NATIONAL ASSOCIATION OF SCHOOLS OF ART AND DESIGN

Policies and Procedures for Reviews of New Curricula

1. **Consultative Review** *(optional)*
2. **Plan Approval** *(required)*
3. **Final Approval for Listing** *(required)*

September 2016 Edition

Applicable for Reviews:
2016-2017 through 2024-2025

National Office

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In addition to the NASAD *Policies and Procedures for Reviews of New Curricula,* the following are necessary: (1) *Instructions for Preparing Curricular Tables in the NASAD Format*; and (2) the latest edition of the NASAD *Handbook,* including any current addenda. These texts are available on the NASAD Web site.

Information contained herein concerning programs, procedures, requirements, standards, and fees is subject to change without notice by the appropriate body of NASAD.

Permission is hereby granted to copy this document for use in the accreditation process.

Policies and Procedures for Reviews of New Curricula

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Required Curricular Tables for
Applications for Consultative Review and Applications for Plan Approval
for Non-Degree-Granting Institutions and Degree-Granting Institutions

As indicated in question 2 under all sections of this document titled "Application for Consultative Review" or "Application for Plan Approval," a curricular table in the NASAD format for each track/concentration/area of emphasis within every major of each art/design curriculum submitted must accompany all such applications.

To ensure consistent review, these must be prepared in accordance with the specific instructions and examples provided in a separate document entitled *Instructions for Preparing Curricular Tables in the NASAD Format.*

In preparing applications for Plan Approval and/or Consultative Review, please download the most recent version of this document from the NASAD Web site.

POLICIES AND PROCEDURES
FOR REVIEWS OF NEW CURRICULA

Consultative Review – Plan Approval – Final Approval for Listing

Commission on Accreditation

I. Policies

As stated in the NASAD *Handbook*, Rules of Practice and Procedure, Part II, Article VI, all new or substantially revised curricula must be approved by the NASAD Commission prior to the time the new program is publicized or ready to accept students.

Recognizing the wide variety of procedures used by institutions for developing and ratifying the new curricula, NASAD uses the following format for its reviews of new curricular programs:

A. Consultative Review – *Optional*

1. A consultative review by the Commission may be requested by the institution at any time prior to final institutional commitment to admit students to the degree or program. However, it is recommended that a consultative review be sought after the art/design unit has agreed upon the curricular plan and, in multipurpose institutions, when the curricular plan has received endorsement from the next level of administration above the art/design unit. If other instructional units are involved, as in the case of combined curricula, the consultative review normally would not take place until agreement was reached on the program among the cooperating units.

2. Consultative review is strongly recommended for institutions that must undergo a lengthy series of steps at the campus level and beyond before new degrees or programs receive formal ratification, and for institutions planning offerings at new degree levels.

3. To initiate the consultative review process, an institution prepares materials following the outline provided in this document under the heading "Application for Consultative Review or Plan Approval for New Non-Degree-Granting Programs," "Application for Consultative Review or Plan Approval for New Undergraduate Curricula (Associate and Baccalaureate)," or "Application for Consultative Review or Plan Approval for New Graduate Curricula," as appropriate. Such documentation is submitted according to the procedures outlined below.

4. The Commission will review these materials and offer consultative advice about the program as measured against NASAD Standards. The Commission itself will take no official action. A report of the findings will be sent to the art/design executive and any other individual designated by the institution requesting the optional consultative review.

5. These findings do not constitute official accreditation action; therefore, no listing of the curriculum will appear in NASAD publications.

6. Institutions may apply for a consultative review of new curricula concurrent with an application for Membership or renewal of Membership. Institutions requesting a review of both applications must submit the application for a consultative review following the outline provided in this document. The application for Membership or renewal of Membership should follow the outline provided in the NASAD membership *Procedures* documents.

B. Plan Approval – *Required*

1. An official request for Plan Approval is required after institutional approval and before students are admitted into the new degree or program. If institutional approval is imminent, a curricular program anticipating institutional approval at all levels may be submitted for Plan Approval. However, Plan Approval may be granted only upon demonstration of compliance with applicable standards and confirmation of institutional approvals. Materials are submitted to the Association according to the format and under the conditions outlined in this document. The Plan Approval format for new non-degree-granting programs is found on pages 7-8; the Plan Approval format for new undergraduate curricula (associate and baccalaureate) is found on pages 9-11; and the Plan Approval format for new graduate curricula is found on pages 11-14.

2. Institutions submitting applications for Membership or renewal of Membership may also apply for Plan Approval and/or Final Approval for Listing for new curricula by following only the format provided in the NASAD *Procedures for the Self-Study Document (for Format A and Format B, see Section II, Instructional Programs; or for Format C, see Section I, Instructional Programs).*

3. **Possible Commission Actions on Applications for Plan Approval:**

   a. The application for Plan Approval is approved.

   b. The application for Plan Approval is approved with a request for one or more progress reports confirming implementation of plans and/or attention to continuing developmental issues as outlined by the Commission.

   c. Action on the application for Plan Approval is deferred pending one or more of the following:

      (1) Receipt of additional information necessary to determine whether the program meets NASAD Standards;

      (2) Response to the stated concerns of the Commission about failure to meet NASAD Standards; or

      (3) Response indicating the correction of deficiencies as outlined by the Commission.

