

Chapter Sponsor Handbook



National Honor Society for Dance Arts (NHSDA) Collegiate Program (Post-Secondary Students)

The National Honor Society for Dance Arts (NHSDA or NJHSDA) is a program of the National Dance Education Organization (NDEO).

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INTRODUCTION

The National Honor Society for Dance Arts (NHSDA) is a program of the National Dance Education Organization. It is one of the most exciting benefits that NDEO offers its Institutional Members. This Secondary Program (grades 9-12) was implemented in 2005. The Collegiate Program was implemented in 2012, and a formal Junior Program (grades 6-8) was separated out from the Secondary Program and officially implemented in 2016. To date, there are close to 400 chapters in the US and almost 3,000 students inducted over the past 3 years. NHSDA is based on the Thespians honor society, and NDEO acknowledges their generosity in allowing dance to follow the lead of theatre arts education through this program.

This NHSDA Chapter Sponsor Handbook (Collegiate Program) contains procedural guidelines for implementing NHSDA at the “post-secondary” level for students pursuing undergraduate or graduate degrees.

NHSDA VISION, MISSION, AND GOALS

Vision: We envision a nation in which all students have equal opportunity and access to quality dance arts education and are recognized for their outstanding artistic merit, leadership and academic achievement in the field of dance.

Mission:

1. To recognize outstanding artistic merit, leadership and academic achievement in students studying dance in public and private schools in K-12 education, dance studios, cultural/community centers, performing arts organizations, and colleges / universities.
2. To foster an appreciation for dance as a true art form and one worthy of recognition and prestige.

NHSDA Collegiate Program Goals

1. To encourage exploration of dance education pedagogy, choreography, performance, research, community outreach, and advocacy in the context of a broad dance program.
2. To stimulate dialogue and networking between students, faculty and experts in the field.
3. To promote the use of standards in dance education curriculum and teaching methods.
4. To develop future leaders in the field of dance arts education and performance.

GENERAL SUMMARY

What are the benefits of the NHSDA?

By establishing an NHSDA chapter at your school you will help advance the field of dance education while celebrating the artistic and academic achievements of your exceptional dance students. These students deserve the honor and prestige that comes from their achievement in dance. Many are working hard on academics and leadership while perfecting their dance craft not only at school but also outside of school. The personal gratification that students receive from being inducted into the NHSDA is a boost to their self-esteem. It is a win-win for all; the student, the school, and the field.

At the Collegiate Level, students are eligible for recognition at two levels: Student Induction and Graduation with Honors. All student inductees will receive an official certificate of induction. Inducted students are eligible to wear the NHSDA gold pin. All Inductees who continue on to earn Graduation with Honors Students will receive a second certificate, and are eligible to wear the blue and white Honor Cord at graduation. All students encouraged to cite their NHSDA induction and honors in scholarship applications and/or resumes for employment.

Who can start a chapter of the Collegiate Program of the NHSDA?

An NHSDA Collegiate Program Chapter can be implemented in any postsecondary institution that supports accredited dance coursework. The school can offer a dance major, a dance minor, or for-credit elective courses in dance. The institution is required to maintain an NDEO Institutional Membership - Higher Education for as long as the institution conducts an NHSDA Collegiate Program. A faculty member must be willing to serve as Chapter Sponsor.

Does the school need an NDEO Membership?

In order to establish a school chapter, the school first must obtain an NDEO membership at the Institutional Member - Higher Education level. A Chapter Sponsor (a dance teacher) should be identified and listed as the primary contact on the NDEO membership application. Membership information, costs and an online sign-up option are provided on the NDEO web site at www.ndeo.org. Typically the school's administration pays the dues, however, sometimes dance booster clubs or student groups provide funding. The NDEO membership must be renewed every year if the chapter is to remain active.

How do students get inducted?

Induction into NHSDA is earned through the accumulation of points awarded for meritorious work in dance that meets the honor society's general guidelines (see National Collegiate Point System at the end of this document). In addition, students must meet a minimum GPA requirement and demonstration of character, manifested through collaborative teamwork,

motivation, and leadership in the many aspects of dance that may include choreography, performance, teaching, and production.

At the Collegiate Level, the student must hold an NDEO Undergraduate or Graduate Student Membership at time of Induction and Graduation with Honors, maintain a GPA of at least 3.5/4.0, and earn a minimum of number points of approved activities in three strands (Artistic Merit, Leadership, and Academic Achievement) in 6 of 10 categories as cited in the NHSDA Collegiate National Point System.

