

NATIONAL ASSOCIATION OF SCHOOLS OF MUSIC

11250 Roger Bacon Drive, Suite 21
Reston, Virginia 20190-5248

PROCEDURES FOR SUBMITTING REPORTS (FURTHER INFORMATION) AND PROGRESS REPORTS

NUMBER OF COPIES

Materials should be submitted in **two (2)** hard and complete copies, as well as in digital format using a USB Flash Drive. Please mail the hard copies and the USB Flash Drive to the NASM National Office at the address above. Reports (Further Information) and Progress Reports must be submitted in hard copy and digital format. Supportive materials/documentation may be submitted in digital format only.

*With regard to requests for FURTHER INFORMATION, specifically SUPPLEMENTAL REPORTS, MONITORING REPORTS, AND COMPLIANCE REPORTS, please note that 1) institutions failing to provide sufficiently comprehensive and clear materials will be asked to submit further information in the form of **Supplemental Reports** which speak clearly and specifically to items requiring further detail and/or explanation, 2) institutions in substantial compliance with applicable standards will be asked to submit further information in the form of **Monitoring Reports** which address the institution's full and complete compliance with a standard/standards cited, and 3) institutions failing to demonstrate compliance with applicable standards will be asked to submit further information in the form of **Compliance Reports** which address the institution's full and complete compliance with a standard/standards cited. Citations will be provided in an institution's most current Commission Action Report. Institutions may be asked to provide any or all of the Reports described in this section. An institution's application can be approved only upon successful attention to the requests found in each of the Reports (as/if requested), including demonstration of compliance with all applicable standards.*

*With regard to **PROGRESS REPORTS**, please note that institutions found in compliance with all standards and continuing to advance ongoing initiatives may be asked by a Commission to provide updates in the form of Progress Report(s). A request for a Progress Reports does not indicate non-compliance with applicable standards, rather such requests are intended to advance an intellectual and probing dialogue between a Commission and an institution—a dialogue intended to promote and support further study on the part of an institution—for the benefit of the students served. Depending upon the complexity of the initiative, a Commission may ask for a sequence of Progress Reports.*

PLEASE NOTE: NASM is not able to accept submissions presented using a cloud service (i.e., Google, Box, etc.). Copies of files should be provided using a USB Flash Drive.

PLEASE NOTE: NASM is currently designing an electronic submission process which will replace the need for hardcopy submissions.

DEADLINES

Copies of requisite materials must reach the NASM National Office no later than:

May 1 for consideration at the June Commission meeting.

October 1 for consideration at the November Commission meetings.

PLEASE NOTE: Failure to submit Commission-requested information by the deadline noted in your institution's Commission Action Report will cause the Commission to review the institution for failure to reply. Institutions interested in submitting Commission-requested material early (i.e., prior to a deadline noted in a Commission Action Report) are welcome to do so should information responding to Commission requests be available.

PLEASE NOTE: The NASM staff members are not able to provide extensions of time for reply. Information requested in a Commission Action Report should be submitted by the deadline noted in the Commission Action Report.

FORMAT OF HARD COPY MATERIALS

1. Use only standard 8½ x 11-inch (letter-size) paper.
2. Each Report (Further Information) or Progress Report should be hole-punched to fit a standard three-ring notebook (i.e., centers of holes should measure 1¼, 5½, and 9¾ inches from the bottom of the page).
3. Number each page of the submission sequentially and in plain view.
4. Non-standard size materials (e.g., transcripts, programs, etc.) should be enclosed in labeled, unsealed, manila envelopes. Please include any supporting materials (e.g., handbook, promotional materials), including oversized or undersized items in a separate reclosable envelope labeled with the institution's name and the envelope's general contents.
5. Bind each copy of the Report (Further Information) or Progress Report by placing a paper clip in the upper left-hand corner.

CONTENT

Please reply in detail to each concern of the Commission (i.e., numbered items found within a Commission action), and provide supporting documentation where applicable. In most cases, it is appropriate to copy each item cited in the Commission Action Report and provide the institution's reply directly beneath the item.

PLEASE NOTE: Institutions are asked to provide original content describing and documenting institutional considerations, discussions, and decisions made as may be related to the items cited in the Commission Action Report.

INSTITUTIONAL CATALOGS/PUBLICATIONS/WEBPAGES

Institutions are asked to provide URLs which direct Commission members to current catalogs, and salient publications and webpages, which support the information provided by the institution in its reply.

If you have questions, we encourage you to contact the NASM National Office:

Telephone: 703-437-0700
Email: info@arts-accredit.org