

NATIONAL ASSOCIATION OF SCHOOLS OF MUSIC  
**Optional Internal Communications Worksheet:  
Standards Reviews and Changes**

NASM conducts regular reviews of its standards and guidelines. Institutional representatives, faculty, and other interested parties, including students, are cordially invited to read and comment on standards drafts. Announcements of posted drafts will be sent to the institutional representative who should in turn notify faculty, students, and administrators at the institution. Comments are accepted directly from any and all reviewers and need not be submitted solely by or through the institutional representative.

Revisions of standards and policies may be voted on by the membership of the Association and become official changes or addenda to the current standards. Institutional representatives are responsible for notifying faculty, students, and administrators of these changes.

***NOTE: IR signifies the official institutional representative.***

Event	Person(s) Involved	Responsibilities of Each
Receive and Distribute Notice of Open Comment Periods and Prospective Vote	IR	
Return Comments to the National Office		
Receive Notification of Approved Handbook Changes and/or Handbook Addenda	IR	
Distribute Approved Handbook Changes and/or Handbook Addenda	IR	