

Addendum to the NASM Handbook 2013-14

NATIONAL ASSOCIATION OF SCHOOLS OF MUSIC

November 2014

The NASM Membership approved changes to the Constitution, Bylaws, Code of Ethics, and Standards for Accreditation during a vote on Sunday, November 23, 2014 at the NASM Annual Meeting. Separately, revisions to the Rules of Practice and Procedure were ratified by the Board of Directors (Part I) and the Commission on Accreditation and Commission on Community/Junior College Accreditation (Part II).

CONSTITUTION

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Constitution

Article XII. Amendments

Amend Article XII. as follows:

The Constitution of the Association may be amended by a two-thirds vote of the membership present and voting at any Annual Meeting, provided a written notice of the proposed amendment, with Board review and recommendation, be sent with opportunity to comment to all accredited institutional members at least two weeks prior to said meeting.

BYLAWS

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Bylaws

Article I. Membership

Section 1. Accredited Institutional Membership

Remove current reference to “junior” college, amending A. and B. as follows:

- A. Eligibility and Scope.** Institutions meeting Association standards and requirements for music institutions and programs determined as applicable by the Commission on Accreditation, the Commission on Community College Accreditation, or the Accrediting Commission for Community and Precollegiate Art Schools, and agreeing to abide by the Association’s Code of Ethics, shall be accorded accredited institutional Membership. Institutions eligible to apply are:
1. Colleges, conservatories, independent schools, and universities offering baccalaureate degrees, graduate degrees, or both, including any eligible associate, professional non-degree-granting, community, or precollegiate programs. These institutions are reviewed by the Commission on Accreditation.
 2. Conservatories and independent schools offering, at the postsecondary level, only non-degree-granting professional programs, including any eligible community or precollegiate programs. These institutions are reviewed by the Commission on Accreditation.
 3. Institutions whose primary mission is to offer associate degrees as their highest degree in music and in most other fields indicated in the institution’s published materials, including any eligible community or precollegiate programs. These institutions are reviewed by the Commission on Community College Accreditation.

4. Conservatories and independent schools offering only community or precollegiate programs. These institutions are reviewed by the Accrediting Commission for Community and Precollegiate Arts Schools.

B. Regional or National Accreditation. Colleges, community colleges, universities, and other institutions that grant postsecondary degrees or credentials in other fields in addition to music must have regional or national accreditation from a nationally recognized accrediting agency as a condition of accredited institutional Membership in NASM.

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Bylaws

Article I. Membership

Section 4. Special Statutes

D. Suspension of Accreditation Status

Amend D. as follows:

D. Automatic Suspension of Accreditation Status. This status can be applied only to independent institutions of higher education for which NASM is the designated institutional accreditor. It cannot be applied to institutions that 1) have designated as their institutional accrediting body, for the purpose of eligibility in Title IV programs, a regional or other national institutional accreditation agency, and 2) have been approved by that agency.

Automatic suspension of accreditation will occur under the following circumstances:

1. The filing of Chapter 11 or Chapter 7 bankruptcy proceedings by the institution.
2. A change in ownership or major change in control with less than five days' advance notice in writing to NASM. This includes but is not limited to:
 - a. The sale of the institution or the majority of its assets.
 - b. The transfer of the controlling interest of stock in the institution or its parent corporation.
 - c. The merger of two or more institutions.
 - d. The division of one or more institution(s) into two or more institutions.
 - e. The transfer of the controlling interest of stock in the institution to its parent corporation.
 - f. Change in over seventy-five (75) percent of board membership during a ninety (90) day period.
 - g. The complete replacement of one set of board members of the accredited institution by another within a six-month period.
3. Failure to report to NASM in writing any transfer of assets or liabilities between the institution and the parent corporation or other entity that would substantially alter the ability of the institution to (a) remain in compliance with current NASM standards, or (b) provide information necessary to document current or on-going compliance with NASM standards.
4. The establishment without prior notice of a branch campus or other entity offering degrees and programs eligible for accreditation by NASM.
5. The designation of NASM as the institution's gatekeeper for the purpose of eligibility and participation in federal Title IV programs without prior confirmation by the appropriate NASM accrediting Commission of the institution's compliance with all applicable standards in Standards for Accreditation XXI.
6. Significant expansion of affiliative uses of the institution's name without prior notice to NASM.

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Bylaws

Article II. Dues

Section 1.

Remove current references to “junior” college, amending “community/junior colleges” to “community colleges” and “the Commission on Community/Junior College Accreditation” to “the Commission on Community College Accreditation.”

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Bylaws

Article III. Government

Section 3. Board of Directors

Remove current references to “junior” college, amending “the Commission on Community/Junior College Accreditation” to “the Commission on Community College Accreditation.”

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Bylaws

Article IV. Commission and Committees

Section 1. Commissions

Remove current references to “junior” college, amending “the Commission on Community/Junior College Accreditation” to “the Commission on Community College Accreditation” (first paragraph, first sentence) and “junior colleges” to “community colleges” (second paragraph, last sentence).

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Bylaws

Article IV. Commission and Committees

Section 1. Commissions

B. The Commission on Community/Junior College Accreditation

Remove current references to “junior” college, amending “the Commission on Community/Junior College Accreditation” to “the Commission on Community College Accreditation” and text of the third paragraph as follows:

The duties of the Commission shall be to apply the accreditation and membership standards of the Association for two-year degree-granting institutions, irrespective of their name or designation, whose primary mission is to offer associate degrees as their highest degree in music and most other fields indicated in the institution’s published materials. The Commission also reviews eligible precollegiate or postsecondary non-degree-granting music programs in such institutions. The Commission shall receive applications and determine the qualifications of institutions seeking Membership and, after thorough examination in accordance with Association procedures, take action on behalf of the Association. The Commission shall also have the power to investigate the maintenance of standards and the observance of published commitments in any member institution under its jurisdiction.

