

# Proposed Revisions to the *Handbook 2023-24*

NATIONAL ASSOCIATION OF SCHOOLS OF DANCE

September 2024

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## FOR CONSIDERATION BY THE NASD COMMISSION ON ACCREDITATION

**FINAL VOTING DRAFT.** The Commission on Accreditation will take action on the proposed revisions to the NASD Rules of Practice and Procedure, Part II during a vote in September 2024.

Consistent with requirements of the NASD Bylaws, the membership will take action with regard to proposed revisions to the Standards for Accreditation, Appendix I.A., and Appendix III.E. Therefore, proposed revisions to the Standards for Accreditation, Appendix I.A., and Appendix III.E. have been removed from this voting draft for consideration by representatives of the Commission but may appear in the amended NASD *Handbook 2024-25*.

*(Note: All proposed revisions are indicated in red; see the rationale for these changes on page 7.)*

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## Rules of Practice and Procedure, Part II

— Action by the NASD Commission on Accreditation —

NASD Handbook 2023-24—Page 31

Rules of Practice and Procedure, Part II

Article IV., Commission Policies

Section 3. Policy Concerning Commission Action and Timelines

A. Action

*Amend Article IV., Section 3.A. as follows:*

- A. Action.** After the second consecutive request from the Commission for information sufficient to enable an accreditation decision, should an application of a member institution fail to indicate compliance with a specific standard, the Commission shall adopt one of the following motions upon third consideration of the application:
1. To require a response from the institution for the next Commission meeting demonstrating compliance with any standard cited;
  2. To require a response from the institution for the next Commission meeting showing why the institution:
    - a. should not be placed on probation, or
    - b. should not have its membership revoked.
  3. To place the institution on probation; or
  4. To revoke membership.

**NOTE:** An institution placed on probation is reminded of the timelines pertaining to this sanction (see Bylaws, Article I., Section 3.C.) and to its responsibility to disclose the sanction to current and prospective students (see Rules of Practice and Procedure, Part II, Article XI., Section 2.B.).

**NOTE:** In extreme cases, the Commission ~~will~~ **may** take immediate action to sever an institution's relationship with NASD by revoking accreditation when it has been determined that such an action is warranted (see Rules of Practice and Procedure, Part II, Article IV., Section 5.B.2.b.).

**NASD Handbook 2023-24—Pages 33–34**

**Rules of Practice and Procedure, Part II**

**Article IV., Commission Policies**

**Section 5. Commission Procedures in Extreme Matters of Institutional Ethics and Integrity**

***Amend Article IV., Section 5. as follows:***

**Section 5. Commission Procedures in Extreme Matters of Institutional Ethics and Integrity**

A. When the Commission has cause to believe that an institution's non-compliance with NASD consensus-based standards and/or Code of Ethics threatens its fundamental viability or integrity because:

1. The fundamental purposes of the institution or dance unit cannot be fulfilled; or
2. There are serious conditions that cause major adverse effects on the overall financial viability or operational integrity of the institution or dance unit; or
3. The program or programs, or courses or study, offered in the academic catalog of the institution cannot be delivered; or
4. The institution or dance unit is deliberately misrepresenting itself or its program(s) to students and the public in categories of published information required by NASD standards.

The Commission may request the institution to provide written information documenting the relationship between conditions at the institution and/or the dance unit and compliance with applicable NASD standards.

B. If information is not forthcoming within the time stipulated, or the Commission finds that, with respect to the institution or the dance unit, institutional viability has been lost, is in jeopardy, or that institutional integrity has been seriously undermined, the Commission ~~will~~ **may**:

1. With regard to an institution that is an applicant, but not yet a member, cease the application process.
2. With regard to a member institution:
  - a. Issue an order requesting that the institution show cause why its membership status should not be revoked, and providing an appropriate timeline for reply and suggested corrective actions; or
  - b. In extreme cases, immediately sever the relationship between the institution and NASD by revoking accreditation.

The institution may appeal the decision of the Commission in accordance with the NASD appeals procedure.

**NOTE:** NASD may limit the adverse or other action to a particular program(s) offered by the institution or to a particular additional location(s) of an institution, without necessarily taking action against the entire institution and all of its programs, provided the noncompliance is limited to a particular program or location.

