

Addendum to the NASM *Handbook 2023-24*

NATIONAL ASSOCIATION OF SCHOOLS OF MUSIC

December 2024

As noted below, the NASM Commission on Accreditation, Commission on Community College Accreditation, and membership approved these revisions during votes that took place during the NASM Annual Meeting in November 2024.

Constitution

— Action by the NASM Membership —

NASM Handbook 2023-24—Page 4

Constitution

Article X., Legal Status of the Association

Amend Article X. as follows:

ARTICLE X

LEGAL STATUS OF THE ASSOCIATION

In order to comply with the articles of incorporation of the State of Ohio, under whose laws the Association is incorporated, (1) The President, Secretary, and Treasurer of the Association shall serve as a Board of Trustees, provided, however, that one of these officers is a resident of the State of Ohio. Should none of these three officers be a resident of that State, the number of Trustees shall be increased to four, the fourth member to be a resident of Ohio and to be appointed by the President within thirty days of the time when the need of this fourth member becomes apparent; or (2) The Association may secure the services of a recognized third-party corporate agent for purposes of receipt of service of process and other corporate administrative functions required under the laws of the state of Ohio.

Rules of Practice and Procedure, Part II

— Action by the NASM Commission on Accreditation and
Commission on Community College Accreditation —

NASM Handbook 2023-24—Page 32

Rules of Practice and Procedure, Part II

Article IV., Commission Policies

Section 3. Policy Concerning Commission Action and Timelines

A. Action

Amend Article IV., Section 3.A. as follows:

A. **Action.** After the second consecutive request from a Commission for information sufficient to enable an accreditation decision, should an application of a member institution fail to indicate compliance with a specific standard, the Commission shall adopt one of the following motions upon third consideration of the application:

1. To require a response from the institution for the next Commission meeting demonstrating compliance with any standard cited;

2. To require a response from the institution for the next Commission meeting showing why the institution:
 - a. should not be placed on probation, or
 - b. should not have its membership revoked.
3. To place the institution on probation; or
4. To revoke membership.

NOTE: An institution placed on probation is reminded of the timelines pertaining to this sanction (see Bylaws, Article I., Section 4.C.) and to its responsibility to disclose the sanction to current and prospective students (see Rules of Practice and Procedure, Part II, Article XI., Section 2.B.).

NOTE: In extreme cases, a Commission ~~will~~ **may** take immediate action to sever an institution's relationship with NASM by revoking accreditation when it has been determined that such an action is warranted (see Rules of Practice and Procedure, Part II, Article IV., Section 5.B.2.b.).

NASM Handbook 2023-24—Pages 34–35

Rules of Practice and Procedure, Part II

Article IV., Commission Policies

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

Amend Article IV., Section 5. as follows:

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

- A. When a Commission has cause to believe that an institution's noncompliance with NASM consensus-based standards and/or Code of Ethics threaten its fundamental viability or integrity because:
 1. The fundamental purposes of the institution or music unit cannot be fulfilled; or
 2. There are serious conditions that cause major adverse effects on the overall financial viability or operational integrity of the institution or music unit; or
 3. The program or programs, or courses or study, offered in the academic catalog of the institution cannot be delivered; or
 4. The institution or music unit is deliberately misrepresenting itself or its program(s) to students and the public in categories of published information required by NASM standards.

The Commission may request the institution to provide written information documenting the relationship between conditions at the institution and/or the music unit and compliance with applicable NASM standards.

- B. If information is not forthcoming within the time stipulated, or a Commission finds that, with respect to the institution or the music unit, institutional viability has been lost, is in jeopardy, or that institutional integrity has been seriously undermined, a Commission ~~will~~ **may**:
 1. With regard to an institution that is an applicant, but not yet a member, cease the application process.
 2. With regard to a member institution,
 - a. Issue an order requesting that the institution show cause why its membership status should not be revoked, providing an appropriate timeline for reply and suggested corrective actions; or

- b. In extreme cases, immediately sever the relationship between the institution and NASM by revoking accreditation.