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Bylaws

Article IV. Commission and Committees

Section 1. Commissions

C. Procedural and Policy Authority

Remove current references to “junior” college, amending “the Commission on Community/Junior College Accreditation” to “the Commission on Community College Accreditation.”

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Bylaws

Article V. Elections and Appointments

Section 2. Nomination Procedure

Remove current references to “junior” college, amending “the Commission on Community/Junior College Accreditation” to “the Commission on Community College Accreditation” and “community/junior college” to “community college.”

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Bylaws

Article VI. Meetings and Voting

Section 5.

Remove the last sentence of Section 5.:

Section 5. A conference telephone call may be recognized as an approved meeting of the Executive Committee.

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Bylaws

Article VI. Meetings and Voting

Section 10.

Insert new Section 10, and renumber current Section 10. to Section 11. as follows:

Section 10. A meeting by telephone conference or other form of electronic communication may be recognized as an approved meeting of the Board of Directors, Executive Committee, the Commission on Accreditation, the Commission on Community College Accreditation, and other committees of the Association.

Section 11. Votes may be taken during meetings and 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.

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Bylaws

Article IX. Accreditation Standards

Amend Section 1. as follows:

Section 1. The accreditation standards of the Association shall be established and amended by a majority vote of the membership present and voting at any Annual Meeting at which a quorum is present, provided that written notice of the proposed changes, with Board review and recommendation, be sent with opportunity to comment to all accredited institutional members at least two weeks prior to said meeting.

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Bylaws

Article XIII. Amendments

Amend as follows:

These Bylaws may be amended by a two-thirds vote of the membership present and voting at any Annual Meeting at which a quorum is present, provided a written notice of the proposed changes, with Board review and recommendation, be sent with opportunity to comment to all accredited institutional members at least two weeks prior to said meeting.

CODE OF ETHICS

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Code of Ethics
Article IV. Transfer Students
Section 4.

Remove current reference to “junior” college, amending “community/junior college students” to “community college students.”

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Code of Ethics
Article VII. Amendments

Amend as follows:

The Code of Ethics may be amended by a two-thirds vote of the membership present and voting at any Annual Meeting at which a quorum is present, provided a written notice of the proposed amendments, with Board review and recommendation, be sent with opportunity to comment to all accredited institutional members at least two weeks prior to said meeting.

RULES OF PRACTICE AND PROCEDURE, PART I

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Rules of Practice and Procedure, Part I
Article I. Association Policies
Section 2. Conflict of Interest

Remove current reference to “junior” college, amending “the Commission on Community/Junior College Accreditation” to “the Commission on Community College Accreditation.”

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Rules of Practice and Procedure, Part I
Article I. Association Policies
Section 6. Orientation and Training of Personnel

Remove current reference to “junior” college, amending “the Commission on Community/Junior College Accreditation” to “the Commission on Community College Accreditation.”

Remove current reference to “correspondence” learning, amending “distance and correspondence education” to “distance education.”

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Rules of Practice and Procedure, Part I
Article III. Amendments to Part I of the Rules of Practice and Procedure

Amend as follows:

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

RULES OF PRACTICE AND PROCEDURE, PART II

— Action by the NASM Commission on Accreditation —

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Rules of Practice and Procedure, Part II
Article I. Institutional Membership
Section 3. Curricular Requirements

Remove current reference to “correspondence” learning, amending “distance and correspondence learning” to “distance learning.”

Remove current reference to “junior” college, amending “Commission on Community/Junior College Accreditation” to “Commission on Community College Accreditation.”

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Rules of Practice and Procedure, Part II
Article I. Institutional Membership
Section 4. Separate Accreditation for Community of Precollegiate Divisions of Postsecondary Institutions

Remove current reference to “junior” college, amending “Commission on Community/Junior College Accreditation” to “Commission on Community College Accreditation.”

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Rules of Practice and Procedure, Part II
Article II. Application for Membership and Renewal of Membership
Section 2. Application Fees

Remove current reference to “junior” college, amending “community/junior colleges” to “community colleges.”

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Rules of Practice and Procedure, Part II
Article III. Institutional Procedures
Section 2. Closing an Institution or Program

Renumber and retitle Section 2. as follows and move it to Rules of Practice and Procedure, Part II, Article VII.

Section 1. Notification.

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Rules of Practice and Procedure, Part II
Article IV. Commission Policies

Renumber and retitle Section 5. as follows and move it to Rules of Practice and Procedure, Part II, Article VII.

Section 2. Assistance.

Renumber Section 6. as follows:

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

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

Amend the second paragraph of Section 1. as follows:

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 NASM Handbook provisions or at the discretion of a Commission.

Amend Section 2.B as follows:

- B. Any change in the legal status, form of control, or ownership of the institution.

Amend Section 2.H and 2.I. as follows:

- H. Starting a branch campus or extension program at which the institution offers at least fifty (50) percent of any educational program in music, regardless of how many such campuses or extension programs have been approved previously by NASM.
- I. Participation in an agreement to teach-out students from an institution or program that is closing. (Institutions to which Standards for Accreditation XXI. pertains must review and demonstrate compliance with Standards for Accreditation XXI.1.J.)

Add new Section 2.L. and reletter current L. as follows:

- L. An institution's designation of NASM 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 NASM 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 NASM and a regional or other national institutional accrediting agency, has designated the regional or other national institutional accrediting agency as its gatekeeper for the purpose of eligibility for federal Title IV participation, and plans to relinquish such regional or other national institutional accreditation entirely, or
 - 3. The institution is accredited as a single-purpose institution by NASM and a regional or other national institutional accrediting agency, has designated the regional or other national institutional accrediting agency as its gatekeeper for the purpose of eligibility for federal Title IV participation, and plans to retain the regional or other national institutional accreditation and relinquish the connection between that accreditation and Title IV participation.
- M. Other major changes that would impact continuing compliance with NASM standards applicable to degrees and programs being offered.

