an NASD-accredited institution plans to establish a teach-out agreement with another institution, the agreement must receive approval from the NASD Commission on Accreditation prior to ratification of the agreement by the parties.

**3. Review Criteria**

- a. The institution responsible for teaching-out students must have the necessary experience, resources, and support services to:
  - (1) Provide an educational program that is of acceptable quality and substantially similar in function,



content, structure, and scheduling to that provided by the institution that is ceasing operations either entirely or at one of its locations; and

- (2) Remain stable, carry out its mission, and meet all obligations to existing students.
- b. The institution responsible for the teach-out must demonstrate that it can provide students access to the program and services without requiring them to move or travel substantial distances and that it will provide students with information about additional charges, if any.

#### **4. Definitions**

- a. *Teach-out agreement* means a written agreement between accredited institutions that provides for the equitable treatment of students under certain conditions when an institution [or program] is closing.
- b. *Teach-out plan* means a written plan developed by an institution that provides for equitable treatment of students under certain conditions when an institution [or program] is closing.