      Responses may be requested in the form of written submissions.

   d. The application for Plan Approval is denied with notice of rights to request recon-sideration or to appeal.

4. The action of the Commission on a formal application for Plan Approval represents an official accreditation decision.

5. When Plan Approval is granted by the Commission, the degree or program will be listed in NASAD publications in italics.

C. Final Approval For Listing – *Required*

1. When transcripts or other written evidence of program completion for at least three students are available for each new non-degree-granting program, the Commission on Accreditation will review an application for Final Approval for Listing based on materials submitted in the format outlined on page 16.

2. When three transcripts are available for each new associate or baccalaureate curriculum, and/or two transcripts are available for each graduate curriculum, the Commission will review an application for Final Approval for Listing based on materials submitted in the format outlined on page 17.

3. **Possible Commission Actions on Applications for Final Approval for Listing:**

   a. The application for Final Approval for Listing is approved.

   b. The application for Final Approval for Listing is approved with a request for one or more progress reports confirming implementation of plans and/or attention to continuing developmental issues as outlined by the Commission.

   c. Action on the application for Final Approval for Listing is deferred pending one or more of the following:

      (1) Receipt of additional information necessary to determine whether the program meets NASAD Standards;
      (2) Response to the stated concerns of the Commission about failure to meet NASAD Standards; or
      (3) Response indicating the correction of deficiencies as outlined by the Commission.

      Responses may be requested in the form of written submissions.

   d. The application for Final Approval for Listing is denied with notice of rights to request reconsideration or to appeal.

4. The action of the Commission on a formal application for Final Approval for Listing represents an official accreditation decision.

5. When Final Approval for Listing is granted by the Commission, the degree or program will be listed in NASAD publications in regular type.

D. Commission Review

1. All applications will be reviewed by the Commission.

2. The Commission on Accreditation reviews associate, baccalaureate, and graduate degree programs offered by institutions offering the four-year baccalaureate and/or graduate degrees; associate degree programs offered by community/junior colleges; postsecondary non-degree-granting programs offered by baccalaureate and graduate degree-granting institutions; and community education programs in all types of institutions (preparatory programs, continuing education programs, etc.); and free-standing non-degree-granting institutions at the postsecondary, professional level.

3. The Commission on Accreditation meets semiannually in April and October.

4. Following the meetings, a written communication describing Commission action based on the application materials for Plan Approval and/or Final Approval for Listing is transmitted to the applicant institution's art/design executive, president or chancellor, provost, and dean. The communication will contain a clear statement of the official accreditation action and may contain recommendations. However, the text distinguishes between accreditation actions and other matters.

5. With respect to materials submitted for optional Consultative Review by the Commission, the art/design executive and any other individual designated by the institution requesting consultative review will receive a letter from the NASAD Executive Director reporting the Commission's findings and advice regarding the proposed new program(s). Letters transmitting Commission advice concerning curricula submitted for consultative review do not represent accreditation action by the Commission.

E. Deadlines

Requisite materials must reach the NASAD National Office no later than:

March 1 for consideration at an April Commission meeting.
September 1 for consideration at an October Commission meeting.

Please note: Failure to submit material by the deadlines noted above may postpone a review of the materials until the following meeting of the Commission.

F. Number of Copies

Materials for each new curriculum should be submitted in two (2) copies.

G. Format

1. A cover sheet should be provided with the following information:

   a. Name and address of institution

   b. Name of president or chief executive officer

   c. Art/design executive's name and title

   d. Program(s) or degree(s) to be considered, named by level, major, and track/concentration/area of emphasis (if designated)

   e. Submitted for:
      (1) Consultative Review
      (2) Plan Approval
      (3) Final Approval for Listing
      (4) Plan Approval and Final Approval for Listing

2. Only standard 8½ x 11-inch letter-size paper should be used.

3. Each set of materials should be punched to fit a standard three-ring notebook (i.e., centers of holes should measure 1¼, 5½, and 9¾ inches from the bottom of the page).

4. Non-standard-size materials (transcripts, programs, etc.) should be enclosed in labeled, unsealed manila envelopes. Please include any supporting materials (e.g., handbook, promotional materials), including oversized or undersized items in a separate reclosable envelope labeled with the institution's name and the envelope's general contents.

5. Each copy of the materials should be held together with a paper clip in the upper left-hand corner.

H. Institutional Catalogs

Two (2) copies of the latest edition of all pertinent catalog materials, along with the materials for new curricula, should be submitted; or the institution may provide the direct URL to its online catalog.