Amend Section 4., removing reference to "Section 2" in the citation to Standards for Accreditation XXI. as follows:

Additional standards and procedures regarding substantive change in certain cases for institutions for which NASM is the designated institutional accreditor are found primarily in Standards for Accreditation XXI.

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**Rules of Practice and Procedure, Part II
Article VII. Teach-Out Plans and Agreements**

Move Article VII. to Standards for Accreditation XXI.1.J. and create a new Article VII. as follows:

**ARTICLE VII
INSTITUTION CLOSURES**

Section 1. Notification. Members of the Association shall advise NASM as far in advance as possible prior to the closing of an accredited institution or an accredited music unit within an institution. Advance notice allows for the development of appropriate procedures to protect the accreditation status of degrees received by former and current students and to provide for safekeeping of important records.

Section 2. Assistance. If an NASM accredited institution closes without a teach-out plan or agreement, NASM works with the U.S. Department of Education and the appropriate state agency, to the extent feasible, to assist students in finding reasonable opportunities to complete their education without additional charge.

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**Rules of Practice and Procedure, Part II
Article X. Appeals of Adverse Decisions Concerning Accredited Institutional Membership
Section 1. Definition**

Remove current reference to “junior” college, amending “Commission on Community/Junior College Accreditation” to “Commission on Community College Accreditation.”

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**Rules of Practice and Procedure, Part II
Article XII. Printed Recognition of Membership
Section 1. Accredited Membership**

Amend D. as follows:

- D. The institution shall publish in one or more official documents concerning its music program, and make available upon request, the name, address, and telephone of NASM.

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**Rules of Practice and Procedure, Part II
Article XIV. Amendments to Part II of the Rules of Practice and Procedure**

Remove current references to “junior” college and amend as follows:

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

STANDARDS AND GUIDELINES FOR ACCREDITED INSTITUTIONAL MEMBERSHIP

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Standards and Guidelines for Accredited Institutional Membership

II. Commission Jurisdiction

Remove current reference to “junior” college, and amend A. and B. as follows:

NASM has two accrediting Commissions. Their separate jurisdictions are described below.

A. Jurisdiction of the Commission on Community College Accreditation

Associate degree programs, postsecondary non-degree-granting programs, and community education programs (preparatory programs, continuing education programs, etc.) in institutions whose primary mission it is to offer associate degrees as their highest degree in music and in most other fields indicated in the institution’s published materials.

B. Jurisdiction of the Commission on Accreditation

Associate, baccalaureate, and graduate degree programs offered by institutions offering four-year baccalaureate and/or graduate degrees; postsecondary non-degree-granting programs offered by baccalaureate and graduate degree-granting institutions; and community education programs (preparatory programs, continuing education programs, etc.) in baccalaureate and graduate degree-granting institutions.

STANDARDS FOR ACCREDITATION

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Standards for Accreditation

I. Basic Criteria for Membership

B. Community and Junior Colleges

Remove current reference to “junior” college, amending B. as follows:

B. Community Colleges

The National Association of Schools of Music recognizes several distinct types of programs in community colleges. These are subsumed under Terminal Degree Programs and Music Major Transfer Programs. The primary purpose of all institutions, whatever types of program they offer, should be to provide the best possible environment for musical training. Such an environment should foster an understanding of the arts and an attitude of respect for their potential contribution to society.

A community college may be granted accreditation in the Association when its curricula and resources are equivalent to the first two years of a four-year member institution as outlined by NASM.

Community colleges shall meet the following basic criteria for membership: *(remaining unchanged)*

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Standards for Accreditation

II. Purposes and Operations

B. Size and Scope

1. Standards

Remove current reference to “junior” college, amending text in 1.b. from “community/junior colleges” to “community/junior college.”

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Standards for Accreditation

II. Purposes and Operations

K. Articulation with Other Institutions

2. Guideline

Remove current reference to “junior” college, amending K.2. as follows:

2. **Guideline.** Baccalaureate degree-granting music units are expected to assume joint responsibility for working cooperatively to facilitate the articulation of community college and four-year college programs: for example, the development of validation examinations, state and/or regional articulation committees, and procedures for maintaining current information regarding credit and admission policies. See Standards for Accreditation III.A.3. regarding transfer of credit.

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Standards for Accreditation

II. Purposes and Operations

M. Operational Standards for All Institutions for which NASM Is the Designated Institutional Accreditor

Amend M. as follows:

- M. Operational Standards for All Postsecondary Institutions for which NASM Is the Designated Institutional Accreditor.** Additional operational standards that apply to all postsecondary institutions that designate NASM as their institutional accreditor may be found in Standards for Accreditation XXI. All institutions to which these standards apply must demonstrate compliance with all applicable standards in Standards for Accreditation XXI.

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Standards for Accreditation

II. Purposes and Operations

N. Operational Standards and Procedures for Proprietary Institutions

Amend N. as follows:

- N. Operational Standards and Procedures for Proprietary Institutions.** Additional operational standards that apply to all proprietary institutions may be found in Standards for Accreditation XXII. All institutions to which these standards apply must demonstrate compliance with all applicable standards in Standards for Accreditation XXII.

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Standards for Accreditation

II. Purposes and Operations

O. Operational Standards and Procedures for Branch Campuses, External Programs

Amend O. as follows:

- O. Operational Standards and Procedures for Branch Campuses, External Programs.** Additional operational standards that apply to branch campuses, extension programs, and other external programs may be found in Appendix I.A. All institutions to which these standards apply must demonstrate compliance with all applicable standards in Appendix I.A.