- For NHSDA Induction, students need to earn a minimum of 45 points.
- For Graduation with Honors, students need to earn an additional 15 points for a total of 60 points, and submit a 500 -1,000 maximum word essay to their NHSDA Chapter Sponsor that describes their career goals and how the NHSDA and NDEO have impacted their career and life choices, or an equivalent essay written in senior thesis projects, Capstone exit writing, etc.

There is a one time Induction fee of \$8/student and a one time Graduation with Honors fee of \$8/student (please note that it is no longer possible to Induct Students and confer Graduation with Honors in the same transaction). The fees covers the costs of certificates and shipping.

What does a Chapter Sponsor do?

An NHSDA Collegiate Chapter is formed at the institutional level and is managed by a designated faculty member who serves as the Chapter Sponsor. The role of the Chapter Sponsor is critical in the implementation of a chapter in that the sponsor serves as the primary advisor for student inductees and aspiring inductees. The Chapter Sponsor's responsibilities are to:

- Set up an NDEO Institutional Membership - Higher Education at www.ndeo.org if your school/studio does not already have one.
- Fill out the New Chapter application at www.nhsda-ndeo.org (You will need your school's 4 or 5 digit NDEO Institutional Member Number for verification purposes.)
- Set up the chapter in cooperation with institutional policy and administrative guidelines. Consult your student government and academic affairs committee to ensure compliance.
- Promote the chapter within institution and local community
- Monitor student progress toward meeting Induction and Graduation with Honors criteria
- Ensure that students become members of NDEO by registering and paying the dues at www.ndeo.org
- Collect and pay Induction fees and Graduation with Honors fee (one time fee of \$8/student at each level)
- Ensure that students apply for Induction or Graduation with Honors online at at www.nhsda-ndeo.org (this is separate from their NDEO Membership)
- Induct students at www.nhsda-ndeo.org
- Approving students for Graduation with Honors at www.nhsda-ndeo.org
- Coordinate Induction and Graduation with Honors ceremonies (if desired)
- Provide induction information to appropriate institutional personnel so that Induction and Graduation with Honors can be noted on student transcripts

- Order optional gold honor pins at \$7/each (all inductees) and honor cords at \$15/each (Graduation with Honors recipients)

The Chapter Sponsor may or may not be the contact person for the NDEO Institutional Membership. However, Chapter Sponsor is highly encouraged to have a membership with NDEO, either as the contact person on the Institutional Account or through their own Professional Membership.

What does it cost?

The Institutional Membership - Higher Education for the school is \$250/year and must be renewed every year in order for the chapter to remain active.

Students must be NDEO Undergraduate Student Members (\$50/year), or NDEO Graduate Student Members (\$75/year) at the time of the Induction and receipt of Graduation with Honors.

There is a one time Induction fee of \$8/student and a one time Graduation with Honors fee of \$8/student (please note that it is no longer possible to Induct Students and confer Graduation with Honors in the same transaction). The Chapter should make one payment (\$8 per student x # of students) either by mailing one check or paying online by credit card. A charge will be automatically generated when you induct students at www.nhsda-ndeo.org, and you will be redirected to www.ndeo.org for payment (please note that you will need the log-in information for your school's NDEO Institutional account to pay online). The fee must be paid at each level of induction or recognition (ex: both for induction into the Secondary Program in High School and the Collegiate program in college; Induction into the Collegiate program and Graduation with Honors).

The optional gold honor pin for all Inductees is \$7 and the blue/white honor cord for Graduation with Honors recipients is \$15 – these items can be ordered through www.nhsda-ndeo.org. You will be directed to www.ndeo.org for payment (please note that you will need the log-in information for your school's NDEO Institutional account to pay online).

Where do I pay for Induction/Graduation with Honors fees and NHSDA Merchandise?

Once you have selected students for induction at www.nhsda-ndeo.org, a charge will be generated in the Institutional Membership's NDEO account automatically. You can also order pins and cords in the same transaction. You will be redirected to www.ndeo.org for payment. Please note that you will need the log-in information for your school's NDEO Institutional account to pay online. (This may differ from your log in information at www.nhsda-ndeo.org.)

If you choose to order pins and cords at a later time, you can by visiting the NHSDA Merchandise page at www.nhsda-ndeo.org. Again, you will be redirected to www.ndeo.org for payment. Please note that you will need the log-in information for your school's NDEO Institutional account to pay online.