I. Mailing Address

National Association of Schools of Art and Design
11250 Roger Bacon Drive, Suite 21
Reston, Virginia 20190-5248

II. When to Apply for
Consultative Review or Plan Approval

A. Consultative Review

1. A consultative review may be requested at any time prior to final institutional commitment to admit students to the new degree or program. However, it is recommended that the consultative review be sought after the art/design unit has agreed upon the curricular plan and, in multipurpose institutions, when the curricular plan has received endorsement from the next level of administration above the art/design unit.

2. If other instructional units are involved, as in the case of combined curricula, the consultative review normally would not take place until agreement was reached on the degree or program among the cooperating units.

B. Plan Approval

1. It is required that Plan Approval be sought after institutional approval and before students are admitted into the new degree or program and before the new degree or program is listed in the institution's catalog.

2. If institutional approval is imminent, a curricular program anticipating institutional approval at all levels may be submitted for Plan Approval. However, Plan Approval may be granted only upon demonstration of compliance with applicable standards and confirmation of institutional approvals.

3. Institutions with programs in place that have the appropriate number of graduates but that have not received Plan Approval may apply for Plan Approval and Final Approval for Listing at the same time.

III. Application for Consultative Review or Plan Approval

A. New Non-Degree-Granting Programs

Before proceeding with Section III.A., please review the following notes:

- In response to each question, the text should reflect thorough consideration of the standards outlined in the most recent NASAD *Handbook*, including applicable appendices and any current addendum. Deviations from those standards should be clearly identified and explained.

- Please address all items below for each new instructional program or course offering.

For each new instructional program or offering, please provide:

1. The title of the instructional program or course offering, followed by a statement of purposes (for example, the program's intended contribution to the field of art/design, for whom the program is intended, its preparational emphasis, its aspirations for student achievement, etc.) and if a credential is awarded (certificate, diploma, etc.), a statement regarding any specific requirements for completion, including the level(s) of competency expected. Titles must be consistent with content requirements.

2. A curricular table in the NASAD format. Further instructions are provided in a separate document entitled *Instructions for Preparing Curricular Tables in the NASAD Format.*

3. An assessment of compliance with NASAD standards applicable to the new program, and a statement explaining how achievements of students and the program will be evaluated. Refer to the NASAD *Handbook*, all applicable curricular standards outlined in Standards for Accreditation III., XVII. through XIX., and applicable appendices.

   a. Required levels of achievement may be documented in many ways, including but not limited to admission criteria, program expectations, course syllabi, graduation regulations, examination guidelines, grade level requirements, and so forth.

   b. If the program is partially or entirely delivered by *distance learning,* it must be thoroughly analyzed taking into account specific NASAD standards in this area. Refer to the NASAD *Handbook,* Standards for Accreditation III.H.

   c. If the program is explicitly designed as a *multi- or interdisciplinary combination,* and in which the discipline of art/design is either the primary or home discipline or constitutes over 25% of the requirements to complete the program, it must be thoroughly analyzed taking into account specific NASAD standards for disciplines in combination. Refer to the NASAD *Handbook,* Standards for Accreditation III.I.

   d. If the program is focused on *electronic media,* it must be thoroughly analyzed taking into account specific NASAD standards in this area. Refer to the NASAD *Handbook,* Standards for Accreditation III.J.

4. Information concerning faculty documenting that teaching responsibilities are commensurate with background and preparation.

    Current Faculty

    ♦ Create a table or other format and use it to provide the following for each full-time and part-time member of the art/design faculty concerned with the new program:

    a) Name; b) year hired; c) rank; d) tenure status; e) degrees or credentials earned with institution, majors, and emphases; f) if art/design education faculty, Pre-K–12 teaching experience; g) current areas of teaching; h) specific responsibilities for the new program.

    ♦ Please separate full-time and part-time faculty with a tab; and

    ♦ Provide short summary biographical information for the director and/or major professor(s) of the program. These materials must indicate areas of creative work and research.

    Faculty to be Hired

    ♦ If faculty are to be recruited, specify the number of new positions with qualifications and ranks for each.

5. The present and projected fiscal resources relevant to the new program. For example, specify a budgetary commitment that states sources of revenue as well as expenditures for all aspects of the program including personnel, financial aid for students, physical plant, library, and equipment.

6. Available and/or projected facilities relevant to the new program.

7. A description (or listing) of current and/or projected library holdings and learning resources (including electronic access) relevant to the new program.

8. A rationale for the new program including the following points:

    a. Reasons for adding this program.

    b. Unique aspects of this program as distinguished from other programs or courses presently offered.

    c. Number of students expected to be served.

    d. Expectations for placement of graduates *(not applicable to non-professional programs)*.

9. The relationship between the new program and ongoing programs with special attention to the effects on existing academic, financial, or physical resources. Note whether the proposed program will replace any existing program(s).

B. New Undergraduate Curricula (Associate and Baccalaureate)

Before proceeding with Section III.B., please review the following notes:

- In response to each question, the text should reflect thorough consideration of the standards outlined in the most recent NASAD *Handbook*, including applicable appendices and any current addendum. Deviations from those standards should be clearly identified and explained.