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Standards for Accreditation

III. Music Program Components

F. New Programs

Remove current reference to “junior” college, amending “Commission on Community/Junior College Accreditation” to “Commission on Community College Accreditation.”

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Standards for Accreditation

III. Music Program Components

G. Independent Study

1. Definition

Remove current reference to “correspondence” learning, amending the first sentence of G.1 as follows:

Each offering institutions must publish information that includes its definitions of independent study and its policies for the conduct of independent study on campus or through distance learning.

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Standards for Accreditation

III. Music Program Components

H. Distance or Correspondence Learning

Remove current reference to “correspondence” learning, amending H. as follows:

H. Distance Learning (*applicable to programs that are partially or entirely delivered by distance learning*)

- 1. Definition.** Distance learning involves programs of study delivered entirely or partially away from regular face-to-face interactions between teachers and students in studios, classrooms, tutorials, laboratories, and rehearsals associated with coursework, degrees, and programs on the campus. Normally, distance learning uses technologies to deliver instruction and support systems, and enables substantive interaction between instructor and student.
- 2. Means.** The distance aspect of these programs may be delivered through a variety of means, including teaching and learning through electronic systems.
- 3. Standards Applications**
 - a. Distance learning programs must meet all NASM operational and curricular standards for programs of their type and content. This means that the functions and competencies required by applicable standards are met even when distance learning mechanisms predominate in the total delivery system.

- b. Programs in which more than forty (40) percent of their requirements are fulfilled through distance learning will be designated as distance learning programs in NASM publications.

4. Standards

a. Purposes and Resources

- (1) Purposes shall be clear. The institution must demonstrate that such purposes can be delivered through current or proposed systems of distance learning.
- (2) The institution must provide financial and technical support commensurate with the purpose, size, scope, and content of its distance learning programs.
- (3) Any sustained enrollment growth must be accompanied in a timely manner by a corresponding growth in resources and support systems.

b. Delivery Systems, Verification, and Evaluation

- (1) Delivery systems must be logically matched to the purposes of each program. Delivery systems are defined as the operational interrelationships of such elements as program or course content, interactive technologies, teaching techniques, schedules, patterns of interaction between teacher and student, and evaluation expectations and mechanisms.
- (2) The institution must have processes that establish that the student who registers in a distance education course or program is the same student who participates in and completes the program and receives academic credit. Verification methods are determined by the institution and may include, but are not limited to, secure login and password protocols, proctored examinations, and new or other technologies and practices.
- (3) Institutions must use processes that protect student privacy and notify students of any projected or additional student charges associated with verification of student identity at the time of registration or enrollment in distance education programs.
- (4) Specific student evaluation points shall be established throughout the time period of each course or program.

c. Technical Prerequisites

- (1) The institution must determine and publish for each distance learning program or course (a) requirements for technical competence, and (b) any technical equipment requirements. The institution must have means for assessing the extent to which prospective students meet these requirements before they are accepted or enrolled.
- (2) The institution shall publish information regarding the availability of academic and technical support services.

d. Program Consistency and Equivalency

- (1) The institution shall have mechanisms for assuring consistency in the application of policies, procedures, and standards for entering, continuing, and completing the course or program.
- (2) When an identical program, or a program with an identical title, is offered through distance learning as well as on campus, the institution must be able to demonstrate functional equivalency in all aspects of each program. Mechanisms must be established to assure equal quality among delivery systems.

- e. Communication with Students.** Instructions to students, expectations for achievement, and evaluation criteria must be clearly stated and readily available to all involved in a particular distance

learning program. Students must be fully informed of means for asking questions and otherwise communicating with instructors and students as required.

5. **Notification Rule.** A special notification rule applies to institutions that participate in federal Title IV programs and to which Standards for Accreditation XXI., Section 2.D. apply.

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Standards for Accreditation

III. Music Program Components

J. Majors in or Based on Electronic Media

Remove current reference to “correspondence” learning, amending J.1.b. as follows:

- b. Programs centered on new approaches and combinations will be reviewed by the standards in this section and, as applicable, by those that address distance learning and disciplines in combination.

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Standards for Accreditation

IV. Undergraduate Programs in Music

C. Degree Structures

Amend C.5.d. as follows:

- d. **Title Protocols.** NASM recognizes that some institutions are chartered to offer only the Bachelor of Arts or Bachelor of Science degree. When these institutions offer a baccalaureate degree meeting *professional* music degree standards, the degree will be listed by NASM, and should be listed by the institution, as Bachelor of Arts or Bachelor of Science with a specific major, as outlined in Standards IX., to distinguish it from the liberal arts-oriented Bachelor of Arts or Bachelor of Science with a major in Music.

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Standards for Accreditation

IV. Undergraduate Programs in Music

C. Degree Structures

Remove current reference to “correspondence” learning, amending C.7. as follows:

7. **Programs Involving Distance Learning, Disciplines in Combination, or with a Focus on Electronic Media.**

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Standards for Accreditation

VI. Two-Year Degree-Granting Programs

A. Purposes and Protocols

3. Commission Responsibility

Remove current references to “junior” college and “correspondence” learning, and amending A.3. as follows:

3. **Commission Responsibility.** Two-year programs operated by institutions whose primary mission is to offer associate degrees as their highest degree in music and in most other fields indicated in the institution’s published materials will be reviewed by the Commission on Community College Accreditation. Two-year degree-granting programs operated by four-year undergraduate institutions or graduate institutions will be reviewed by the Commission on Accreditation.