The institution may appeal the decision of the Commission in accordance with the NASM Appeals Procedure.

NOTE: NASM may limit the adverse or other action to a particular program(s) offered by the institution or to a particular additional location(s) of an institution, without necessarily taking action against the entire institution and all of its programs, provided the noncompliance is limited to a particular program or location.

NASM Handbook 2023-24—Page 35

**Rules of Practice and Procedure, Part II
Article V., Substantive Change
Section 1. Procedure**

Amend Article V., Section 1. as follows:

Section 1. Procedure. Institutions are required to gain prior approval of substantive change occurring between regular accreditation visits. Substantive changes occurring during accreditation review periods are reported and considered as part of the self-study, on-site visit, and Commission review. The Association also offers the opportunity for member institutions to receive an optional consultative review of proposed substantive changes by the appropriate Commission(s) prior to submission of an official request for substantive change. Procedures and submission requirements for substantive change may be found on the NASM website.

Growth experienced by an institution sufficient to result in the requirement of a special review is defined in the agency's Substantive Change policy as being "significant" (see *NASM Handbook*, Rules of Practice and Procedure, Part II, Article V.). When considering the impact growth may have on an institution, many individual factors must be considered, including the availability of resources to support the growth, as well as related factors such as the size and scope of the music unit, relationships and balances that must be maintained between size and scope (see *NASM Handbook*, Standards for Accreditation II.B.), and the effect growth will have on the institution's ability to continue to meet applicable standards as they pertain to operations and curricular programs. For this reason, NASM considers each instance of growth, including, but not limited to, rapid enrollment growth, in light of the impact it has on these factors singly and in relationship. In the aggregate, conditions and texts associated with assessing the impact of growth for the purposes described constitute NASM's operating definition and means for determining the significance of growth in specific instances.

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.

NASM Handbook 2023-24—Pages 35–36

**Rules of Practice and Procedure, Part II
Article V., Substantive Change
Section 2. Definition**

Amend Article V., Section 2. as follows:

Section 2. Definition. *Substantive change* includes, but is not limited to:

- A. Any fundamental change in the established mission, goals, or objectives of the institution or music unit.
- B. Any change in the legal status, form of control, or ownership of the institution.

- C. The acquisition of any other institution or any program or location of another institution.
- D. The **addition of or change to amendment of** curricular programs that represent a significant departure **from the existing offerings or educational programs, in terms of either the content** or method of delivery, from those that were offered when NASM most recently evaluated the institution. This provision includes significant changes made in conjunction with a change from quarter to semester hours or vice versa.
- E. The addition of **curricular courses or** programs at a degree or credential level other than the curricular level(s) included in the institution's current accreditation **(e.g., the offer of a graduate degree in music by an institution that previously offered only undergraduate degrees in music).**
- F. A change in the measurement of credit or time requirements (i.e., from quarter hours to semester hours or vice versa, from clock hours to credit hours or vice versa, etc.).

EXPLANATORY NOTE: Clock-hour systems measure course length in terms of the total number of hours devoted to face-to-face instruction. Credit-hour systems, on the other hand, assign numerical credit to courses based both on the number of instructional hours per week over a standard academic term (semester or quarter) and the amount of preparatory time per week that students must spend outside the classroom. For the NASM standards on computing credit hours, see Standards for Accreditation III.A.

- G. A substantial increase or decrease in:
 1. The number of clock or credit hours awarded for successful completion of a program; or
 2. The length of a program.
- H. **Adding Starting** a branch campus or other entity (such as an additional location, extension program, other external program) at which the institution offers at least fifty percent of any educational program in music, regardless of how many such campuses or other entities have been approved previously by NASM.