- Please address all items below for each track/concentration/area of emphasis of every new undergraduate curriculum (e.g., Associate of Science in Art, Associate of Fine Arts in Design; Bachelor of Arts in Art; Bachelor of Arts in Art [with an emphasis in Art History]; Bachelor of Fine Arts in Studio Arts; Bachelor of Fine Arts in Art Education; etc.):

- Community college programs should refer to the NASAD *Handbook,* *"*[Standards for] Two Year Degree-Granting Programs" in preparing responses to questions below.

For each track/concentration/area of emphasis within each new undergraduate curriculum (associate or baccalaureate), please provide:

1. The degree title, with emphasis if applicable, followed by a statement of purposes (for example, the degree's intended contribution to the field of art/design, for whom the degree is intended, its preparational emphasis, its aspirations for student achievement, etc.). Please review the NASAD *Handbook,* Standards for Accreditation IV., "Undergraduate Programs in the Visual Arts and Design," and ensure that the titles of the degree and any emphases are consistent with content requirements.

2. A curricular table in the NASAD format. Further instructions are provided in a separate document entitled *Instructions for Preparing Curricular Tables in the NASAD Format.*

3. An assessment of compliance with NASAD Standards for the new degree. *(Refer to the NASAD* Handbook*, all applicable instructional Standards outlined in Standards for Accreditation III. through XII., and appropriate* Handbook *appendices.)*

   a. This assessment must address the competencies required by applicable standards in terms of specific content, expectations for knowledge and skills development and levels of achievement required for graduation as determined by the institution, and means for evaluating student and program achievement.

   b. Required levels of achievement may be documented in many ways, including but not limited to admission criteria, program expectations, course syllabi, graduation regulations, examination guidelines, grade level requirements, and so forth.

   c. Institutions offering professional degrees as defined in the NASAD *Handbook* give special attention to common standards and goals for all professional degrees and to essential competencies, experiences, and opportunities for various art/design major programs. Refer to the NASAD *Handbook*, Standards for Accreditation VIII., IX., and X., and appropriate *Handbook* appendices.

   d. Institutions offering liberal arts degrees as defined in the NASAD *Handbook* give special attention to common standards and goals for all liberal arts degrees. Refer to the NASAD *Handbook*, Standards for Accreditation VII., and appropriate *Handbook* appendices.)

e. If the program is partially or entirely delivered by *distance learning,* it must be thoroughly analyzed taking into account specific NASAD standards in this area. Refer to the NASAD *Handbook,* Standards for Accreditation III.H.

f. If the program is explicitly designed as a *multi- or interdisciplinary combination,* and in which the discipline of art/design is either the primary or home discipline or constitutes over 25% of the requirements to complete the program, it must be thoroughly analyzed taking into account specific NASAD standards for disciplines in combination. Refer to the NASAD *Handbook,* Standards for Accreditation III.I.

g. If the program is focused on *electronic media,* it must be thoroughly analyzed taking into account specific NASAD standards in this area. Refer to the NASAD *Handbook,* Standards for Accreditation, Section III.J.

4. Information concerning faculty documenting that teaching responsibilities are commensurate with background and preparation.

   Current Faculty

   ♦ Create a chart or other format and use it to provide the following for each full-time and part-time member of the art/design faculty concerned with the new program:

   a) Name; b) year hired; c) rank; d) tenure status; e) degrees or credentials earned with institution, majors, and emphases; f) if art/design education faculty, Pre-K–12 teaching experience; g) current areas of teaching; and h) specific responsibilities for the new program.

   ♦ Please separate full-time and part-time faculty with a tab; and

   ♦ Provide short summary biographical information for the director and/or major professor(s) of the program. These materials must indicate areas of creative work and research.

   Faculty to be Hired

   ♦ If faculty are to be recruited, specify the number of new positions with qualifications and ranks for each.

5. The present and projected fiscal resources relevant to the new curriculum. For example, specify a budgetary commitment that states sources of revenue as well as expenditures for all aspects of the program including personnel, financial aid for students, physical plant, library, and equipment.

6. Available and/or projected facilities relevant to the new curriculum.

7. A description (or listing) of current and/or projected library holdings and learning resources (including electronic access) relevant to the new curriculum.

   List expenditures for art/design library acquisitions as documented by the institution— ideally, a breakdown with expenditures (a) the year before last, (b) last year, and (c) budgeted for this year in the following categories: books, collected editions, periodicals, images, videotapes/films, microfilm/microfiche, electronic access, other holdings (specify). Also provide a total for each year.

8. A rationale for the new curriculum including the following points:

    a. Reasons for adding this program.
    b. Unique aspects of this program as distinguished from other programs or courses presently offered.
    c. Number of students expected to be served.
    d. Expectations for placement of graduates.

9. The relationship between the new program and ongoing programs with special attention to the effects on existing academic, financial, or physical resources. Note whether the proposed program will replace any existing program(s).