STARTING AN NHSDA CHAPTER

How does the NHSDA chapter function as an organization within the school?

Decisions about the management and governance of the chapter are at the discretion of the Chapter Sponsor, taking into consideration institutional policies, the ages, abilities and interests of the students, the nature of the dance program, time constraints, and so on. There are two main ways the NHSDA is set up within schools:

1. **NHSDA Honor Only Model:** The chapter can be managed solely by the Chapter Sponsor and exists primarily to induct students who have met the criteria for induction. In this model, the Chapter Sponsor maintains all records and coordinates the induction of eligible students. Chapter activities, if they exist, are often run by the Chapter Sponsor as part of the curriculum and program but the focus is on “earning the honor” and the induction ceremony.
2. **NHSDA Club Model:** The chapter is set up as a student organization with elected student officers with the Chapter Sponsor acting as the faculty advisor. The chapter can be its own stand-alone student organization or exist as part of an existing student organization (such as an NDEO Student Organization* or another dance club). The school may require that the NHSDA chapter submit a constitution or bylaws. To the extent to which the Chapter Sponsor deems appropriate, the student officers have a role in maintaining records and coordinating induction ceremonies. In addition, the chapter may engage in other activities such as performances, fundraising, field trips, service projects and other activities that support the program’s mission and goals and students’ interests. If desired, regularly scheduled chapter meetings can be held, along with any demonstrations or lectures that may be of interest to or enhance the dance knowledge of NHSDA inductees. When applicable, Chapter Sponsors or designated students should prepare and distribute to the inductees a calendar of upcoming dance activities and NHSDA meetings.

**NDEO Student Organizations are a separate entity from NHSDA Chapters.
Learn more at www.ndeo.org*

What information will I need to complete the New Chapter application?

After signing up for an NDEO Institutional Membership at www.ndeo.org, you will apply for an NHSDA Chapter at www.nshda.org. You will need the following information to complete the application:

- a. Your 4 or 5 digit NDEO Institutional Membership ID #
- b. Name of Institution hosting the Chapter
- c. School’s mailing address
- d. Chapter sponsor’s name, phone and email
- e. Type of Chapter being started (in this case, Collegiate Chapter)
- f. Names and email addresses of up to 5 people who should be notified of your new chapter and student inductees, such as the Department Head, Dean, or additional faculty members

- g. A brief summary of the dance program offered at their school

Chapter Sponsor will receive a welcome letter and official chapter certificate in the mail within 2 to 4 weeks of their application being approved. The Chapter Sponsor may then set up and begin chapter activities.

I've just started a Chapter. How can I induct my current seniors in time for graduation?

In order to facilitate the start-up of a new chapter, it is permitted for soon to be graduating students who have been in the dance program and who already have met the induction criteria to use count previous activities toward induction. Points may be awarded retroactively for past activities as long as documentation of these activities is provided to the Chapter Sponsor. For example, if well documented, a Chapter Sponsor can retroactively award points for activities completed back to freshman year. The Chapter Sponsor may rely on grade transcripts, playbills from past productions, rehearsal schedules, and other anecdotal records in order to determine whether a student has met the criteria. Points should not be awarded retroactively for students who are not approaching graduation.

How long does it take a student to earn the appropriate number of points for induction?

On average it take a dance major or other serious, dedicated dance student about one full year to earn the 45 points needed for Induction. A student who approaches dance on a more part-time basis may take up to two years to qualify for induction. For new chapters starting in the Fall, student dance activities from the summer before school started can count towards points.

STUDENT INDUCTION AND GRADUATION WITH HONORS INFORMATION

How does a student apply for Induction?

Students are responsible for documenting all their activities that are worthy of points. Students can track their points using the Points Tracking Form on www.nhsda-ndeo.org, or using another method such as a spreadsheet, portfolio, or online system. Documentation must be submitted to the Chapter Sponsor by the requested deadline (to be determined by the sponsor). The student will then apply for induction at www.nhsda-ndeo.org and following the directions on the "Find Your Chapter Page." The student will enter their name (**exactly as it is to be spelled on their certificates**), current grade level, and contact information. They will also create a username and password for the site.

How does a student apply for Graduation with Honors?

Students who are interested in applying for Graduation with Honors must first be Inducted into NHSDA. If they have not, see the above steps to student induction. All students must be inducted before receiving Graduation with Honors. It is recommended that these be spread out by a few semesters to allow students adequate time to complete the additional points and writing sample. However, if this is not possible, students who have met the requirements for Graduation with Honors may be Inducted and then immediately apply for Graduation with

Honors. However, these must take place in two separate steps on the website, and the \$8 fee will apply twice as two separate certificates will be made by the system.