NOTE: The agency's review will include an assessment of the institution's fiscal and administrative capability to operate the location or branch campus, the regular evaluations of locations, and verification that (1) academic control is clearly identified by the institution; (2) the institution has adequate faculty, facilities, resources, and academic and student support systems in place; (3) the institution is financially stable; and (4) the institution has engaged in long-range planning for the expansion.

- I. Participation in an agreement to teach-out students from an institution or program that is closing. (Institutions to which Standards for Accreditation XXI. pertain must review and demonstrate compliance with Standards for Accreditation XXI., Section 1.K.)
- J. The addition of a permanent location at a site at which the institution is conducting a teach-out for students of another institution that has ceased operating before all of the students have completed their programs of study.
- K. If NASM accreditation enables the institution to seek eligibility to participate in Title IV Higher Education Act (HEA) programs, the entering into written arrangement under **34 CFR 668.13 under** which an institution or organization not approved to participate in Title IV Higher Education Act (HEA) programs offers more than twenty-five percent **but less than fifty percent** of one or more of the NASM accredited institution's educational programs.

NOTE: With regard to Section 2.K. above, upon receipt of a materially complete request, the appropriate Commission will review the institution's application for Substantive Change and make a final decision within 90 days unless there are significant circumstances related to the Substantive Change that require a review by the appropriate Commission to occur within 180 days.

- 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 another Secretary-recognized institutional accrediting agency, has designated the other institutional accrediting agency as its gatekeeper for the purpose of eligibility for federal Title IV participation, and plans to relinquish such other institutional accreditation entirely; or
 3. The institution is accredited as a single-purpose institution by NASM and another Secretary-recognized institutional accrediting agency, has designated the other institutional accrediting agency as its gatekeeper for the purpose of eligibility for federal Title IV participation, and plans to retain the other institutional accreditation and relinquish the connection between that accreditation and Title IV participation.
- M. With regard to an institution that has designated NASM as its gatekeeper for the purpose of eligibility for participation in federal Title IV programs that has been placed on probation or an equivalent status, has been subject to negative action by NASM over the prior three academic years, or is under provisional certification, as provided in 34 CFR 668.13:
 1. An aggregate change of twenty-five percent or more of the clock hours, credit hours, or content of a program since the agency’s most recent accreditation review.
 2. The development of customized pathways as defined in 34 CFR 602.22(b)(3)(i)–(ii).
 3. Entering into a written arrangement under 34 CFR 668.13 under which an institution or organization not certified to participate in the Title IV, HEA programs offers up to twenty-five percent of one or more of the accredited institution’s educational programs.
- N. ~~M.~~ The addition of a direct assessment program.
- O. ~~N.~~ Other major changes that would impact continuing compliance with NASM standards applicable to degrees and programs being offered.

NASM Handbook 2023-24—Page 39

Rules of Practice and Procedure, Part II

Article VIII., Procedures for Reviewing Complaints Directed Against Member Institutions of the National Association of Schools of Music

Section 2. Eligibility

Amend Article VIII., Section 2.B. as follows:

B. A complaint may be eligible for review if it meets all seven of the following criteria:

1. Is presented in writing.

NOTE: Should a disability exist making it difficult to submit a complaint in writing, the complainant may contact the staff in the National Office to seek an appropriate accommodation.

2. Is forwarded to the NASM National Office by U.S. Mail, ~~or~~ courier service, ~~or~~ through the NASM email address dedicated to receive formal complaints. ~~Email, Facsimile,~~ and verbal transmissions are not acceptable.

3. Is signed by the complainant.

NOTE: NASM will not confirm receipt of or respond to complaints that do not meet the requirements outlined in the Rules of Practice and Procedure, Part II, Article VIII., Section 2.B.1.–3.