D. New Graduate Curricula

Before proceeding with Section III.D., please review the following notes:

- In response to each question, the text should reflect thorough consideration of the standards outlined in the most recent NASAD *Handbook*, including applicable appendices and any current addendum. Deviations from those standards should be clearly identified and explained.

- NASAD strongly recommends that institutions planning to offer degrees at the initial or terminal graduate level for the first time request an on-site review by NASAD evaluators as part of the application for Plan Approval.

    ◊ The procedures will be essentially the same as those for accreditation reviews except that the Plan Approval document outlined below will serve as the Self-Study and the same outline will serve as the basis for the evaluation report.

    ◊ Please refer to the evaluation calendar on page 19 of this document. Also provided is a Notice of Request for On-Site Evaluation form in conjunction with an application for Plan Approval for the first degrees in art/design at the master's level offered by an institution.

- Please address all items below for each track/concentration/area of emphasis of every new graduate curriculum (e.g., Master of Arts in Art; Master of Fine Arts in Graphic Design; Master of Fine Arts in Studio Art [with an emphasis in Printmaking]; Doctor of Philosophy in Art History; Doctor of Education in Art Education, etc.).

For each area of emphasis within each new graduate curriculum, please provide:

1. The degree title, with emphasis if applicable, followed by a statement of purposes (for example, the degree's intended contribution to the field of art/design, for whom the degree is intended, its preparational emphasis, its aspirations for student achievement, etc.).

2. A curricular table in the NASAD format. Further instructions are provided in a separate document entitled *Instructions for Preparing Curricular Tables in the NASAD Format.*

3. An assessment of compliance with NASAD Standards for the new graduate degree. *(Refer to the NASAD* Handbook*, all applicable instructional standards outlined in Standards for Accreditation III and XIII through XVI, and appropriate* Handbook *appendices.)*

a. This assessment must address the competencies required by applicable Standards in terms of specific content, expectations for knowledge and skills development and levels of achievement required for graduation as determined by the institution, and means for evaluating student and program achievement.

b. Required levels of achievement may be documented in many ways, including but not limited to admission criteria, program expectations, course syllabi, graduation regulations, examination guidelines, grade level requirements, and so forth.

c. Institutions offering various levels of graduate degrees as defined in the NASAD *Handbook* give special attention to common standards and goals for all graduate degrees and to essential competencies, experiences, and opportunities for specific programs, and to applicable Standards stated in *Handbook* appendices.

d. If the program is partially or entirely delivered by *distance learning,* it must be thoroughly analyzed taking into account specific NASAD standards in this area. Refer to the NASAD *Handbook,* Standards for Accreditation III.H.

e. If the program is explicitly designed as a *multi- or interdisciplinary combination,* and in which the discipline of art/design is either the primary or home discipline or constitutes over 25% of the requirements to complete the program, it must be thoroughly analyzed taking into account specific NASAD standards for disciplines in combination. Refer to the NASAD *Handbook,* Standards for Accreditation III.I.

f. If the program is focused on *electronic media,* it must be thoroughly analyzed taking into account specific NASAD standards in this area. Refer to the NASAD *Handbook,* Standards for Accreditation III.J.

g. **A discussion of the following must be included:**

(1) Proficiencies required for entrance to the program (for example, studio, aesthetics, art history, etc.); when these must be achieved and how they are tested; and whether credit toward the degree is permitted for study directed toward completion of these proficiencies.

(2) Research and professional tools required in the program (for example, languages, statistics, computer science, etc.); when these must be achieved and how they are tested; whether credit toward the degree is permitted for study directed toward completion of these proficiencies.

(a) Provide the required undergraduate grade point average in the new graduate curriculum if the applicant has had no previous graduate study (A = _____).

(b) Provide the required grade point average in previous graduate work for the new graduate curriculum (A = _____).

(c) Describe the residence requirements for the new graduate curriculum.

(d) Is credit from other institutions transferable to the new graduate curriculum? If so, describe the institution's policies.

(f) What is the minimum number of credit hours (specify quarter or semester) required beyond the baccalaureate for the new graduate curriculum.

(3) The institution's policy for conducting a comprehensive review at or near the conclusion of degree study of (a) initial graduate degree candidates; (b) terminal graduate degree candidates by using such methods as written or oral

comprehensive examinations, seminars providing summary evaluation, or a cumulative series of reviews.

(4) Candidacy and final project requirements for the program (for example, dissertations, performances, research projects, etc.). Discuss the purpose of these requirements and how they serve the objectives of the program.

(5) Description and evaluation of the institution's approaches to the development of teaching and other professionally related skills for students in the new graduate program. Refer to the NASAD *Handbook*, Standards for Accreditation XIII.A.7., "Preparation for the Professions."

(6) Description and evaluation of the institution's approaches intended to develop breadth of competence for students in the new graduate program. Refer to the NASAD *Handbook*, Standards for Accreditation XIII.A.6., "Breadth of Competence."