Students should continue to track their points using the Points Tracking Form on www.nhsda-ndeo.org, or using another method such as a spreadsheet, portfolio, or online system. Documentation must be submitted to the Chapter Sponsor by the requested deadline (to be determined by the sponsor). The Chapter Sponsor will then log in to www.nshda.org to confer the Graduation with Honors, using the information recorded on the student's Induction Application. **The student does not need to apply online for Graduation with Honors.**

What does role does the Chapter Sponsor play in the process?

The Chapter Sponsor should guide the students through the Induction process by providing them with all necessary information and resources, including requirements, deadlines, fees, etc. He or she should explain the criteria for Induction and Graduation with Honors and notify students that records of their activities will be maintained. Records for each prospective and active inductee should be made available for their perusal. The Chapter Sponsor also should provide a calendar that specifies deadlines for submitting documentation for induction.

The Chapter Sponsor of the NHSDA Collegiate Program Chapter will be responsible for approving / verifying points earned and for determining when each student has met the criteria for Induction and Graduation with Honors. Once documentation of points has been provided by the student, the Chapter Sponsor will fill out the Induction Rubric or Graduation with Honors Rubric for each applicant to maintain for the Chapter's records. They can then log on to www.nshda.org to complete the Induction or confer the Graduation with Honors.

Chapter Sponsors must also order the optional honor pins or cords if desired by students. (Students cannot order their own pins or cords.)

What do students get when they are Inducted and receive Graduation with Honors?

All students will receive official certificates at the time of Induction and Graduation with Honors printed and mailed to the school from the NDEO Home Office (this is included in the \$8/student induction fee). There is an additional fee for the optional gold honor pins for Student Induction (\$7 plus shipping) and blue/white Honor Cords for Graduation with Honors (\$15 plus shipping).

When are students Inducted or granted Graduation with Honors?

NHSDA Inductions are conducting on a rolling basis, with Chapter Sponsors determining the timeline for Induction that works best for the Chapter. There is no national deadline for Induction. Chapters may hold student Inductions may be held as many times as is necessary throughout the year, however, the average once or twice a year. The Chapter Sponsor should select an Induction date and tell students to have all proof of points earned turned in and apply for induction at www.nhsda-ndeo.org at least 5 weeks before the induction date. This gives the teacher a week to assimilate the names/points, complete the Induction Rubric for each student, verify inductions at www.nhsda-ndeo.org, collect the fees, submit payment for induction fees, order the pins or honor cords and plan the ceremony. To ensure that the induction certificates

are delivered before the induction ceremony, please make sure you complete the online induction application and pay the fees at least 3 weeks before the induction date.

The Chapter Sponsor should verify the Graduation with Honors online and pay the fees at least 3 weeks before they are needed. The Chapter Sponsor may decide to confer the recognition at a public ceremony (other than graduation), or may choose to distribute the materials privately. In either case, the student should wear the honor cord at all graduation ceremonies, provided it is allowed for in school policy. Please note that Graduation with Honors certificates and Honor Cords will be mailed to school address, so please plan to have them arrive before staff leaves for Winter or Summer break.

NHSDA INDUCTION AND GRADUATION WITH HONORS CRITERIA

The NHSDA induction criteria are designed to allow for flexibility at the chapter level so that honor society induction reflects and supports the school or studio's mission and circumstances. There are 3 main criteria – earned points, character and GPA.

1. Earned points in each of three major strands of the NHSDA National Collegiate Point System (45 for Induction, 15 additional for a total of 60 for Graduation with Honors):

- **Artistic Merit**
- **Leadership**
- **Academic Achievement**

The 3 strands offer 10 categories within which the student may earn points. Students are required to earn points from a minimum of 6 of the 10 categories which helps students expand the scope and depth of their experience and knowledge-base in the field of dance. Therefore, the number of points a student can accumulate in each category is limited.

Artistic Merit offers students the ability to earn points in 4 categories:

#1 Dance Technique and Dance Education Classes

This category awards points for studio technique classes taken in various genres of dance. In addition, it awards points for academic courses in dance that include the movement sciences (anatomy, kinesiology, Bartenieff, Pilates, etc.), dance pedagogy (teaching methodologies, standards and assessments, education theory and practicum, etc.), and specific academic courses (history, criticism, literature, research, philosophic foundation of dance, etc.). In addition, the student may earn points through participation and attendance in local, state and national (non-NDEO) conferences and the coursework therein obtained.