**Rules of Practice and Procedure, Part II  
Article V., Substantive Change  
Section 1. Procedure**

***Amend Article V., Section 1. as follows:***

**Section 1. Procedure.** Institutions are required to gain prior approval of substantive change occurring between regular accreditation visits. Substantive changes occurring during accreditation review periods are reported and considered as part of the self-study, on-site visit, and Commission review. The Association also offers the opportunity for member institutions to receive an optional consultative review of proposed substantive changes by the Commission on Accreditation prior to submission of an official request for substantive change. Procedures and submission requirements for substantive change may be obtained from the National Office.

Growth experienced by an institution sufficient to result in the requirement of a special review is defined in the agency's Substantive Change policy as being "significant" (see *NASD Handbook*, Rules of Practice and Procedure, Part II, Article V.). When considering the impact growth may have on an institution, many individual factors must be considered, including the availability of resources to support the growth, as well as related factors such as the size and scope of the dance unit, relationships and balances that must be maintained between size and scope (see *NASD Handbook*, Standards for Accreditation II.B.), and the effect growth will have on the institution's ability to continue to meet applicable standards as they pertain to operations and curricular programs. For this reason, NASD considers each instance of growth, including, but not limited to, rapid enrollment growth, in light of the impact it has on these factors singly and in relationship. In the aggregate, conditions and texts associated with assessing the impact of growth for the purposes described constitute NASD's operating definition and means for determining the significance of growth in specific instances.

The nature and scope of the substantive change or the extent to which the institution demonstrates its ability to meet all applicable standards may necessitate an on-site visit or a comprehensive review either as required by *NASD Handbook* provisions or at the discretion of the Commission.

**NASD Handbook 2023-24—Pages 34–35**

**Rules of Practice and Procedure, Part II  
Article V., Substantive Change  
Section 2. Definition**

***Amend Article V., Section 2. as follows:***

**Section 2. Definition.** *Substantive change* includes, but is not limited to:

- A. Any fundamental change in the established mission, goals, or objectives of the institution or dance unit.
- B. Any change in the legal status, form of control, or ownership of the institution.
- C. The acquisition of any other institution or any program or location of another institution.
- D. The ~~addition of or change to~~ ~~amendment of~~ curricular programs that represent a significant departure ~~from the existing offerings or educational programs, in terms of either the content~~ or method of delivery, from those that were offered when NASD most recently evaluated the institution. This provision includes significant changes made in conjunction with a change from quarter ~~hours~~ to semester hours, or vice versa.
- E. The addition of ~~curricular courses or~~ programs at a degree or credential level other than the curricular level(s) included in the institution's current accreditation (e.g., ~~the offer of a graduate degree in dance by an institution that previously offered only undergraduate degrees in dance~~).

- F. A change in the measurement of credit or time requirements (i.e., from quarter hours to semester hours or vice versa, from clock hours to credit hours or vice versa, etc.).

**EXPLANATORY NOTE:** Clock-hour systems measure course length in terms of the total number of hours devoted to face-to-face instruction. Credit-hour systems, on the other hand, assign numerical credit to courses based both on the number of instructional hours per week over a standard academic term (semester or quarter) and the amount of preparatory time per week that students must spend outside the classroom. For NASD standards on computing credit hours, see Standards for Accreditation III.A.

- G. A substantial increase or decrease in:

1. The number of clock or credit hours awarded for successful completion of a program; or
2. The length of a program.

- H. **Adding Starting** a branch campus or other entity (such as an additional location, extension program, other external program) at which the institution offers at least fifty percent of any educational program in dance, regardless of how many such campuses or other entities have been approved previously by NASD.

**NOTE:** The agency's review will include an assessment of the institution's fiscal and administrative capability to operate the location or branch campus, the regular evaluations of locations, and verification that (1) academic control is clearly identified by the institution; (2) the institution has adequate faculty, facilities, resources, and academic and student support systems in place; (3) the institution is financially stable; and (4) the institution has engaged in long-range planning for the expansion.