4. Information concerning faculty documenting that teaching responsibilities are commensurate with background and preparation.

Current Faculty

♦ Create a table or other format and use it to provide the following for each full-time and part-time member of the art/design faculty concerned with the new program:

a) Name; b) year hired; c) rank; d) tenure status; e) degrees or credentials earned with institution, majors, and emphases; f) if art/design education faculty, Pre-K–12 teaching experience; g) current areas of teaching; and h) specific responsibilities for the new program.

♦ Please separate full-time and part-time faculty with a tab; and

♦ Provide short summary biographical information for the director and/or major professor(s) of the program. These materials must indicate areas of creative work and research.

Faculty to be Hired

♦ If faculty are to be recruited, specify the number of new positions with qualifications and ranks for each.

Graduate Faculty

(a) How are graduate faculty members selected and designated?

(b) Describe and evaluate the institution's policy regarding teaching load credit for the direction of graduate dissertations, projects, etc.

(c) To what extent is there a sufficient number of qualified faculty adequate to administer this new curriculum as well as the other curricula in place at the institution?

5. Description of the present and projected fiscal resources relevant to the new curriculum. For example, specify a budgetary commitment that states sources of revenue as well as expenditures for all aspects of the program including personnel, financial aid for students, physical plant, library, and equipment.

6. Description of available and/or projected facilities relevant to the new curriculum.

7. Description and evaluation of current and/or projected programs and practices for (a) maintenance of physical plant and equipment, (b) replacement of equipment, (c) updating

equipment in areas where goals and objectives require current technology, and (d) security relevant to the new graduate degree.

8. A description (or listing) of current and/or projected library holdings and learning resources (including electronic access) relevant to the new curriculum. Evaluate these library holdings and learning resources, if applicable, in relation to the needs of (a) graduate art/design students, (b) graduate art/design faculty, and (c) graduate curricular offerings. This should involve special emphasis on an analysis of present and future needs related directly and indirectly to the new curriculum.

    List expenditures for art/design library acquisitions as documented by the institution—ideally, a breakdown with expenditures (a) the year before last, (b) last year, and (c) budgeted for this year in the following categories: books, collected editions, periodicals, images, videotapes/films, microfilm/microfiche, electronic access, other holdings (specify). Also provide a total for each year.

9. A rationale for the new curriculum including the following points:

    (a) Reasons for adding this degree program.
    (b) Unique aspects of this degree as distinguished from other programs or options presently offered.
    (c) Number of students expected to be served.
    (d) Expectations for placement of graduates.

10. Describe the relationship between the new program and ongoing programs with special attention to the effects on existing academic, financial, or physical resources. Note whether the proposed program will replace any existing program(s).

11. Explain how and by whom the new graduate degree is controlled, administered, and evaluated, including any distribution of responsibility between the art/design unit and an institution-wide graduate structure, with special attention to: (a) admission, (b) retention, (c) degree programs and requirements, and (d) graduation requirements.

12. If the institution already offers graduate degrees in art/design, indicate the context for the proposed new graduate degree by:

    (a) Documenting how the total graduate effort in art/design provides a traditional and/or virtual community of student and faculty of sufficient size and scope to permit the formal and informal sharing of experiences, ideas, and knowledge.

    (b) Providing the number of graduates and undergraduates enrolled in each art/design class in which both graduate and undergraduate credit is granted.

    (c) Reporting the number of:

        (1) initial graduate degrees granted in art/design in the twelve months preceding last June 30, and
        (2) terminal graduate degrees granted in art/design in the twelve months preceding last June 30.

IV. When to Apply for Final Approval for Listing

A. Non-Degree-Granting Curricula

The Commission on Accreditation will review an application for Final Approval for Listing when transcripts or other written evidence of program completion for at least three students are available.

B. Undergraduate Degree Programs (Associate and Baccalaureate)

The Commission on Accreditation will review an application for Final Approval for Listing when transcripts for at least three graduates from the degree are available.

C. Graduate Degree Programs

The Commission on Accreditation will review an application for Final Approval for Listing when transcripts for at least two graduates from the degree are available.

V. Application for Final Approval for Listing

A. Non-Degree-Granting Curricula

Submit the following (two copies of each):

1. Provide transcripts or other written evidence that a minimum of three students have completed the new program.

   Include a specific designation of the credential conferred and a coding by number, letter, or color for each course according to the categories of the curricular table previously submitted for Plan Approval (for example, all studies in the major area marked "A," all supportive courses marked "B," all general studies courses marked "C," and so forth).

