

NASM OFFICIAL THIRD-PARTY COMMENT FORM

Comment Notification of June 11, 2019

Deadline: 5:00 p.m. Eastern Daylight Time on July 12, 2019

Before completing this form, please read the "[Rules and Procedures for Third-Party Comment Related to Initial or Periodic Reviews for Accreditation](#)" document on the NASM Web site and review other applicable information in the current NASM *Handbook* and any addenda. (An electronic version of the [NASM Handbook](#) is available free of charge on the NASM Web site.)

Third-party comments must be presented as indicated in the instructions, including submission directed in writing to the [NASM National Office](#) by U.S. Mail or courier service, signed by the filer, and accompanied by this form completed in hard copy. The eligibility of third-party comments for review is determined after this form and accompanying information are filed. Filing in and of itself does not constitute eligibility.

I. FILER INFORMATION

First Name *Middle Initial* *Last Name*

Street Address

City *State* *Zip Code* *Country*

Telephone *Fax* *E-mail*

College, University, School or Department of Music, or Institution named in the comment

Address of College, University, School or Department of Music, or Institution named in the comment

- Relationship of filer to the above-named college, university, school/department of music, or institution:

Student Parent Faculty Other: _____

- Current student status of filer (if applicable):

Enrolled Graduated Other: _____

II. THIRD-PARTY COMMENT INFORMATION

Third-party comment information must be typed, signed, and attached to this form as separate pages and address the following information.

- A. State the nature of the comment (3-5 sentences).

(continued)

- B. Briefly describe the details of the comment in the clearest possible language; 2,500 words is the maximum length. Present itemized issues or concerns as they relate to specific NASM standards, procedures, or rules as published in the NASM *Handbook* and any addenda to the *Handbook* current at the time of the review.
- C. Provide specific, factual documentation corroborating each concern raised along with specific citations from the NASM *Handbook* in the following sample format: for example, “see NASM *Handbook*, Standards for Accreditation, Section II., item G.1.a.” All documentation submitted in support of the comment should be labeled clearly as exhibits using sequential letters for subsequent documents (i.e., “Exhibit A,” “Exhibit B,” and so forth).
- D. Present evidence that the institutional review or grievance procedures available and applicable to the comment and comment filer have been completed or exhausted. Provide a copy of the institution’s written response to expressions of concern as a result of prescribed institutional procedures and any other relevant documentation labeled clearly in the sequence described above in item II.C.
- E. Documentation for items C. and D. must not exceed 50 pages.

III. AGREEMENT

This comment will not be acknowledged unless all boxes below are checked.

- I have read, understand, and agree to all items contained within the current “Rules and Procedures for Third-Party Comment Related to Initial or Periodic Reviews for Accreditation” published on the NASM Web site.
- I confirm that in my opinion the comment contained within and attached to this form meets the eligibility criteria set forth in Section 3.C. of the “Rules and Procedures for Third-Party Comment Related to Initial or Periodic Reviews for Accreditation,” but that final determination of eligibility rests with the NASM staff.
- I authorize the NASM Executive Director to forward all information contained within my comment, including all documentation pertaining to my comment, to the involved institution.
- I understand that by checking this box and signing and dating this form below, I hereby certify that all of the information I have provided herein and attached is true and complete.

Signature

Date

Print Name

Note: For an official third-party comment to be accepted, all sections of this form must be completed in total and in the manner and format requested.