4. Includes a signed copy of the NASM Official Complaint Form.
5. Presents itemized issues or concerns directly related to specific NASM standards, rules, or the Code of Ethics as published in the NASM *Handbook* and any addenda to the *Handbook* current at the time of the complaint, and includes specific, factual documentation corroborating each concern raised.
6. Presents evidence that the institutional review or grievance procedures available and applicable to the complaint and complainant have been completed or exhausted.
7. Is not subject to the criteria set forth in the Rules of Practice and Procedure, Part II, Article VIII., Section 2.C.

NASM Handbook 2023-24—Pages 48–49

Rules of Practice and Procedure, Part II

Article X., Appeals of Adverse Decisions Concerning Accredited Institutional Membership

Section 10. Decision on an Appeal

Amend Article X., Section 10. as follows:

Section 10. Decision on an Appeal. After following requisite procedures, considering the appeal and responding to it only in terms of one or both of the grounds for appeal in the Rules of Practice and Procedure, Part II, Article X., Section 5., and making judgments based solely on NASM published standards and procedures and the documentation provided, the appeals committee’s final decision shall be either to (a) deny the appeal and sustain the decision of the Commission, or (b) sustain the appeal and remand the decision to the Commission for reconsideration explaining the basis for the decision to remand, including, but not limited to, any amendments to the original decision proposed by the appeals committee. In making its final decision, **which will be provided in written form**, the Commission must act in a manner consistent with published NASM standards and procedures, and with due consideration of all written findings and recommendations of the appeals committee accompanying its decision to remand.

The final decision of the appeals committee **will shall** be distributed **in written form** to the music executive and the chief executive officer of the institution and to the Chair of the Commission whose decision is being appealed.

An institution’s continuing disagreement with a final decision of the appeals committee to deny the appeal shall be settled by arbitration in accordance with the Rules of the American Arbitration Association. Arbitration considers only items (a) and (b) of the Grounds for Appeal outlined in the Rules of Practice and Procedure, Part II, Article X., Section 5.

NASM Handbook 2023-24—Pages 50–51

Rules of Practice and Procedure, Part II

Article XI., Publication of NASM Accreditation Actions

Amend Article XI., Section 2. as follows:

Section 2.

- A. NASM provides written notice of the following types of decisions to the public, appropriate accrediting agencies, the appropriate state licensing or authorizing agency, and the U.S. Secretary of Education no later than thirty days after it makes the decision:

1. To award initial accreditation to an institution or program.
 2. To renew an institution's or program's accreditation.
- B. NASM provides written notice of the following types of decisions to the appropriate accrediting agencies, the appropriate state licensing or authorizing agency, and the U.S. Secretary of Education at the same time it notifies the institution or program of the decision, but no later than thirty days after it makes a final decision, and requires the institution or program to disclose such an action within seven business days of receipt to all current and prospective students:
1. To place an institution or program on probation or the equivalent.
 2. To initiate adverse action.
- C. NASM provides written notice of the following types of decisions to the appropriate accrediting agencies, the appropriate state licensing or authorizing agency, and the U.S. Secretary of Education at the same time it notifies the institution or program of the decision, but no later than thirty days after it makes a final decision:
1. ~~3~~ To deny, withdraw, suspend, ~~or~~ revoke, or terminate the accreditation of an institution or program.
 2. ~~4~~ To take any other adverse action.

NOTE: Institutions under any of the sanctions noted above must disclose the sanction to current and prospective students within seven business days of receipt of notice.

- D. ~~C~~ NASM provides written notice to the public of the decisions listed in the Rules of Practice and Procedure, Part II, Article XI., Section 2.B.1.–2. and 2.C.1.–2.4: within one business day of its notice to the institution or program.
- E. ~~D~~ For any decision reason listed in the Rules of Practice and Procedure, Part II, Article XI., Section 2.C.1.–2.B.3.–4., NASM makes available to the public, the appropriate state licensing or authorizing agency, and the U.S. Secretary of Education, no later than sixty days after the decision, a brief statement summarizing the reasons for NASM's decision and the official comments that the affected institution or program may wish to make with regard to that decision, or evidence that the affected institution has been offered the opportunity to provide official comment, and did not choose to do so in the time stipulated.
- F. ~~E~~ NASM notifies the appropriate accrediting agencies, the appropriate state licensing or authorizing agency, the U.S. Secretary of Education, and upon request, the public, if an accredited institution or program:
1. Decides to withdraw voluntarily from accreditation, within ten business days of receiving notification from the institution or program that it is withdrawing voluntarily from accreditation; or
 2. After due notice from the appropriate Commission stipulating one or more deadlines, allows its accreditation to lapse, within ten business days of the date on which accreditation lapses.