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Standards for Accreditation

VI. Two-Year Degree-Granting Programs

B. Standards for the Music Major Transfer Program

1. Curricular Purpose

Remove current references to “junior” college, amending B.1. as follows:

1. **Curricular Purpose.** Institutions offering the music major transfer program shall maintain curricular requirements equivalent to the first two years of a four-year baccalaureate program. In this regard, the following shall serve as standards for community colleges. Institutions offering programs intended to transfer to a professional baccalaureate degree must use the *Common Body of Knowledge and Skills* under Standards VIII.B. and the appropriate major under Standards IX. as guidelines.

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Standards for Accreditation

VII. The Liberal Arts Degree with a Major in Music

D. Essential Content and Competencies

Remove current reference to “correspondence” learning, amending D.5. as follows:

- a. Distance Learning, Standard III.H.

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Standards for Accreditation

VIII. All Professional Baccalaureate Degrees in Music and All Undergraduate Degrees Leading to Teacher Certification

A. Principles and Policies

Remove current reference to “correspondence” learning, amending A.5.c.(1) as follows:

- (1) Distance Learning, Standard III.H.

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Standards for Accreditation

X. Graduate Programs in Music

C. General Degree Requirements and Procedures

Remove current reference to “correspondence” learning, amending C.2. as follows:

2. **Residence.** Residence policies are determined by the institution. Normally, a period of continuous concentrated study within the graduate community is required. Programs based on distance learning, or with a significant distance learning component, must fulfill the function of community by providing experiences that produce interaction among graduate students and faculty.

Remove current reference to “correspondence” learning, amending C.6. as follows:

6. **Programs Involving Distance Learning, Disciplines in Combination, or with a Focus on Electronic Media.** Programs in these categories must meet applicable requirements in Standards for Accreditation III.

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Standards for Accreditation

XVII. Non-Degree-Granting Programs in Music

E. Programs Involving Distance or Correspondence Learning, Disciplines in Combination, or with a Focus on Electronic Media.

Remove current reference to “correspondence” learning, amending title of D. as follows:

- E. Programs Involving Distance Learning, Disciplines in Combination, or with a Focus on Electronic Media.**

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Standards for Accreditation

XXI. Specific Operational Standards for All Institutions of Higher Education for which NASM Is the Designated Institutional Accreditor

Amend note as follows:

NOTE: The following standards apply to all independent institutions of higher education that offer professional education and training in music with the exception of those that 1) have designated as their institutional accrediting body, for the purpose of eligibility in Title IV programs, a regional or other national institutional accreditation agency, and 2) have been approved by that agency. They may be degree- and/or non-degree-granting; they may be not-for-profit or proprietary. These standards are in addition to Standards I. through XX. Additional standards apply to proprietary schools (see Standards XXII). All independent institutions to which Standards XXI. apply must demonstrate compliance with all applicable standards in the following sections.

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Standards for Accreditation

XXI. Specific Operational Standards for All Institutions of Higher Education for which NASM Is the Designated Institutional Accreditor

Section 1. Standards for Accreditation

Amend Section 1. as follows:

In addition to meeting all operational and curricular standards of the Association appropriate to the scope of programs offered, as noted in Standards I. through XX., institutions of higher education to which XXI. applies shall meet the following standards:

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Standards for Accreditation

XXI. Specific Operational Standards for All Institutions of Higher Education for which NASM Is the Designated Institutional Accreditor

Section 1. Standards for Accreditation

C. Finances

Amend C.2. as follows:

For the purpose of evaluating the financial stability and business policies of the institution, at least one member will be added to each NASM 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.

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Standards for Accreditation

XXI. Specific Operational Standards for All Institutions of Higher Education for which NASM Is the Designated Institutional Accreditor

Section 1. Standards for Accreditation

D. Governance and Administration

Amend note under D. as follows:

NOTE: D.1.a. and D.3. below apply to not-for-profit institutions only. The remaining paragraphs apply to both not-for-profit and proprietary institutions.

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Standards for Accreditation

XXI. Specific Operational Standards for All Institutions of Higher Education for which NASM Is the Designated Institutional Accreditor

Section 1. Standards for Accreditation

Amend D.4.a. as follows:

- 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.

Remove current reference to “correspondence” learning, amending E.3. as follows:

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.

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Standards for Accreditation

XXI. Specific Operational Standards for All Institutions of Higher Education for which NASM Is the Designated Institutional Accreditor

Section 1. Standards for Accreditation

J. Teach-Out Agreements

Amend J. and insert text from Rules of Practice and Procedure, Part II, Article VII., Sections 1. through 3, as follows:

J. Teach-Out Plans and Agreements

1. Conditions of Applicability

NASM requires an accredited institution to which Standard XXI. applies 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 NASM that the Secretary has initiated an emergency action against an institution, in accordance with section 487(c)(1)(G) of the HEA, or an action to limit, suspend, or terminate an institution participating in any Title IV, HEA program, in accordance with section 487(c)(1)(F) of the HEA, and that a teach-out plan is required.
- b. NASM acts to withdraw, revoke, or suspend the accreditation of the institution.
- c. The institution notifies NASM that it intends to cease operations entirely or close a location that provides one hundred (100) percent of at least one program.

- d. A state licensing or authorizing agency notifies NASM 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. NASM Actions

If one or more conditions stipulated in Standard XXI., Section 1.J.1.a through Section 1.J.1.e occurs:

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

Add 4. as follows:

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.

