

National Association of Schools of Music

VISITATION CHECKLIST

If you are able to accept the invitation to serve on an NASM evaluation team, please retain this checklist as a source of information and as a reminder of requirements throughout the process.

- I have reviewed the NASM Conflict of Interest policies in the *Procedures for Institutions* document and have determined that no conflicts of interest exist.
- I have notified the National Office of my acceptance.
- I have notified the institution of my acceptance.
- Exact visitation dates have been established with the institution.
- The team chair should send a letter/e-mail to the institution establishing a basic visitation schedule six to eight months prior to the visit.
- I have re-familiarized myself with all appropriate NASM procedures, guidelines, and standards that apply to this visitation.
- The Self-Study should arrive at least four weeks prior to the visitation.
- I have read carefully and am cognizant of all aspects of the institution's Self-Study.
- The Visitors' Report should be completed and sent electronically to Ben Thompson, Accreditation Assistant, bthompson@arts-accredit.org, at the National Office no later than six weeks after the visit. If you are not able to send the Visitors' Report electronically, please contact Ben.
- All information regarding the institution has been and will be held confidential. I will destroy the institution's Self-Study at the conclusion of the process.
- I have forwarded to the National Office my completed *Expense Form* and all applicable receipts.