Standards and Guidelines for Accredited Institutional Membership

— Action by the NASM Membership —

NASM Handbook 2023-24—Page 55

Standards and Guidelines for Accredited Institutional Membership

II. Commission Jurisdiction

B. Jurisdiction of the Commission on Accreditation

Amend II.B. as follows:

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; **postsecondary non-degree-granting programs offered by free-standing institutions operating at the postsecondary level**; and community education and precollegiate programs (e.g., preparatory programs, continuing education programs, etc.) in baccalaureate and graduate degree-granting institutions **and in free-standing institutions offering postsecondary level non-degree-granting programs.**

Standards for Accreditation

— Action by the NASM Membership —

NASM Handbook 2023-24—Page 74

Standards for Accreditation

II. Purposes and Operations

I. Published Materials and Websites

1. Standards

Amend II.I.1.d. as follows:

- d. The institution shall have transfer of credit policies that (1) are publicly disclosed, and (2) include a statement of the criteria established by the institution regarding the transfer of credit earned at another institution of higher education (**see Standards for Accreditation III.A.4.**).

NOTE: With regard to a free-standing institution that has designated NASM as its gatekeeper for the purpose of eligibility for participation in federal Title IV programs, written criteria used to evaluate and award credit for prior learning experience shall be provided as described in 34 CFR 668.43(a)(11).

Standards for Accreditation

III. Music Program Components

A. Credit and Time Requirements

4. Published Policies

Amend III.A.4. as follows:

- 4. Published Policies.** The institution must publish clear policies concerning program length and credit-granting policies, including indications of courses that carry or do not carry credit in specific circumstances (see Standards for Accreditation II.I.1.c.).

The institution shall have transfer of credit policies that (a) are publicly disclosed, and (b) include a statement of the criteria established by the institution regarding the transfer of credit earned at another institution of higher education (see Standards for Accreditation II.I.1.d.).

NOTE: With regard to a free-standing institution that has designated NASM as its gatekeeper for the purpose of eligibility for participation in federal Title IV programs, written criteria used to evaluate and award credit for prior learning experience shall be provided as described in 34 CFR 668.43(a)(11).

Standards for Accreditation

III. Music Program Components

H. Distance Learning

4. Standards

Amend III.H.4.b. as follows:

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.~~
- (3) ~~(4)~~ Specific opportunities for student evaluations shall be established throughout the time period of each course or program.

Standards for Accreditation

XII. Master's Degrees

A. Standards Common to All Master's Degrees

4. Curricular Structure

Amend XII.A.4. as follows:

4. Curricular Structure

- a. **Major Field or Specialization.** Normally occupies up to two-thirds or at least one-third of the total degree requirements. Specialization may be defined to include multiple aspects of music.
- b. **Supportive Studies in Music.** Normally occupy up to one-half or at least one-third of the total degree requirements.
- c. **Studies in Other Fields or Electives.** May or may not be required or available. However, the norms stated in Standards for Accreditation XII.A.4.a. and b., indicate that up to one-third of the total degree requirements may be used for this purpose.

NOTE: Standards and guidelines pertinent to master's degrees with specific majors are found in Standards for Accreditation XIV.