Standards for Accreditation

XXI. Specific Operational Standards for All Institutions of Higher Education for which NASM Is the Designated Institutional Accreditor

Section 2. Procedural Requirements

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Amend Section 2. text as follows:

In addition to meeting all procedural requirements of the Association appropriate to the scope of programs offered, institutions of higher education to which Standards XXI. apply shall be subject to the following procedures:

Amend Section 2.A. text as follows:

- A. Supplemental Annual Report.** In addition to the annual HEADS Data Survey, Accreditation Audit, and Affirmation Statement (see Rules of Practice and Procedure, Part II, Article III., Section 1.), the institution must file a Supplemental Annual Report at a time and in a format stipulated by the Association, which contains the following information:

Remove current reference to “correspondence” learning, amending Section 2.A.7. as follows:

7. For the current and the previous academic year, the total enrollment of the institution and of any distance education programs it offers.

Amend Section 2.B. as follows:

- B. New Curricula and Substantive Change**

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Remove current reference to “correspondence” learning, amending Section 2.D. as follows:

- D. Notification Rule.** As a USDE recognized accrediting agency, NASM is required to report to the U.S. Secretary of Education enrollment information under the following circumstances if the institution offers distance education: an increase in headcount enrollment for the institution of fifty (50) percent or more within the HEADS Data Survey, compiled by NASM. If the fifty (50) percent threshold is reached or exceeded, this fact is provided to the Secretary within thirty (30) days of the close of the HEADS project each year. The institution will also be notified at the same time NASM 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.)

Amend Section 2.E. as follows:

- E. Starting a Branch Campus or Similar Entity.**

1. If an accredited institution plans to establish a new branch campus, or similar entity that functions in the same manner, in the U.S. or elsewhere, that offers postsecondary and/or professional level degrees or non-degree-granting programs in music, the following materials must be submitted at least six months prior to the opening of the branch:

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Amend Section 2.E.1.b. as follows:

- b. Information in the standard NASM format which demonstrates compliance with all applicable standards including but not limited to: operational standards, applicable curricular standards, Standards for Institutions of Higher Education for which NASM is the Designated Institutional Accreditor, and Specific Operational Standards for Proprietary Institutions of Higher Education.

Amend Section 2.E.3. as follows:

3. Approval of the branch campus or similar entity and its operations will depend upon the institution's demonstration that it meets requisite NASM standards applicable to the programs it offers and the operations that support those programs.

Remove the following note currently below Section 2.E.3.:

NOTE: If the proposed branch campus offers types of music programs under the purview of NASM other than those listed in item D.1. above, the review of those programs is conducted under provisions of the Rules of Practice and Procedure, Part II., Article V., Sections 1., 2.H., and 3.

Amend current Section 2.F. as follows and move to XXI.1.J.2.e.:

- F. Teach-Out Arrangements.** If an NASM-accredited institution plans to establish a teach-out agreement with another institution, the agreement must receive approval from the appropriate NASM accrediting Commission prior to ratification of the agreement by the parties.

Reletter current Section 2.G., and reletter and amend current 1. and 2. as follows:

F. Automatic Actions

- 1. Automatic Review.** The following circumstances will cause an automatic review of the institution's accreditation status:
 - a. Declaration or evidence of financial exigency.
 - b. Change in ownership or major change in control, provided NASM is given at least five days' advance notice in writing of the date of the change. This includes but is not limited to:
 - (1) The sale of the institution or the majority of its assets.
 - (2) The transfer of the controlling interest of stock in the institution or its parent corporation.
 - (3) The merger of two or more institutions.
 - (4) The division of one or more institution(s) into two or more institutions.
 - (5) The transfer of the controlling interest of stock in the institution to its parent corporation.
 - (6) Change in over seventy-five (75) percent of board membership during a ninety (90) day period.
 - (7) The complete replacement of one set of board members of the accredited institution by another within a six-month period.

However, the five-day advance notice rule does not apply in cases where transfer of ownership occurs by right of survivorship upon the death of an owner, or similar circumstances. In these cases, NASM must be notified within five days of the occurrence.

- c. Any transfer of assets or liabilities between the institution and any parent corporation that would substantially alter the ability of the institution to remain current regarding compliance with NASM standards.
- d. Notice to establish a branch campus or other entity that would offer degrees and programs eligible for review by NASM, or notice of intent to significantly expand affiliative uses of the institution's name.
- e. Notice of intention to designate NASM as the institution's gatekeeper for the purpose of eligibility and participation in federal Title IV programs.
- f. State or federal action that results in the removal of the institution's eligibility to participate in state or federal student loan and grant programs.

- g. Failure to gain accreditation or candidacy status upon application to another nationally recognized institutional accrediting agency, or loss of accreditation or candidacy status held with such agency.
2. **Automatic Suspension of Accreditation Status.** Automatic suspension of accreditation status will occur under the circumstances articulated in the Bylaws, Article I., Section 4.D.

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Retitle Section 2.H. to Section 3 and renumber/reletter as follows:

Section 3. Policies and Protocols for Institutions Participating in Federal Student Loan Programs

- A. Context of Accreditation Reviews.** In compliance with Public Law 102-325, the Higher Education Amendments of 1992, the NASM accrediting Commission must take into account the following information as it considers the accreditation or reaccreditation of any institution that participates in federal student loan programs and for which NASM is the institutional accrediting agency:
1. Default rates in student loan programs under Title IV of the Higher Education Act of 1965 as periodically amended, based on the most recent data provided to the institution and/or to the accrediting body by the U.S. Secretary of Education.
 2. Records of any student complaints received by NASM that are eligible for review according to provisions of the NASM Complaint Procedure.
 3. Evidence concerning compliance with program responsibilities under Title IV of the Higher Education Act of 1965 as periodically amended, based on the most recent data provided to the institution and/or to the accrediting body by the U. S. Secretary of Education, including any results of financial or compliance audits, program reviews, and such other information as the U.S. Secretary of Education may provide to NASM.
- B. Arbitration Rule.** The institution shall provide in writing its agreement to abide by the initial arbitration rule in Section 496 of Public Law 102-325:
- “The [U.S.] Secretary [of Education] may not recognize the accreditation of any institution of higher education unless that institution of higher education agrees to submit any dispute involving the final denial, withdrawal or termination of accreditation to initial arbitration prior to any other legal action.”
- C. Change in Ownership or Major Change of Control.** Change in ownership or major change of control will result in an on-site review within six months of the change. The preparation for the visit, the visit, Commission review, and Commission action shall follow regular NASM procedures. The institution will assume the responsibility for fees and expenses associated with this visit.
- D. Third-Party Comment Rule.** See Rules of Practice and Procedure, Part II., Article IV., Section 1.
- E. Rules Concerning Notification of Action by the NASM Commission on Accreditation.** Notifications concerning actions by the NASM Commission on Accreditation are published consistent with the provisions of the NASM Rules of Practice and Procedure, Part II., Article XI., Section 2.