2. Provide evidence of plans to continue the program for the next three years.

3. Provide a description of any changes in the program since Plan Approval was granted.

4. Provide copies of the program outline and/or requirements as presented in current published materials.

B. Undergraduate (Associate and Baccalaureate) and Graduate Curricula

Submit two copies of each of the following:

1. **Transcripts**

   a. Undergraduate Curricula (Associate and Baccalaureate)

   Provide a minimum of three transcripts of graduates in the new associate or baccalaureate program.

   b. Graduate Curricula

   Provide a minimum of two transcripts of graduates in the new graduate program.
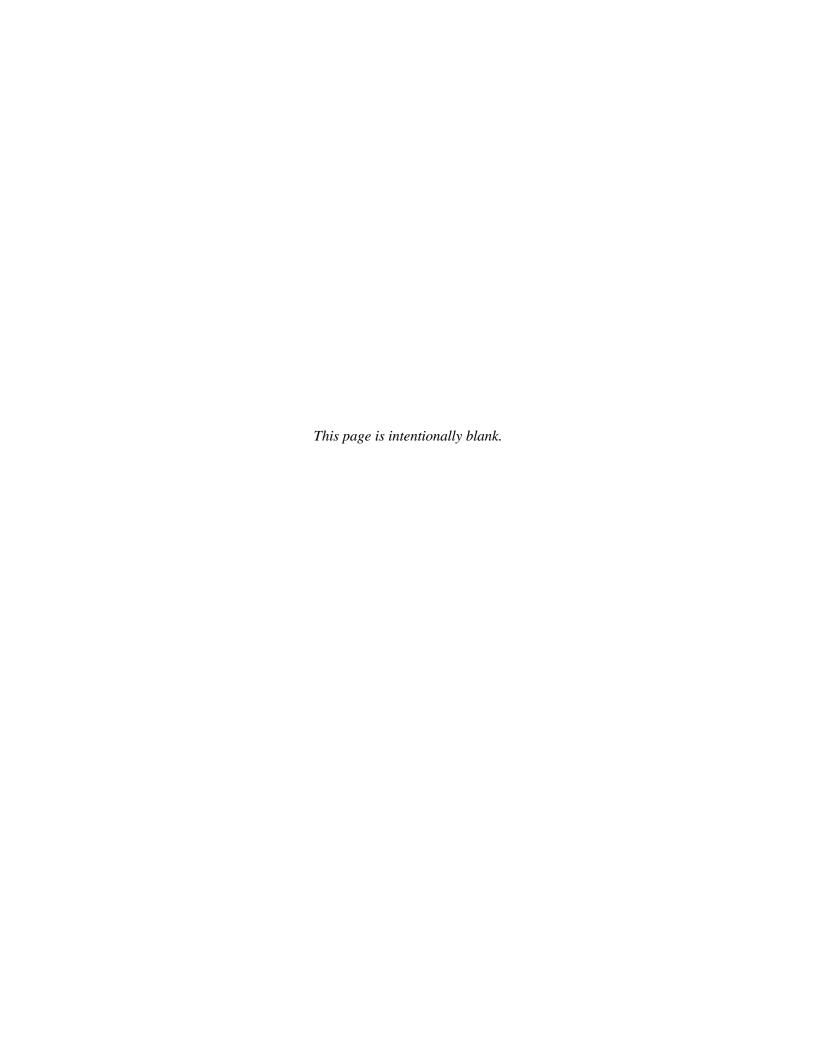
2. **The following should be included with each transcript:**

   a. A specific designation of the degree conferred (i.e., major, track/concentration/area of emphasis).

   b. A coding by number, letter, or color for each course according to the categories of the curricular table previously submitted for Plan Approval (for example, all studies in the major area marked "A," all supportive courses marked "B," all general studies courses marked "C," and so forth).

   Please Note: Please be sure to provide two copies of each coded transcript.

3. **Supportive Materials**

   a. A copy of the degree requirements as presented in current published materials (e.g., catalog, etc.).

   b. A description of any changes in the degree since Plan Approval was granted, including coursework which has been added/removed. Descriptions and syllabi should be provided for any new coursework.

   c. An explanation of any deviations between the transcripts submitted and the published degree requirements.