- I. Participation in an agreement to teach-out students from an institution or program that is closing. (Institutions to which Standards for Accreditation XX. pertains must review and demonstrate compliance with Standards for Accreditation XX., Section 1.K.)
- J. The addition of a permanent location at a site at which the institution is conducting a teach-out for students of another institution that has ceased operating before all of the students have completed their programs of study.
- K. If NASD accreditation enables the institution to seek eligibility to participate in Title IV Higher Education Act (HEA) programs, the entering into written arrangement under **34 CFR 668.13 under** which an institution or organization not approved to participate in Title IV Higher Education Act (HEA) programs offers more than twenty-five percent **but less than fifty percent** of one or more of the NASD accredited institution's educational programs.

**NOTE:** With regard to Section 2.K. above, upon receipt of a materially complete request, the Commission on Accreditation will review the institution's application for Substantive Change and make a final decision within 90 days unless there are significant circumstances related to the Substantive Change that require a review by the Commission to occur within 180 days.

- L. An institution's designation of NASD as its gatekeeper for the purpose of eligibility for participation in federal Title IV programs, irrespective of whether:
1. The institution is accredited as a single-purpose institution by NASD and does not currently participate in Title IV programs, but plans to apply for participation in federal Title IV; or
  2. The institution is accredited as a single-purpose institution by NASD and another Secretary-recognized institutional accrediting agency, has designated the other institutional accrediting agency as its gatekeeper for the purpose of eligibility for federal Title IV participation, and plans to relinquish such other institutional accreditation entirely; or

3. The institution is accredited as a single-purpose institution by NASD and another Secretary-recognized institutional accrediting agency, has designated the other institutional accrediting agency as its gatekeeper for the purpose of eligibility for federal Title IV participation, and plans to retain the other institutional accreditation and relinquish the connection between that accreditation and Title IV participation.
- M. With regard to an institution that has designated NASD as its gatekeeper for the purpose of eligibility for participation in federal Title IV programs that has been placed on probation or an equivalent status, has been subject to negative action by NASD over the prior three academic years, or is under provisional certification, as provided in 34 CFR 668.13:
1. An aggregate change of twenty-five percent or more of the clock hours, credit hours, or content of a program since the agency's most recent accreditation review.
  2. The development of customized pathways as defined in 34 CFR 602.22(b)(3)(i)–(ii).
  3. Entering into a written arrangement under 34 CFR 668.13 under which an institution or organization not certified to participate in the Title IV, HEA programs offers up to twenty-five percent of one or more of the accredited institution's educational programs.
- N. ~~M.~~ The addition of a direct assessment program.
- O. ~~N.~~ Other major changes that would impact continuing compliance with NASD standards applicable to degrees and programs being offered.

**NASD Handbook 2023-24—Page 38**

**Rules of Practice and Procedure, Part II**

**Article VIII., Procedures for Reviewing Complaints Directed Against Member Institutions of the National Association of Schools of Dance**

**Section 2. Eligibility**

***Amend Article VIII., Section 2.B. as follows:***

**B. A complaint may be eligible for review if it:**

1. Is presented in writing.

**NOTE:** Should a disability exist making it difficult to submit a complaint in writing, the complainant may contact the staff in the National Office to seek an appropriate accommodation.

2. Is forwarded to the NASD National Office by U.S. Mail, ~~or~~ courier service, ~~or through the NASD email address dedicated to receive formal complaints. Email, Facsimile,~~ and verbal transmissions are not acceptable.
3. Is signed by the complainant.

**NOTE:** NASD will not confirm receipt of or respond to complaints that do not meet the requirements outlined in the Rules of Practice and Procedure, Part II, Article VIII., Section 2.B.1.–3.

4. Includes a signed copy of the NASD Official Complaint Form.
5. Presents itemized issues or concerns directly related to specific NASD standards, rules, or the Code of Ethics as published in the *NASD Handbook* and any addenda to the *Handbook* current at the time of the complaint, and includes specific, factual documentation corroborating each concern raised.

6. Presents evidence that the institutional review or grievance procedures available and applicable to the complaint and complainant have been completed or exhausted.
7. Is not subject to the criteria set forth in the Rules of Practice and Procedure, Part II, Article VIII., Section 2.C.