#2 Choreography

This category awards points for a broad range of choreographic works completed for assignments in- or outside of class, on-site or off-site. It awards points for original choreographic compositions created for adjudications such as American College Dance Festival Association (ACDFA) or similar festivals. It awards points for written reviews of dance performances that analyze choreographic composition (choreographic principals, elements of dance).

#3 Performance

This category awards points for on-site or off-site performance, and for participation in dance festivals such as American Dance Festival (ADF), Bates Dance Festival, ACDFA and others.

#4 Dance Production

This category encourages students to participate in some of the many aspects of dance production outside of the artistic realm (direction and management, business aspects, lighting, sound, costumes and wardrobe, makeup, videography and photography, documentation, publicity, etc.).

Leadership offers students the ability to earn points in 3 categories:

#5 Officer and Awards

This category awards points for serving as an officer in, or receiving awards from, the NHSDA Chapter or another organization associated with the institution or studio at a local, community, state or national level.

#6 Teaching and Mentoring

This category awards points for community outreach which frequently involves teaching classes, supporting dance activities, and mentoring others on or off-site.

#7 Charity or Fundraising

This category awards points for volunteer assistance and fundraising for community events on or off-site; volunteering to help at state or national conferences; and working in administrative capacities at the institution (studio or cultural center) at local, state and national levels.

Academic Achievement offers students the ability to earn points in 3 categories:

#8 Research and Scholarship

This category awards points for independently or collectively engaging in the dance research process, or for adding to the knowledge-base of the research field, or assisting in the dissemination of research. It includes assisting a faculty member with a research project; authoring or co-authoring a research paper; using the Dance Education Literature and Research descriptive index (DELRdi), or teaching others to use it; writing grants to secure research funding; reading and reporting on the various standards documents on the NDEO web; doing gap analyses on curriculum, research topics, 21st century skills, etc., and participating in the NDEO online forums.

#9 Advocacy

This category awards points for raising awareness in quality dance, art, and education related causes. It can involve writing letters to legislators, school boards, institutional administrators; visiting with congressional or other government leaders; developing and disseminating advocacy toolkits; participating in peaceful rallies or walks; and participation in local or national Arts Advocacy Days.

#10 NDEO and State Affiliate Meetings and Conferences

This category awards points for the student becoming actively involved in NDEO at a state and/or national level. This may include submitting proposal to present with a faculty advisor at state and/or national conference; attending the state or national conference, joining in the special interest groups, attending socials and network sessions with the local NDEO state affiliate, and assisting with the administration of state and national events

2. Demonstration of Character:

A student must receive an above average character reference from their Chapter Sponsor or another dance professor familiar with the student's character and work ethic.

For Student Induction the character reference focuses on the individual's self-motivation, respect for self and others, tolerance, resourcefulness, collaborative nature and team effort, creative spirit to solve problems, and willingness to help others as needed or possible.

For Graduation with Honors, the Chapter Sponsor or dance professor affirms the qualities observed for Induction. However, the character reference expands to be more inclusive of group and society observing one's ability to motivate others, offer thoughtful solutions that unite rather than divide, exercise judicious behavior in communications, do team-building, offer creative paths to new directions, encourage others to lead, and develop tangible personal and professional responsibilities to dance (as an interest, profession, or life-long learning experience) at local, state and national levels.

Determinations made for Character References are frequently made through personal observation and interaction with the student and peers, and the solicitation of input from other faculty either verbally or in writing.

3. Grade Point Average (GPA): The NHSDA requires a minimum of a 3.5 GPA for both Student Induction after 45 points have been earned; and Graduation with Honors after 15 additional points have been earned (total of 60 points).

The GPA is calculated on either the overall GPA (combined subject areas) or the dance GPA (academic excellence within the dance discipline), as determined by the chapter sponsor or faculty advisor in light of chapter goals and institutional policies.

The dance GPA works especially well in schools that offer a broad spectrum of coursework consisting of dance technique, choreography and composition, movement sciences (anatomy, kinesiology, Bartenieff, Palates, etc.), dance pedagogy (teaching methodology, standards and assessments, education theory and practicum, etc.), and specific academic courses (history, criticism, literature, research, philosophic foundation of dance, etc.).

The overall GPA works especially well in schools that offer accredited electives in dance but do not offer a full dance major or minor program.