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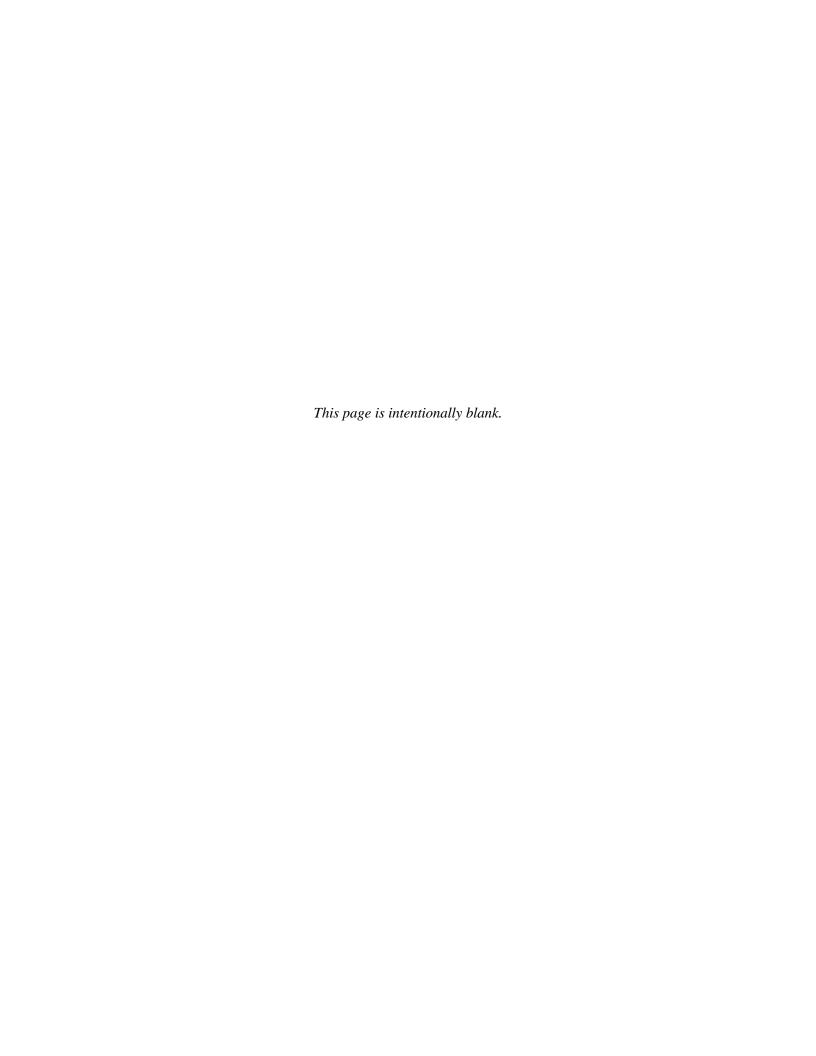
EVALUATION CALENDAR

For Institutions Requesting An On-Site Evaluation

in conjunction with an application for Plan Approval for the first degree(s)
in art/design at the initial or terminal graduate level to be offered at the institution

ACTION	For Consideration at the Commission Meetings in APRIL	For Consideration at the Commission Meetings in OCTOBER
Notice of Request for On-Site Evaluation of New Curricula Form* **to the NASAD National Office** *(Please see note below)*	At least two years before the projected date of the on-site visit, and not later than one year prior to the visit	At least two years before the projected date of the on-site visit, and not later than one year prior to the visit
Plan Approval Application, Institutional Catalogs, and Supportive Material to the NASAD Visiting Evaluators	At least four weeks before the visit	At least four weeks before the visit
Plan Approval Application, Institutional Catalogs, and Supportive Material to the NASAD National Office	At least four weeks before the visit	At least four weeks before the visit
Visitation Period	September 1 – December 1 (or as arranged with staff)	January 15 – May 1 (or as arranged with staff)
Visitors' Report to the NASAD National Office	Within six weeks of visit and not later than January 31	Within six weeks of visit and not later than July 15
Visitors' Report to the Institution	Upon completion of National Office review process, which commences upon receipt and concludes as quickly as possible thereafter	Upon completion of National Office review process, which commences upon receipt and concludes as quickly as possible thereafter
Institution's Optional Response to the Visitors' Report to the NASAD National Office	As early as possible and not later than May 1	As early as possible and not later than June 15
NASAD Commission Meets	Second or third week in April	Second week in October
Institution Notified of Commission Action	Within thirty days of Commission meeting	Within thirty days of Commission meeting

*Please Note:

In order to be assured of an on-site visit during the preferred time period, institutions should submit the Notice of Request for On-Site Evaluation form at least two years before the projected date of the visit; however, the form must be received in the NASAD National Office no later than one year prior to the on-site visit date.

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National Association of Schools of Art and Design
11250 Roger Bacon Drive, Suite 21
Reston, Virginia 20190-5248

Attention: Executive Director

NOTICE OF REQUEST FOR ON-SITE EVALUATION
in conjunction with an application for Plan Approval for the first degree(s) in
art/design at the initial or terminal level to be offered by an institution

Name of Institution

Street and/or Mailing Address

City   **State**   **Zip Code**

Chief Executive Officer/President:

Chief Academic Officer:

Dean of Fine Arts:

Total Number of Art/Design Major Students: _____   Total Number of Art/Design Faculty: F/T _____ P/T _____

Initial and/or terminal graduate degree(s) in art/design for which Plan Approval is being requested:

Our completed materials will arrive at least four weeks before the visit for:

☐ Commission Action in April   ☐ Commission Action in October

VISITATION DATES. After a review of the evaluation calendar in the NASAD document entitled *Policies and Procedures for Reviews of New Curricula,* we suggest the following dates for the visit *(please be specific)*:

Month(s) _____   Year _____

Please append any additional information or requests concerning the review.

We now request that NASAD proceed with the nomination of visitors.

Name and Title of Art/Design Executive

Signature of Art/Design Executive   Date   Email Address

Telephone *(include area code)*   Facsimile *(include area code)*   Web Address