NATIONAL ASSOCIATION OF SCHOOLS OF ART AND DESIGN
11250 Roger Bacon Drive, Suite 21
Reston, VA 20190
Telephone: (703) 437-0700
Facsimile: (703) 437-6312

Written Instructions for Completing the 2022-2023 Accreditation Audit

(Please note:* Accreditation Audits *are due in the National Office no later than July 1, 2022)

Please follow the guidelines below in reviewing and/or amending the Accreditation Audit for your institution. Upon completion, please return the Accreditation Audit to the National Office by email (annualreports@arts-accredit.org) or U.S. Mail (to the address provided above, ATTN: Annual Reports) no later than July 1, 2022 – even if no edits or changes have been made. (Please note: Expedited or overnight mailing is not required.) Once the review has been completed and the information confirmed or amended, as requested at the bottom of the Accreditation Audit, please check as applicable one of the two boxes offered and sign the Accreditation Audit. (Please note: If amendments/additions/corrections are necessary, please notate the revisions alongside the existing Accreditation Audit text, which can be marked with a single strikethrough. Please do not delete the original text or create a different document.) In addition to these written instructions and to assist individuals preparing Accreditation Audits for submission, NASAD also makes available video instructions (https://nasad.arts-accredit.org/accreditation/responsibilities/annual-reporting-requirements/audit/).

Institution Name and Address

Review and make any appropriate changes. Note that the address of the institution or art and design unit, rather than that of a specific individual, should be provided.

Membership Type Code

This information is listed immediately following the zip code. *AM* indicates Associate Membership; *M5* indicates Membership for 5 years; *M10* indicates Membership for 10 years. Please amend the *Membership Type Code* if incorrect; add the *Membership Type Code* if omitted (see NASAD *Handbook 2021-22*, Bylaws, Article I., Section 1.; https://nasad.arts-accredit.org/accreditation/general-information/institutional-membership/).

Year of Initial Accreditation by NASAD

This is the four-digit year immediately following the *Membership Type Code*. Please amend the date if incorrect as verified by NASAD Commission Action. If unknown or unavailable, the National Office staff can assist to confirm this date. Please contact Stephanie Blakely (sblakely@arts-accredit.org).

Year of Last Comprehensive NASAD Accreditation Review

This is the four-digit year noted in brackets. Please amend the date if incorrect.

Academic Year of Next Comprehensive NASAD Accreditation Review

This is the set of dates in parentheses. Such dates are indicated in an institution's most recent Commission Action Report, which grants Associate Membership, Membership, or renewal of Membership. Please amend the dates if incorrect. If unknown or unavailable, the National Office staff can assist to confirm these dates. Please contact Stephanie Blakely (sblakely@arts-accredit.org).

Website Address

If this address is incorrect/missing, please amend/add.

Descriptors

If any of the following descriptors are applicable, but not included, please add: *Degree-Granting and/or Non-Degree-Granting (as it relates to art and design programs/degrees offered), Community College, Regional Accreditation by acronym (i.e., ACCJC, HLC, MSCHE, NECHE, NWCCU, SACSCOC, WSCUC), Public, Private, For-Profit, Not-for-Profit, Charter Member of NASAD, Teacher Education Accreditation by acronym (i.e., NCATE, TEAC, CAEP), Historically Black College and University (HBCU), Faith-Related*. Please mark with a single strikethrough any descriptors listed in error or which no longer apply.

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.

Institutional Representatives to NASAD

Please confirm (or make changes to) the name, administrative title, and contact information (including office mailing address, email address, phone number, and facsimile number, if applicable) of the individual who will be serving as the institution's primary representative to NASAD during the 2022-2023 academic year. The primary Institutional Representative (IR1) will receive all communications both general and institution specific, vote on behalf of the institution, hold the responsibility for maintaining the institution's accreditation, submission of annual reports, dues and fees, *Handbook* reviews, etc. If additional representatives are requested (i.e., IR2, IR3, IR4) the aforementioned contact information should be provided for each. (Please note: additional representatives will receive general communications, to include information regarding Annual Meetings, professional development, *Handbook* reviews, etc.)

Chief Executive Officer

Please confirm (or make changes to) the name, administrative title, and contact information (including email address, office mailing address, phone number, and facsimile number, if applicable) of the individual who will be serving as the institution's Chief Executive Officer (i.e., President, Chancellor, etc.) during the 2022-2023 academic year.

Pending Action

This section provides confirmation of materials slated for review by the Commission, and the Commission meeting noted by date at which the materials are scheduled to be reviewed. If "N/A" is indicated in this category, no materials are due to NASAD at this time.

Commission History

This section provides confirmation of items of note, if any, for upcoming Commission meetings and any postponements granted during the current review cycle (cycle refers to *AM, M5, M10*). If there is no information to report in this category, "N/A" will be indicated.

Cohort Default Rate

This section applies only to free-standing, single-purpose institutions for which NASAD may serve as gatekeeper for the purposes of participation in Title IV federal student aid programs. If your institution does not meet these criteria (i.e., a multi-purpose institution) or if your school does not participate in federal student aid programs, "N/A" should be indicated under this heading. Please add/edit information as appropriate.

Degree and Program Listing

Curricular entries offered in regular type have received both Plan Approval and Final Approval for

Listing, thereby indicating prior approval by action of the Commission. Should changes to approved degrees/programs be necessary, the institution is asked to note in detail the nature and reason for the change. (Please note: Only those degrees/programs approved by the Commission will be listed by NASAD in its publications.) Institutions are reminded of NASAD protocols regarding curricular review and listing found in the NASAD *Handbook 2021-22*, Rules of Practice and Procedure, Part II, Article I., Section 3. and Article VI.

An asterisk (*) preceding a curricular entry indicates that the community education program has been reviewed by the Commission and has been approved for Basic Listing (see NASAD *Handbook 2021-22*, Standards for Accreditation III.K.).

Curricular entries offered in italics have received Plan Approval, thereby indicating prior approval by action of the Commission. Curricular programs holding Plan Approval should be submitted for Final Approval for Listing when the appropriate number of student transcripts are available for Commission review. Instructions for submitting Final Approval for Listing applications may be found in the NASAD documents *Policies and Procedures for Reviews of New Curricula* and *Instructions for Preparing Curricular Tables in the NASAD Format*, which may be downloaded from the NASAD website at https://nasad.arts-accredit.org/accreditation/accreditation-materials/procedures/new-curricula.

If a degree/program is being offered that has not been reviewed and approved by the Commission, it should be submitted to NASAD for Commission review. Instructions for submitting Plan Approval or Plan Approval and Final Approval for Listing applications may be found in the NASAD documents *Policies and Procedures for Reviews of New Curricula* and *Instructions for Preparing Curricular Tables in the NASAD Format*, which may be downloaded from the NASAD website at https://nasad.arts-accredit.org/accreditation/accreditation-materials/procedures/new-curricula. If a degree/program is slated to be submitted for Plan Approval or Plan Approval and Final Approval for Listing, discussion of the degree/program should be included within the institution's separate *Affirmation Statement* questionnaire and a copy of the application for Plan Approval and/or Final Approval for Listing should be forwarded to the National Office.

If questions or the need for information arise regarding curricular programs such as procedures regarding the submission of materials or degree/program listings, please contact Stephen Cannistraci in the National Office (scannistraci@arts-accredit.org).

NASAD appreciates your careful attention to this important responsibility of accredited Membership.

Thank you.