**NASD Handbook 2023-24—Page 47**

**Rules of Practice and Procedure, Part II**

**Article X., Appeals of Adverse Decisions Concerning Accredited Institutional Membership**

**Section 10. Decision on an Appeal**

***Amend Article X., Section 10. as follows:***

**Section 10. Decision on an Appeal.** After following requisite procedures, considering the appeal and responding to it only in terms of one or both of the grounds for appeal in the Rules of Practice and Procedure, Part II, Article X., Section 5., and making judgments based solely on NASD published standards and procedures and the documentation provided, the appeals committee’s final decision shall be either to (a) deny the appeal and sustain the decision of the Commission; or (b) sustain the appeal and remand the decision to the Commission for reconsideration explaining the basis for the decision to remand, including, but not limited to, any amendments to the original decision proposed by the appeals committee. In making its final decision, **which will be provided in written form**, the Commission must act in a manner consistent with published NASD standards and procedures, and with due consideration of all written findings and recommendations of the appeals committee accompanying its decision to remand.

The final decision of the appeals committee **will shall** be distributed **in written form** to the dance executive and the chief executive officer of the institution and to the Chair of the Commission whose decision is being appealed.

An institution’s continuing disagreement with a final decision of the appeals committee to deny the appeal shall be settled by arbitration in accordance with the Rules of the American Arbitration Association. Arbitration considers only items (a) and (b) of the Grounds for Appeal outlined in the Rules of Practice and Procedure, Part II, Article X., Section 5.

**NASD Handbook 2023-24—Pages 49–50**

**Rules of Practice and Procedure, Part II**

**Article XI., Publication of Accreditation Actions by NASD**

***Amend Article XI., Section 2. as follows:***

**Section 2.**

- A. NASD provides written notice of the following types of decisions to the public, appropriate accrediting agencies, the appropriate state licensing or authorizing agency, and the U.S. Secretary of Education no later than thirty days after it makes the decision:
  1. To award initial accreditation to an institution or program.
  2. To renew an institution’s or program’s accreditation.
- B. NASD provides written notice of the following types of decisions to the appropriate accrediting agencies, the appropriate state licensing or authorizing agency, and the U.S. Secretary of Education at the same time it notifies the institution or program of the decision, but no later than thirty days after it makes a final decision, **and requires the institution or program to disclose such an action within seven business days of receipt to all current and prospective students:**
  1. To place an institution or program on probation **or the equivalent.**

2. To initiate adverse action.
- C. NASD provides written notice of the following types of decisions to the appropriate accrediting agencies, the appropriate state licensing or authorizing agency, and the U.S. Secretary of Education at the same time it notifies the institution or program of the decision, but no later than thirty days after it makes a final decision:
1. ~~3.~~ To deny, withdraw, suspend, ~~or~~ revoke, or terminate the accreditation of an institution or program.
  2. ~~4.~~ To take any other adverse action.

**NOTE:** Institutions under any of the sanctions noted above must disclose the sanction to current and prospective students within seven business days of receipt of notice.

- D. ~~C.~~ NASD provides written notice to the public of the decisions listed in the Rules of Practice and Procedure, Part II, Article XI., Section 2.B.1.–2. and 2.C.1.–2.4, within one business day of its notice to the institution or program.
- E. ~~D.~~ For any ~~decision reason~~ listed in the Rules of Practice and Procedure, Part II, Article XI., Section 2.C.1.–2.B.3.–4., NASD makes available to the public, the appropriate state licensing or authorizing agency, and the U.S. Secretary of Education, no later than sixty days after the decision, a brief statement summarizing the reasons for NASD’s decision and the official comments that the affected institution or program may wish to make with regard to that decision, or evidence that the affected institution has been offered the opportunity to provide official comment, and did not choose to do so in the time stipulated.
- F. ~~E.~~ NASD notifies the appropriate accrediting agencies, the appropriate state licensing or authorizing agency, the U.S. Secretary of Education, and upon request, the public, if an accredited institution or program:
1. Decides to withdraw voluntarily from accreditation, within ten **business** days of receiving notification from the institution or program that it is withdrawing voluntarily from accreditation; or
  2. After due notice from the Commission stipulating one or more deadlines, allows its accreditation to lapse, within ten **business** days of the date on which accreditation lapses.

**NOTE: Rationale for Changes**

*The rationale for all changes proposed above is as follows:* To align with federal regulation and guidelines.