

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

**PROCEDURES FOR SUBMITTING
RESPONSES AND PROGRESS REPORTS**

CONTENT OF THE RESPONSE OR PROGRESS REPORT

Please reply in detail to each concern of the Commission, providing supporting documentation where applicable. In most cases, it is appropriate to copy each issue cited and provide the response directly beneath it.

DEADLINE

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

PLEASE NOTE: Failure to submit Commission-requested information by the deadline noted in your school's Commission Action Report will cause the Commission to review the institution for lack of reply. For institutions wishing to submit Commission-requested material early, prior to a stated deadline, failure to meet a deadline noted above will not ensure an early review.

NUMBER AND DISPOSITION OF COPIES

Materials should be submitted in multiple identical, complete 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.

Number of Arts Units	Number of Copies Required
1 arts unit	Six (6) copies
2 arts units	Seven (7) copies
3 arts units	Eight (8) copies
4 arts units	Nine (9) copies
5 arts units	Ten (10) copies

INSTITUTIONAL CATALOGS

Multiple copies of the latest edition of all pertinent catalog materials should be sent with the response or progress report — use the chart above for the number of copies needed. Alternatively, if available, the institution may provide the direct URL to its online catalog.

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FORMAT

- (1) Use only standard 8½" x 11" letter-size paper.
- (2) Each **response** or **progress report** 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*).
- (3) Nonstandard-sized materials (transcripts, programs, etc.) should be enclosed in labeled, unsealed, manila envelopes (pre-punched to fit into a three-ring binder).
- (4) Bind each copy of the response or progress report by placing a paper clip in the upper left hand corner.

IF YOU HAVE QUESTIONS, WE ENCOURAGE YOU TO CONTACT:

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