Should a student's GPA fall below a 3.5 (dance or overall), there is no penalty or movement to dishonor the student. NHSDA designations remain with the student's record. The faculty advisor and/or Chapter Sponsor are encouraged to work with the student to help the student regain academic rigor.

All GPA records should be maintained by the sponsor or appropriate school personnel and should be handled in a manner that respects the privacy of the student and is in compliance with FERPA regulations.

STEPS TO STUDENT INDUCTION

The Chapter Sponsor should complete the following steps to induct their students:

- Review all student records; document points and GPA and complete an Induction Rubric for each student. The Student Induction Rubric can be found at the end of this handbook. This is provided for the Chapter Sponsor's use in determining when a student is eligible for induction. It is for the Chapter Sponsor's records/files. You do not need to turn these in to NDEO.
- Have students apply for Induction at www.nhsda-ndeo.org MAKE SURE THE STUDENT SPELLS HIS/HER NAMES CORRECTLY and exactly as they'd like it to be printed on their induction certificate – it will cost you another \$8 if you need to re-order the certificate to fix a misspelled name! You will receive an email confirmation when a student has applied for Induction.
- When you receive the email confirmation, you can log in to www.nhsda-ndeo.org to Induct Students. Click on **Control Panel**. On the Control Panel, click **NHSDA**. On the next page, click **Induct**. You will see a list of students who have applied for induction. Check off their name if they have met the qualification for induction. Below the list of names, you will be able to add pins and cords to your order. Once you have added the correct number of pins and cords (optional step), click **Save**. You will be redirected to www.ndeo.org to complete your order and pay with a Visa or MasterCard. You will need to log in with the Institutional Membership username and password for the NDEO website. If you do not have access to this information, you can call the NDEO Home Office at 301-585-2880 to pay by credit card, or send a check made payable to NDEO to National Dance Education Organization, 8609 Second Ave, Suite 203B, Silver Spring MD 20910.
- Determine how you will pay the \$8 per student induction fee. Will the school pay for it, or will each student contribute money? Payment can be made via credit card online or over the phone, or by sending a check. If using a check, please make ONE check payable to the NDEO home office for the total amount of all student induction fees. Certificates will not be sent until payment has been received.
- Set and publicize a date and plan the induction ceremony. Be sure that the date allows ample time for NDEO home office to print and mail the induction certificates. Begin planning the induction ceremony. An induction ceremony may take the form of an informal event conducted at an NHSDA meeting, or it may be set up as a formal affair to which parents and members of the school community are invited. The format of the induction ceremony is determined by the sponsor. Induction ceremonies have been conducted at restaurants and after performances or shows, and have included guest

speakers, the lighting of a candle, and even reciting of a chapter pledge. It is a great opportunity for a student to earn points by creating a unique chapter pledge. The Chapter Sponsor is encouraged to come up with a plan that meets the needs of the school as well as the desires of the students.

When the certificates arrive, sign each certificate on the Chapter Sponsor signature line. You can hand out the certificates during the induction ceremony, or at another convenient time. Also, don't forget to provide a list of the inductees to appropriate school personnel so that their induction will be noted in student transcripts or other records.

STEPS TO GRADUATION WITH HONORS

The Chapter Sponsor should complete the following steps to Induct their students with Graduation Honors:

- Review all student records; document points and GPA and complete a Graduation with Honors Rubric for each student. The Rubric can be found at the end of this handbook. This is provided for the Chapter Sponsor's use in determining when a student is eligible for induction. It is for the Chapter Sponsor's records/files. You do not need to turn these in to NDEO.
- Make sure all students have been previously inducted into NHSDA. If they have not, see the above steps to student induction. All students must be inducted before receiving Graduation with Honors. It is recommended that these be spread out by a few semesters to allow students adequate time to complete the additional points and writing sample. However, if this is not possible, students who have met the requirements for Graduation with Honors may be Inducted and then immediately apply for Graduation with Honors. However, these must take place in two separate steps on the website, and the \$8 fee will apply twice as two separate certificates will be made by the system.
- Log in to www.nshda.org to induct students with Graduation Honors. Log in to www.nhsda-ndeo.org and click on Control Panel. On the Control Panel, click NHSDA. On the next page, click Induct with Honors. You will see a list of students who have been inducted previously and are therefore eligible for Graduation with Honors, if they have met the additional requirements. (Note: There is no student application process for Graduation with Honors. It is up to the Chapter Sponsor to confirm interest in Graduation with Honors with the student, and log in to approve student for the honor.) Check off their name if they have met the qualifications for Graduation with Honors. Below the list of names, you will be able to add pins and cords to your order. Once you have added the correct number of pins and cords (optional step), click Save. You will be redirected to www.ndeo.org to complete your order and pay with a Visa or MasterCard. You will need to log in with the Institutional Membership username and password for the NDEO website. If you do not have access to this information, you can call the NDEO Home Office at 301-585-2880 to pay by credit card, or send a check made payable to NDEO to

National Dance Education Organization, 8609 Second Ave, Suite 203B, Silver Spring MD 20910.

