

NATIONAL ASSOCIATION OF SCHOOLS OF MUSIC

CODE OF ETHICS

[Bolted italics added for emphasis.]

ARTICLE I. *Each institution shall impress upon its faculty and staff the importance of personal and professional integrity. This involves developing sensitivity to issues in equal opportunity, consumer protection, conflict of interest, and transfer of students. It also involves ensuring that faculty members understand the ethical and operational procedures and codes subscribed to by the institution, including the NASM Code of Ethics and Rules of Practice and Procedure.*

ARTICLE II. Institutional members of the Association shall recognize their responsibility to respect the legal rights and human dignity of all individuals.

ARTICLE III. All brochures, publications, advertisements, and information—printed, written, and/or spoken—shall be true. Procedures, dates, and requirements for application, admission, financial aid, and other responsibilities and opportunities directly affecting students shall be clearly stated and generally available to prospective students and current students. Institutional publications must be clear and accurate regarding the objectives, curriculum, equipment, accommodations, composition of ensembles, and faculty of the institution. Any references to occupational opportunities for graduates must be clearly substantiated.

Catalogues, advertising, and promotion shall clearly differentiate existing and approved programs from those which are prospective or hypothetical.

ARTICLE IV. Recruitment policies and procedures shall be established to demonstrate concern for the needs of students, the institution, and the national effort in the education and training of professional musicians.

It is ethical for an institution to utilize procedures and techniques for developing a student body with the highest possible qualifications. However, such procedures and techniques must be applied in a national framework of common practice to protect the interests of both students and institutions.

In addition to the concepts presented in Article III above, an institution's personnel shall not discredit other member institutions by disparaging the character, nature, quality, value, or scope of their courses of instruction or services; or by imputing to them dishonorable conduct, or by adversely reflecting on them in any other material respect.

Students are free to attend the institutions of their choice. However, at some point, a commitment must be made between students and institutions. At this point, administrators, faculty members, students, and all other parties involved must be clear about the nature of these commitments, the schedules for their implementation, and the conditions under which such commitments may be released by any or all of the parties.

ARTICLE V. The acceptance of financial aid or the signing of a declaration of intent to attend a given institution shall not be binding if signed before May 1 of the calendar year of matriculation. Students shall be notified of this policy when an institution makes an offer prior to May 1. Institutions allow students to choose without penalty among offers of admission and financial aid until May 1. Financial aid shall be awarded according to the criteria established by the member institution granting the award. The institution must have a procedure for developing a written understanding with students, advising them that their acceptance of financial aid represents a mutual commitment: the institution agrees to hold a place for the student and provide certain financial assistance; the student agrees to occupy that place for a certain period of time. NASM recommends that the following text or its equivalent be utilized for this purpose:

In accepting this offer of financial aid from (Institution) I understand that there is a mutual commitment on the part of myself and the institution. Therefore, I agree that after May 1 of the calendar year of matriculation, I will not consider any other offer from an institutional member of the National Association of Schools of Music for the academic year ____ except with the express written consent of the music executive of the above named institution.

If the student is to be offered admission after May 1 and before August 1 of the year of matriculation with a financial aid award made directly to the student based at least in part on talent, prior to making the offer, the offering institution shall determine from the student whether he or she has accepted an offer of admission with

a talent-based financial award from another institution. If so, the offering institution does not offer admission with talent-based financial aid until the music executive of the school the student previously agreed to attend has given approval.

Any offer of admission with a talent-based scholarship made after August 1 of the year of matriculation is considered a transfer under provisions of Article VII of the Code of Ethics.

For the purposes of this Code, financial aid is an award made directly to the student *based at least in part on talent*, this in addition to need-oriented aid based on generic national formulas. Financial aid relates to awards at the undergraduate and graduate levels, including teaching assistantships or fellowships.

For the purposes of this Code, the music executive is the chief academic officer of the music unit -for example, dean or director of the school of music, chair or head of the department of music, or a person specifically designated by the music executive to fulfill admission and transfer functions.

ARTICLE VI. *Institutional personnel shall not knowingly influence any student to leave another educational institution in which the student is enrolled, registered, or has submitted a tuition or matriculation deposit, especially by encouraging an individual to change schools with an offer of financial aid.*

Institutions recognize that students are free to make inquiries about study at any institution at any time. However, if a student begins to make an application for transfer, the institution to which the student applies must inform the student of its institutional obligations under Article VII of the NASM Code of Ethics.

ARTICLE VII. A transferring student who has not completed a degree program can be considered eligible for financial aid during the first term of enrollment in the new institution only if the music executive of the school from which the student is transferring specifically approves. These arrangements are formally transacted between the music executives of member institutions. Approval is to be sought *prior* to the offering of the financial award by the institution to which the student may transfer. The foregoing provisions of this Article apply only to currently enrolled students who are (1) majoring in music, (2) receiving merit-based financial aid, and (3) planning to begin study as a music major at the new institution in the next academic term. Students who have completed a degree program at any level, including community/junior-college students who have completed a two-year program of study, or whatever part of the university parallel curriculum is available at the two-year college attended, are exempt from this regulation.

ARTICLE VIII. Inquiries about an individual's interest in and conversation concerning a new, full-time academic appointment are in order at any time of the year. However, after May 1, an offer for an appointment to take effect in the next academic year will not be made unless the administrative head (usually the music executive) of the offering college, school, or institute, has previously determined that the date at which the appointment is to take effect is agreeable to the administrative head of the college, school, or institute that the individual will be leaving if the individual accepts the new appointment. As an issue of courtesy and good practice, NASM strongly recommends that when it is not clear that negotiations will be completed prior to May 1, the administrative head of the offering school advise the administrative head of the institution where the faculty member is currently employed that negotiations are underway.

ARTICLE IX. The rights of all students must be protected to the fullest extent possible by the institution. Having informed a student of the curriculum, standards, and procedures for obtaining the degree, certificate, or diploma for which he is enrolling, institutions shall not impose, *ex. post facto*, a revision of the curriculum, standards, or procedure for the degree, certificate, or diploma, to the detriment of the student's normal academic progress.

Further, if it is determined that a student is not acceptable as a candidate for a degree, certificate, or diploma, the student shall be so informed promptly.

ARTICLE X. If the parties involved cannot resolve an alleged violation, an appeal, in the form of a detailed letter, shall be filed with the NASM Executive Director, who shall then institute the process outlined in the Procedures for Reviewing Complaints Directed Against Member Institutions of the National Association of Schools of Music. (See Article VH, Rules of Practice and Procedure.)

ARTICLE XI. The Code of Ethics may be amended by a two-thirds vote of the membership present and voting at any Annual Meeting, provided a written notice of the proposed amendment is sent to all institutional members at least two weeks before said meeting.

