

NATIONAL ASSOCIATION OF SCHOOLS OF ART AND DESIGN

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2015-2016 Accreditation Audit Instructions

Please follow the guidelines below in checking and/or correcting the enclosed *Accreditation Audit*. If no edits are required, simply sign and return your *Accreditation Audit* to Jenny Kuhlmann by mail (to the address listed above), by fax (to the number listed above), or by email (to jkuhlmann@arts-accredit.org) no later than **July 1, 2015**.

Institution Name and Address

Review and make any appropriate changes. Note that this is the broad institutional address, not the address for an individual.

Membership Type Code

This information is listed immediately following the zip code. *AM* indicates Associate Membership; *M5* indicates Membership for 5 years (institutions holding their first period of Membership); *M10* indicates Membership for 10 years (institutions in their second and subsequent periods of Membership). Please correct the *Membership Type Code* if necessary; add the *Membership Type Code* if it is omitted.

Year of Initial Accreditation by NASAD

This is the four-digit year immediately following the *Membership Type Code*. If this date is incorrect, please correct it.

Year of Last Comprehensive NASAD Accreditation Visit

This is the four-digit year noted in brackets. If it is incorrect, please correct it.

Academic Year of Next Comprehensive NASAD Accreditation Visit

This is the set of dates in parentheses. If these dates are incorrect, please correct them.

Regional Accreditation

If your institution is accredited by one of the following regional accreditation bodies, please ensure that an asterisk (*) immediately follows the academic year in parentheses on the last address line: Middle States Commission on Higher Education, New England Association of Schools and Colleges, Higher Learning Commission of the North Central Association of Colleges and Schools, Northwest Commission on Colleges and Universities, Southern Association of Colleges and Schools, Western Association of Schools and Colleges.

Education Degrees

If your institution is accredited by the National Council for Accreditation of Teacher Education (NCATE), please ensure a plus (+) immediately follows the asterisk noted above.

Website Address

If this address is incorrect or missing, please correct or provide it.

Descriptors

If any of the following descriptors are applicable, but not included, please add them: *Degree-Granting, Non-Degree-Granting, Community/Junior College, NCATE, Public, Private, For-Profit, Not-for-Profit*. Please mark through any descriptors listed in error.

Unit Description

This descriptive sentence should portray the art and design unit's relationship to the entire institution or, in the case of units not affiliated with institutions, the unit itself. Descriptive sentences should be concise and non-promotional.

Official NASAD Representative

Please confirm the name and administrative title of the person who will be serving as the official representative (signified by the term "Mail" after the individual's title) to NASAD during the upcoming academic year, and make any appropriate changes. Please confirm the telephone number, email address, and fax number, if applicable. Please note: If more than one person will be serving as a representative to NASAD, the institution is asked to designate its primary institutional representative. This individual will receive all NASAD notices and correspondence, including copies of confidential Commission Action Reports.

Chief Executive Officer, Chief Academic Officer, Dean

Please confirm the names and administrative titles for individuals serving as CEO and CAO for the institution and Dean with responsibility to the art and design unit. The term "No Mail" follows the administrative title for each person who is not designated as an institutional representative to NASAD. These individuals will be added to the NASAD database, but not included in the published Directory Lists.

Pending Action

This provides confirmation of materials due to the Commission and the Commission meeting for which they are due. If this category is empty, no materials are due to the Commission at this time. Please note: After requested material has been sent to the National Office, the information will remain on the *Accreditation Audit* until after Commission action has been taken and notification of Commission action has been sent to the institution.

Cohort Default Rate

This section applies only to those single-purpose institutions for which NASAD may serve as gatekeeper for the purposes of participation in Title IV federal student aid programs. If this does not apply to your institution (e.g., multi-purpose institutions) or if your school does not receive federal student aid, "N/A" should be listed under this heading. Please add/edit information as appropriate.

Degree and Program Listing

Entries in regular type have received both Plan Approval and Final Approval for Listing. Please do not make any changes unless there is a typographical error, deletion, or change of title.

Entries in italics have received Plan Approval. This indicates that the Commission has approved a degree/program plan, but the appropriate number of graduates' transcripts has not yet been submitted to the Commission for review.

If a degree/program is being offered that is not listed, it must be submitted to NASAD for Commission review in order for the institution to remain in compliance with the NASAD *Handbook 2014-15*, Rules of Practice and Procedure, Part II, Article VI. Please download a copy of NASAD *Policies and Procedures for Reviews of New Curricula* from the NASAD website (<http://nasad.arts-accredit.org>) and review the process for submitting an application for Plan Approval or Plan Approval and Final Approval for Listing. **Please note: Applications for Plan Approval or Plan Approval and Final Approval for Listing should not be submitted with this *Accreditation Audit*.**

If an application for Plan Approval or Plan Approval and Final Approval for Listing will be submitted by the institution for future review by the Commission, please indicate this on the separate *Affirmation Statement* document.