- Determine how you will pay the \$8 per student Graduation with Honors fee. Will the school pay for it, or will each student contribute money? Payment can be made via credit card online or over the phone, or by sending a check. If using a check, please make ONE check payable to the NDEO home office for the total amount of all student induction fees. Certificates will not be sent until payment has been received.
- Decide how you will confer the Graduation with Honors. Will students be issued their certificates and honor cords at a public ceremony? If so, plan the event to allow plenty of time for students to receive the honor before graduation so that they can wear the honor cord at their graduation ceremony.

When the certificates arrive, sign each certificate on the Chapter Sponsor signature line. You can hand out the certificates during the induction ceremony, or at another convenient time. Also, don't forget to provide a list of the inductees to appropriate school personnel so that their induction will be noted in student transcripts or other records.

TRANSFERENCE

What happens if I have a student who transfers or changes programs?

Chapter Sponsors are obligated to supply the student's documented hours to all new sponsors when the student moves to a new school. Each chapter should accept all previously documented points and/or inductions, even if they come from a different type of program or dance setting.

Can a student be denied induction or stripped of their Induction?

Induction into NHSDA is based on three strands of achievement: artistic merit, leadership, and academic achievement. These are determined by the accumulation of 45 points for meritorious dance work, meeting the GPA requirement, and earning an above-average character rating. Students must meet each of these requirements in order to be inducted. Students who earn the points, while not earning the minimum GPA or the above average character rating, are not eligible for induction.

If students do not meet deadlines given by their Chapter Sponsor for submitting points, filling out the application, or paying the induction fee, the Chapter Sponsor reserves the right to require them to wait until the next induction period.

Student Induction is a lifetime recognition and NHSDA designations remain with the student's record; however, at the Chapter Sponsor's discretion, inducted students can be barred from Chapter activities should concerns arise about conduct or behaviors that might jeopardize their own safety, the well-being of others, or the integrity of NHSDA.

Can a student apply points earned in their NHSDA Secondary Program toward Collegiate Program Induction?

No points may be carried over from the Secondary Program into the Collegiate Program as the National Point System for college students has different requirements.

LOSS OF CHAPTER PRIVILEGES

Your college or university must remain an Institutional Member of NDEO for all long as you host an honor society chapter. If your membership lapses, your chapter will temporarily close and will be removed the NHSDA Directory. Your chapter will be re-activated and added back to the directory upon receipt of the Institutional Membership dues.

In rare instances, an institution may lose it's NHSDA Chapter privileges. These are determined on a case-by-case basis after careful deliberation by NDEO staff. Situations that may lead to a loss of Chapter privileges include:

- Withholding information about the NHSDA program requirements from interested students and/or parents, including the requirements for induction, induction fees, etc.
- Providing false information about the NHSDA program requirements to students and/or parents, including requirements for induction, induction fees, etc.
- Not providing information about a students' progress toward induction to a new school or studio when it is requested by the student and/or parents, in the event that the student needs or wants to transfer to a different program.
- Requiring commitments for induction above and beyond those in the national guidelines, such as participation in a specific studio program, paying excessive fees, etc.
- Withholding induction from students who have met the induction requirements.
- "Inducting" students who did not meet all of the induction requirements, including the GPA requirement.
- "Inducting" students who have not applied for induction at www.nhsda-ndeo.org, been approved by the Chapter Sponsor, and paid the \$8 induction fee.