Standards for Accreditation

XXI. Specific Operational Standards for Free-Standing Music Institutions of Higher Education

Section 1. Standards for Accreditation

H. Student Services

Amend XXI., Section 1.H. as follows:

H. Student Services

1. **General.** Consistent with its mission, goals, and objectives, the institution shall provide a physical, philosophical, and human environment that fosters the artistic, intellectual, and personal development of students. The institution's program of student services is derived from the relationship between specific goals for student development and the purposes of the institution.
2. **Personnel.** Student services shall be organized and managed by individuals with appropriate training, experience, and abilities.
3. **Access**
 - a. Appropriate types of services shall be available to all students.
 - b. Institutions must provide an effective orientation program that acquaints new and transfer students with all aspects of the institution related to their course of study and their personal well-being.
 - c. The institution shall provide and/or facilitate access to education, counseling, and professional care associated with the maintenance of physical and mental health.
 - d. The institution shall provide and/or facilitate access to counseling covering personal, social, vocational, and financial issues.

4. **Financial Transactions.** Students and the institution shall confirm in writing their mutual agreement regarding any financial requirements and conditions associated with enrollment, tuition, or scholarship awards.
5. **Financial Aid and Student Loans**
 - a. **Financial Aid**
 - (1) If the institution administers a program of financial aid, such aid shall be provided and administered in an organized and accessible manner.
 - (2) Awards shall be based on the equitable application of clear and published eligibility criteria.
 - (3) The financial aid program must be audited by an independent auditing firm at least once a year.
 - (4) Records for financial aid shall be accurate, clearly documented, and safely maintained.
 - b. **Student Loans**
 - (1) If the institution participates in student loan programs, such programs shall be provided and administered in an organized and accessible manner.
 - (2) Awards are based on the equitable application of clear and published eligibility criteria.
 - (3) Students must be made aware of the exact conditions under which loans are made.
 - (4) The student loan program must be audited by an independent auditing firm at least once a year.
 - (5) Records for student loans shall be accurate, clearly documented, and safely maintained.
6. **Housing and Food Service**
 - a. If provided, housing must be conducive to individual well-being and personal development. Housing controlled by or affiliated with the institution must meet recognized standards of health, safety, and security, and be appropriately staffed.
 - b. If provided, food service must meet recognized standards of nutrition, sanitation, and safety. Food services must be professionally administered and operated.
7. **Student Records.** The institution must have policies regarding the kinds of information that will be included in the permanent record of students. It shall also have policies regarding the retention, safety and security, and disposal of records. Information-release policies shall respect the rights of individual privacy, the confidentiality of records, and the best interests of students and the institution.
8. **Verification of Student Identity.** The institution 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.
9. ~~8~~ **Complaints.** The institution must maintain policies concerning student responsibilities and rights, including complaint procedures. Policies must be clearly stated, well publicized and readily available, and administered fairly and consistently.
10. ~~9~~ **Opportunities.** The institution should provide opportunities for student leadership consistent with its mission, goals, objectives, and policies. Students should be encouraged to develop their abilities to work with people in as many settings and contexts as feasible. Opportunities to be involved in appropriate institutional decision-making processes are highly desirable.

Standards for Accreditation

XXI. Specific Operational Standards for Free-Standing Music Institutions of Higher Education

Section 1. Standards for Accreditation

K. Teach-Out Plans and Agreements

2. Conditions of Applicability

Amend XXI., Section 1.K.2.b. as follows:

- b. NASM requires an accredited institution to which Standards for Accreditation XXI. apply to submit a teach-out plan and, if practicable, teach-out agreements requesting Commission review and action upon the occurrence of any of the following events:
 1. The U.S. Secretary of Education notifies NASM that:
 - i. it has placed the institution on the reimbursement payment method under 34 CFR 668.162(c) or the heightened cash monitoring payment method requiring the Secretary’s review of the institution’s supporting documentation under 34 CFR 668.162(d)(2);
 - ii. the Secretary has initiated an emergency action against an institution, in accordance with section 487(c)(1)(G) of the Higher Education Act (HEA), or an action to limit, suspend, or terminate an institution participating in any Title IV, Higher Education Act (HEA) program, in accordance with section 487(c)(1)(F) of the Higher Education Act (HEA).
 2. NASM acts to withdraw, revoke, or suspend the accreditation of the institution.