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Standards for Accreditation

XXII. Specific Operational Standards for Proprietary Institutions of Higher Education

Section 2. Requirements for Change in Ownership to Maintain Eligibility for Accreditation

Amend the reference to “item XXI., Section 2.H.3.” in the first sentence of the last paragraph as follows:

A visit to the institution shall be made by NASM if the institution qualified under Standards XXI., Section 3.C.

above, or at the discretion of the appropriate NASM accrediting Commission based upon the response of the institution to letters A. through I. above.

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Appendix I.A.

Section 2. Guidelines

Amend Section 2.B. as follows:

- B. A branch campus is normally considered 1) a separate institution within the same corporate structure as the main campus, and 2) geographically apart from the main campus.

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Appendix I.D.

Section 1. The Common Body of Knowledge and Skills for Career Entry

Amend end of the second paragraph and add a third paragraph as follows:

Musicians with career aspirations as choral, orchestral, or wind conductors face a wide variety of choices concerning the structure of training to prepare them for their careers. Among these are degree programs, private study, conducting workshops, and apprentice programs with professional ensembles.

While there is no specific structure, format, or schedule of education and training that will be effective in every case, the conductor ready to embark upon a professional career, which may include a variety of conducting responsibilities with various ensembles in different settings, must possess a body of knowledge and skills. This intellectual and technical capability may be gained in a variety of ways; however, the practicing professional demonstrates an assimilation and integration of the skills and knowledge outlined in Section 1.A., B., and C. below.

For relationships among items in the Common Body of Knowledge and Skills and competency requirements for specific levels of degree and non-degree programs in conducting, first see Section 2 of this Appendix. Then, as applicable, see:

- Section 3. Baccalaureate Preparation of this appendix;
- Section 4. Initial Graduate Degrees in Conducting of this appendix, and also Standards for Accreditation Section XIV.B.3. The Master's Degree in Conducting;
- Section 5. Advanced Graduate Degrees in Conducting of this appendix, and also Standards for Accreditation, Sections XVI.A. and C. and D.4.b., the Doctorate in Conducting; and
- Standards for Accreditation, Section XIX., Specific Professional Postsecondary Non-Degree-Granting Programs, especially Section XIX.C. with regard to levels of competency development consistent with program purposes.

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Appendix I.H.

Section 4. Standards for Specific Curricular Programs

A. All Music Technology Curricular Programs

Remove current reference to "correspondence" learning, amending Section 4.A.9. as follows:

9. Programs involving distance learning must meet accreditation standards regarding such programs.

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Appendix I.I.

Section 2. Standards and Guidelines

Q. Standards for Specific Curricular Programs

Remove current reference to “correspondence” learning, amending Section 2.Q.9. as follows:

9. Programs involving distance learning must meet accreditation standards regarding such programs (see Standards for Accreditation III.H.). This includes programs delivered robotically through interactive tutorials as well as those led by specific faculty members.

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Appendix III.B.

Section 1. Institutional Membership

Remove current references to “junior” college, amending Section 1. as follows:

Institutional Membership signifies accreditation. Institutions eligible to apply for Membership include colleges, universities, and independent schools of music.

Associate Membership may be granted to baccalaureate and/or graduate degree-granting institutions, community colleges, and non-degree-granting institutions applying for the first time that meet all curricular standards and a substantial portion of all other standards of the Association, and show promise of being able to meet completely the Association’s standards applicable to music curricula offered by the institution. Accreditation with Associate Membership is valid for up to five years. At the end of this period, such institutions will be required to satisfy all criteria for Membership in the Association.

Membership is granted to baccalaureate and/or graduate degree-granting institutions, community colleges, and non-degree-granting institutions which meet all of the standards of the Association. Institutions approved with Membership are granted five-year periods of accreditation. At the end of five years, the institution is expected to apply for renewal of Membership. Institutions approved for renewal of Membership are granted ten-year periods of accreditation.

Community colleges are eligible for Membership if their curricula and resources are equivalent to the first two years of four-year member institutions, and if their programs and curricula meet the NASM Standards for Community Colleges.

Non-degree-granting institutions are eligible for Membership if their programs and curricula meet the NASM Standards for Non-Degree-Granting Institutions.

Complete standards for institutional Membership are published annually in the NASM Handbook. When new or amended standards are approved, typically during an Annual Meeting, these are available as addenda to the Handbook until the next edition is published.

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Appendix III.B.

Section 4. General Information Regarding Degree and Program Listings

Remove current reference to “junior” college, amending the second paragraph of Section 4. as follows:

The listing of a degree or program in NASM Directory Lists indicates that the curriculum and transcripts have been reviewed and approved by the Commission on Accreditation, or by the Commission on Community College Accreditation. Degrees or programs for which Plan Approval has been granted, but for which transcripts are not yet available for review, are listed in italics.

Appendix III.B.