National Honor Society for Dance Arts Induction Rubric for Collegiate Program

Student Name: _____

Induction Criteria	Credits Earned toward Induction
<p>Participation Points</p> <ul style="list-style-type: none"> ▪ To qualify for induction at the collegiate level, a student must earn 45 points from all three strands (Artistic Merit, Leadership and Academic Achievement) and from 6 of the 10 categories from the Collegiate National Point System. <ul style="list-style-type: none"> ○ <i>To graduate with honor cords the student must earn an additional 15 points their senior or last year in school (see separate form.)</i> 	<p>Enter the number of points awarded to the student to date:</p> <p># of Points Earned _____</p>
<p>Character Reference</p> <ul style="list-style-type: none"> ▪ Demonstration of: self-motivation, respect for self and others, tolerance, resourcefulness, collaborative nature and team effort, creative spirit to solve problems, and willingness to help others as needed or possible. ▪ The Chapter Sponsor, designated NHSDA Chapter officer or other dance professor familiar with the student should evaluate the student's demonstration of the above qualities on the basis of observation during classes, rehearsals and other dance program activities both inside and outside of school. <ul style="list-style-type: none"> ○ <i>A minimum "Above Average" rating in this category is required for induction</i> 	<p>After reviewing the student's performance, rate the student on the following scale:</p> <p><input type="checkbox"/> Excellent <input type="checkbox"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Fair <input type="checkbox"/> Poor</p>
<p>GPA</p> <ul style="list-style-type: none"> • A minimum 3.5 Overall GPA <p>OR</p> <ul style="list-style-type: none"> • A minimum of 3.5 GPA in Dance Technique and Dance-Related courses. In the case of dance majors, the Chapter Sponsor may include all coursework in the major. Dance related courses can include Dance History, Pedagogy, Choreography, Anatomy, Dance Notation, etc. 	<p>Enter the student's GPA to date</p> <p>= _____</p> <p>GPA Type Circle one:</p> <p>Overall Dance Only</p>

Induction Criteria Met Induction Criteria Not Met

Chapter Sponsor Signature: _____ Date _____

Note: This form is for the chapter's records and does not have to be submitted to NDEO during the student induction application process.

National Honor Society for Dance Arts Graduation with NHSDA Honors for Collegiate Program

Student Name: _____

Graduation Criteria	Credits Earned
<p>Participation Points</p> <ul style="list-style-type: none"> To “graduate with NHSDA honors” the student must earn an additional 15 points their senior or graduating year in school. They must have already earned 45 points and been previously inducted into the school’s honor society chapter. 	<p>Using the Collegiate National Point System Guidelines, enter the number of points earned:</p> <p># of Points Earned = _____</p>
<p>Character Rating</p> <ul style="list-style-type: none"> Affirms the qualities observed in Induction PLUS expansion to more inclusive of group and society demonstrating one’s ability to: motivate others, offer thoughtful solutions that unite rather than divide, exercise judicious behavior in communications, do team-building, offer creative paths to new directions, encourage others to lead, and develop tangible personal and professional responsibilities to dance (as an interest, profession, or life-long learning experience) at local, state and national. The Chapter Sponsor, designated NHSDA Chapter officer or other dance professor familiar with the student should evaluate the student’s demonstration of the above qualities on the basis of observation during classes, rehearsals and other dance activities both inside and outside of school. <i>A minimum “Above Average” rating in this category is required for induction.</i> 	<p>After reviewing the student’s performance, rate the student on the following scale:</p> <p> <input type="checkbox"/> Excellent <input type="checkbox"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Fair <input type="checkbox"/> Poor </p>
<p>GPA</p> <ul style="list-style-type: none"> A minimum 3.5 Overall GPA OR A minimum of 3.5 GPA in Dance Technique and Dance-Related courses within the Major or Minor program. Dance related courses can include Dance History, Pedagogy, Choreography, Anatomy, Dance Notation, etc. 	<p>Enter the student’s cumulative GPA in dance or overall courses, to date</p> <p>Dance GPA = _____ Or Overall GPA = _____</p>
<p>Essay – Statement of Purpose</p> <ul style="list-style-type: none"> The student has submitted a 500 -1,000 word essay to their Chapter Sponsor detailing their future career plans and how their education, the NHSDA honor and NDEO has impacted their life choices and overall success, or an equivalent essay from a senior thesis, capstone exit writing or other major project. Type of essay is at the Chapter Sponsor’s discretion. 	<p>Received:</p> <p>___ Yes</p> <p>___ No</p>
<p>Has continued to hold a current NDEO student membership since induction into the NHSDA Collegiate Program.</p>	<p>___ Yes ___ No</p>

Graduation with Honors Criteria Met
 Graduation with Honors Criteria Not Met

Chapter Sponsor Signature _____ Date _____

Note: This form is for the chapter’s records and does not have to be submitted to NDEO during the graduating with honors application process.