NOTE: Under such conditions, NASM may maintain the institution’s accreditation until the institution has had reasonable time to complete the activities in its teach-out plan or to fulfill the obligations of any teach-out agreement to assist students in transferring or completing their programs.

3. The institution notifies NASM that it intends to cease operations entirely or close a location that provides one hundred percent of at least one program, **including if the location is being moved and is considered by the Secretary to be a closed school.**
4. 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.
5. The institution stops offering an educational program before all students enrolled in that program complete the program or transfer to another program.

Standards for Accreditation

XXI. Specific Operational Standards for Free-Standing Music Institutions of Higher Education

Section 2. Procedural Requirements

E. Starting a Branch Campus or Similar Entity

Amend XXI., 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 United States 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/similar entity:

- a. A business plan. At minimum, the business plan must contain a complete description of:
 - (1) The educational program to be offered at the branch campus/similar entity.
 - (2) The projected revenues and expenditures and cash flow at the branch campus/similar entity.
 - (3) The operation, management, and physical resources at the branch campus/similar entity.

At the same time, the institution must provide:

- (4) Information showing the financial relationship of the branch/similar entity to the main campus.
 - (5) The most recent audited financial statement of the institution.
- 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 Free-Standing Music Institutions of Higher Education, and Specific Operational Standards for Proprietary Institutions of Higher Education.
- 2. Within six months of the opening of a branch campus or similar entity, **NASM will schedule an on-site review**, the branch/similar entity **will must schedule a site visit and** host **an a team of** NASM visiting evaluator(s), and the **evaluator(s) will team-must** conduct and complete the visit.
 - 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.

NOTE: The provisions in XXI., Section 2.E. above apply to additional locations or similar entities as well. Definitions of branch campuses or similar entities and additional locations or similar entities may be found in Appendix I.A., Section 2.

Appendix I.A.

— Action by the NASM Membership —

NASM Handbook 2023-24—Pages 165–166

**Appendix I.A., Standards and Guidelines Pertaining to Branch Campuses and Other Entities
Section 2. Guidelines and Comments**

Amend Section 2. as follows:

Section 2. Guidelines and Comments

- A. Various terminologies are used to describe affiliated entities and activities. The terminology used in Section 1. designates functions and organizational structures. NASM policies and standards are applied according to these functions and organizational structures, irrespective of the terminology used to designate them.
- B. A branch campus, or similarly functioning entity, is a physical facility that is geographically separate from the main campus of the institution and within the same ownership structure of the institution, and that also:
 - 1. ~~Is independent from the main campus, meaning the location is approved by the Secretary of the United States Department of Education (USDE) as a branch campus; and:~~
 - a. is permanent in nature;

- b. offers courses in educational programs leading to a degree, certificate, or other recognized educational credential;
 - c. has its own faculty and administrative or supervisory organization; and
 - d. has its own budgetary and hiring authority.
2. For the purpose of participation in federal aid programs, is approved by the U.S. Secretary of Education as a branch campus or similarly functioning entity ~~is independent from the main campus, meaning the location:~~
- ~~a. is permanent in nature;~~
 - ~~b. offers courses in educational programs leading to a degree, certificate, or other recognized educational credential;~~
 - ~~c. has its own faculty and administrative or supervisory organization; and~~
 - ~~d. has its own budgetary and hiring authority.~~
- C. An additional location, or similarly functioning entity, is a physical facility that is geographically separate from the main campus of the institution and within the same ownership structure of the institution, at which the institution offers at least 50 percent of an educational program. An additional location participates in the Title IV, HEA programs only through the certification of the main campus.
- D. An extension ordinarily does not offer a complete program of study leading to an academic credential. Extension activities may include courses in programs offered for credit off-campus or through continuing education, evening, or weekend divisions.
- E. In extension and similar services, on-campus faculty have a substantive role in the design and implementation of programs.

