

**ACCREDITING COMMISSION FOR COMMUNITY AND  
PRECOLLEGIATE ARTS SCHOOLS  
11250 Roger Bacon Drive, Suite 21  
Reston, Virginia 20190**

**PROCEDURES FOR SUBMITTING AN  
OPTIONAL RESPONSE TO THE ACCPAS VISITORS' REPORT**

**CONTENT OF THE OPTIONAL RESPONSE**

The **Optional Response** to the ACCPAS Visitors' Report may contain the following:

- 1) correction of errors of fact;
- 2) conclusions based on such errors;
- 3) documented changes made in the program since the on-site visit.

Institutions preparing an Optional Response are strongly encouraged to address any standards issues identified in the Visitors' Report item P. (Standards Summary) and in any other sections of the Visitors' Report. Responses to points in item Q. (Overview, Summary Assessment, and Recommendations for the Program) are not a substitute for responses to standards issues. The current ACCPAS *Handbook* contains all standards texts serving as reference points for Optional Responses and Commission review. If an issue is mentioned multiple times in the Visitors' Report, it may be considered once in the Optional Response, and referenced subsequently.

**DEADLINE**

**November 15** for consideration at the January meeting of the Commission.

**NUMBER AND DISPOSITION OF COPIES**

Materials should be submitted in multiple identical copies according to the number of arts units covered by the ACCPAS review, as indicated in the chart below. Please mail all copies to the ACCPAS National Office at the address above.

<b>Number of Arts Units</b>	<b>Number of Copies Required</b>
1 or 2 arts units	Ten (10) copies
3 arts units	Eleven (11) copies
4 or more arts units	Twelve (12) copies

## **FORMAT**

- (1) Provide a cover sheet with the following information:
  - (a) Name and address of institution
  - (b) School executive's name and title
  - (c) Date of visit
- (2) Use only standard 8½" x 11" letter-size paper.
- (3) Materials should be punched to fit a standard three-ring notebook (*i.e., centers of holes should measure 1¼", 5 ½", and 9¾" from the bottom of the page*).
- (4) Nonstandard-sized materials (transcripts, programs, etc.) should be enclosed in labeled, unsealed manila envelopes (pre-punched to fit into a three-ring binder).
- (5) Bind each copy of the Optional Response by placing a paper clip or binder clip in the upper left hand corner.

## **PROCEDURE FOR THE OPTIONAL RESPONSE**

The institution should divide the Optional Response according to the sections used in the Visitors' Report and copy the statement that is in question citing the page and paragraph number. Directly below this, the word "**Reply**" should be written; and below that, the comment concerning the errors of fact, the conclusions based on such errors, and/or documented changes made in the program since the visitation along with the supportive material (see example below).

### **Example:**

#### **F. Facilities, Equipment, Health, and Safety**

**Page 15, paragraph 4 — "The institution has no lecture hall seating more than 100 persons."**

#### **REPLY:**

The \_\_\_\_\_ [school] \_\_\_\_\_ has access to several additional spaces for lectures. These spaces are described below, including the equipment available in each as well as the number of classes held there during the past academic year.

- (1) Lewis Hall — a hall in an adjacent local library, seating 450, contains a podium and slide projector. Three different classes met there during the past academic year.
- (2) Moreau Hall — etc.

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IF YOU HAVE QUESTIONS, WE ENCOURAGE YOU TO CONTACT:

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