Section 4. General Information Regarding Degree and Program Listings

C. Listing of Non-Degree-Granting Programs in Degree-Granting Music Units

Remove current reference to “junior” college, amending Section 4.C. as follows:

Postsecondary non-degree-granting programs offered by degree-granting institutions will be listed by NASM only when their objectives and structure indicate a discrete curricular offering and when they require thirty (30) or more semester hours (forty-five [45] quarter hours) at the undergraduate level or fifteen (15) or more semester hours (twenty-two [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 Community College Accreditation, or the Commission on Accreditation, but not listed by the Association. All postsecondary non-degree-granting programs will be reviewed using standards outlined in the *Handbook* specifically intended for non-degree-granting institutions.

Appendix III.D.

Section 1. Institutions

Amend Section 1. as follows:

Section 1. Institutions Offering Music Curricular Programs Only

- A. NASM accredits only those independent postsecondary institutions offering degree- or non-degree-granting curricular programs in music that are legally authorized under applicable state law to provide a program of education beyond the secondary level.
- B. NASM does not renew the accreditation of an independent postsecondary institution during a period in which the institution:
 - 1. Is the subject of an interim action by a recognized institutional accrediting agency potentially leading to the suspension, revocation, or termination of accreditation or preaccreditation.
 - 2. Is the subject of an interim action by a state agency potentially leading to the suspension, revocation, or termination of the institution’s legal authority to provide postsecondary education.
 - 3. Has been notified of a threatened loss of accreditation, and the due process procedures required by the action have not been completed.
 - 4. Has been notified of a threatened suspension, revocation, or termination by the state of the institution’s legal authority to provide postsecondary education, and the due process procedures required by the action have not been completed.
- C. In considering whether to grant initial accreditation to an independent postsecondary institution, NASM takes into account actions by:
 - 1. Recognized institutional accrediting agencies that have denied accreditation or preaccreditation to the institution, placed the institution on public probationary status, or revoked the accreditation or preaccreditation of the institution.
 - 2. A state agency that has suspended or revoked the institution’s legal authority to provide postsecondary education.
- D. If the Commission grants accreditation to an independent postsecondary institution notwithstanding the actions described in paragraphs B. or C. of this section, NASM provides the U.S. Secretary of Education, not later than thirty (30) days after the date of Commission action, a thorough explanation, consistent with its

accreditation standards, why the previous action by a recognized institutional accrediting agency or the state does not preclude a grant of accreditation status.

- E. NASM will promptly review its accreditation of an independent postsecondary institution to determine if it should also take adverse action against the institution if:
 - 1. A recognized institutional accrediting agency takes an adverse action with respect to a dually accredited institution,
 - 2. A recognized institutional accrediting agency places the institution on public probationary status, or
 - 3. A recognized programmatic accrediting agency takes an adverse action, for reasons associated with the overall institution rather than the specific program, against a program offered by an institution or places the program on public probation.

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Appendix III.D.

Section 2. Programs

Amend Section 2. as follows:

Section 2. Multipurpose Institutions Offering Music Curricular Programs

- A. NASM will not renew the accreditation status of a multipurpose institution offering one or more music curricular programs during any period in which the institution offering the program(s):
 - 1. Is the subject of an interim action by a recognized institutional accrediting agency potentially leading to the suspension, revocation, or termination of accreditation or preaccreditation;
 - 2. Is the subject of an interim action by a state agency potentially leading to the suspension, revocation, or termination of the institution's legal authority to provide postsecondary education;
 - 3. Has been notified of a threatened loss of accreditation, and the due process procedures required by the action have not been completed; or
 - 4. Has been notified of a threatened suspension, revocation, or termination by the state of the institution's legal authority to provide postsecondary education, and the due process procedures required by the action have not been completed.
- B. In considering whether to grant initial accreditation to a multipurpose institution offering one or more music curricular programs, NASM takes into account actions by:
 - 1. Recognized institutional accrediting agencies that have denied accreditation or preaccreditation to the institution offering the program, placed the institution on public probationary status, or revoked the accreditation or preaccreditation of the institution.
 - 2. A state agency that has suspended or revoked the institution's legal authority to provide postsecondary education.
- C. If the Commission grants accreditation to a multipurpose institution offering one or more music curricular programs notwithstanding the actions described in paragraph A. of this section, NASM provides the U.S. Secretary of Education, not later than thirty (30) days after the date of Commission action, a thorough explanation, consistent with its accreditation standards, why the previous action by a recognized institutional accrediting agency or the state does not preclude a grant of accreditation status.
- D. NASM will promptly review its accreditation of a multipurpose institution offering one or more music curricular programs to determine if it should also take adverse action against the program if a recognized institutional accrediting agency:

1. Takes an adverse action with respect to the institution offering the program.
2. Places the institution on public probationary status.

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Appendix IV.A.

Section 2. Principles

Remove current reference to “junior” college, amending the third paragraph of Section 2. as follows:

Degree-granting and community education units are reviewed for accreditation by the Commission on Accreditation and/or the Commission on Community College Accreditation, as appropriate.

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Appendix IV.A.

Section 5. Institutional Self-Study

Remove current reference to “junior” college, amending the penultimate paragraph of Section 5. as follows:

The preparation of the Self-Study and accompanying materials should follow procedures and be submitted in the format and in the composite number of copies required for the Commissions that will review the application (Commission on Accreditation, Commission on Community College Accreditation).

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Appendix IV.A.

Section 11. Review of New Curricular Programs Following Joint Evaluation

Remove current reference to “junior” college, amending Section 11. as follows:

Institutions shall follow the regulations of NASM concerning review of new curricula developed in the interim between on-site evaluations. New degree-granting, non-degree-granting, and community education programs shall be filed for approval with either the Commission on Accreditation or the Commission on Community College Accreditation.
