

ACCREDITING COMMISSION FOR COMMUNITY AND PRECOLLEGIATE ARTS SCHOOLS
11250 Roger Bacon Drive, Suite 21
Reston, VA 20190
Telephone: (703) 437-0700
Facsimile: (703) 437-6312

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.

Accreditation Type Code

This information is listed immediately following the zip code. *AA* indicates Associate Accreditation; *A5* indicates Accreditation for 5 years (institutions holding their first period of Accreditation); *A10* indicates Accreditation for 10 years (institutions in their second and subsequent periods of Accreditation). Please correct the *Accreditation Type Code* if necessary; add the *Accreditation Type Code* if it is omitted.

Year of Initial Accreditation

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

Year of Last Comprehensive Accreditation Visit

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

Academic Year of Next Comprehensive 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 Association of Colleges and Schools (MSA), New England Association of Schools and Colleges (NEASC), North Central Association of Colleges and Schools (NCA), Northwest Accreditation Commission (NWAC), Southern Association of Colleges and Schools (SACS), Western Association of Schools and Colleges (WASC).

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: *Non-Degree-Granting*, *Public*, *Private*, *For-Profit*, *Not-for-Profit*. Please mark through any descriptors listed in error.

Unit Description

This descriptive sentence should portray the arts 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 ACCPAS 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 ACCPAS 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 ACCPAS, the institution is asked to designate its primary institutional representative. This individual will receive all ACCPAS 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 arts unit, if applicable. The term “No Mail” follows the administrative title for each person who is not designated as an institutional representative to ACCPAS.

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.

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 program plan, but the appropriate number of graduates’ transcripts or completion evidence has not yet been submitted to the Commission for review.

If a program is being offered that is not listed, it must be submitted to ACCPAS for Commission review in order for the institution to remain in compliance with *ACCPAS Handbook 2007*, Rules of Practice and Procedure, Article VIII. Information regarding Plan Approval and Final Approval for Listing may be found in the *ACCPAS Handbook*. If you have questions or concerns regarding the submission of materials or the listing of programs, please contact National Office staff. **Please note: Applications for Plan Approval or Plan Approval and Final Approval for Listing should not be submitted with this *Accreditation Audit*.**