NOTE: Language above describing both branch campuses and additional locations will be modified as necessary to align with requirements of both the Higher Education Act (HEA) and associated regulations.

Appendix III.D.

— Action by the NASM Membership —

NASM Handbook 2023-24—Pages 264–265

Appendix III.D., Policies Concerning Regard for Decisions of States and Other Accrediting Organizations in the NASM Accreditation Process

Amend as follows:

Section 1. Institutions Offering Music Curricular Programs Only

- A. NASM accredits only those free-standing 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 grant or renew the accreditation of a free-standing postsecondary institution if the agency knows, or has reasonable cause to know, that the institution is the subject of ~~during a period in which the institution:~~
1. A pending or final action brought by a state agency to suspend, revoke, withdraw, or terminate the institution's legal authority to provide postsecondary education in the state ~~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. A decision by a recognized agency to deny accreditation or preaccreditation ~~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. A pending or final action by a recognized institutional accrediting agency to suspend, revoke, withdraw, or terminate the institution's accreditation or preaccreditation ~~Has been notified of a threatened loss of accreditation, and the due process procedures required by the action have not been completed.;~~ or
 4. Probation or an equivalent status imposed by a recognized agency ~~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 a free-standing 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.~~
- C. ~~D.~~ If the Commission grants accreditation to a free-standing postsecondary institution notwithstanding the actions described in Section 1.B. ~~or C.~~, NASM provides the U.S. Secretary of Education, not later than thirty days after the date of Commission action, a thorough and reasonable 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. ~~E.~~ NASM will promptly review its accreditation of a free-standing 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 programmatic accrediting agency takes an adverse action, for reasons associated with the overall institution rather than the specific program or against a program offered by an institution.
- E. ~~F.~~ NASM will promptly review its accreditation of a free-standing postsecondary institution to determine if it should place the institution on probation or show cause if:
1. A recognized institutional accrediting agency places the institution on public probationary or an equivalent status.
 2. A recognized programmatic agency places the program on public probation or an equivalent status.

Section 2. Multipurpose Institutions Offering Music Curricular Programs

- A. NASM will not **grant or** renew the accreditation status of a multipurpose institution offering one or more music curricular programs if the agency knows, or has reasonable cause to know, that the institution is the subject of ~~during any period in which the institution offering the program(s):~~
1. A pending or final action brought by a state agency to suspend, revoke, withdraw, or terminate the institution's legal authority to provide postsecondary education in the state ~~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. A decision by a recognized agency to deny accreditation or preaccreditation ~~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. A pending or final action by a recognized institutional accrediting agency to suspend, revoke, withdraw, or terminate the institution's accreditation or preaccreditation ~~Has been notified of a threatened loss of accreditation, and the due process procedures required by the action have not been completed;~~ or
 4. Probation or an equivalent status imposed by a recognized agency ~~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.~~
- B. ~~C.~~ If the Commission grants accreditation to a multipurpose institution offering one or more music curricular programs notwithstanding the actions described in Section 2.A., NASM provides the U.S. Secretary of Education, not later than thirty days after the date of Commission action, a thorough **and reasonable** 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.
- C. ~~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 action against the program if a recognized institutional accrediting agency:
1. Takes an adverse action with respect to the institution offering the program, or
 2. Places the institution on public probationary status **or an equivalent status.**

Section 3. Information Sharing

Upon request, NASM ~~routinely~~ shares with other appropriate recognized accrediting agencies and state agencies information about the accreditation status of institutions or programs and any adverse actions it has taken against an accredited institution or program.

~~NASM expects reciprocity as the basis for fulfilling the above policies as required by the U.S. Department of Education.~~