



**Collegiate  
Handbook**

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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 1,000 chapters in the US and over 10,000 students were 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 theater 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.

## **How is the NHSDA Program Structured?**

*The National Honor Society for Dance Arts is run on an institutional basis.* NHSDA Chapters at the Collegiate level are set up at individual colleges and Universities, and ***only students who are enrolled at that school may apply for induction.*** A dance faculty member must serve as the official Chapter Sponsor for the NHSDA Chapter at that location. Student volunteers may assist the Chapter Sponsor at the sponsor’s discretion, but all communication with NDEO must be conducted by the Chapter Sponsor. Individual students, not enrolled at a school that hosts a current NHSDA Chapter, are not eligible for induction.

## **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 level. The NDEO membership must be *renewed every year* if the chapter is to remain active. [\*Click here to view NDEO membership information and costs and sign up online.\*](#) Typically the school's administration pays the dues, however, sometimes student organizations may pay the dues.

# 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 and induction?**

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.

### *Student Benefits*

1. Recognition of their artistic merit, academic achievement, and leadership throughout their educational experience (Junior High - Collegiate)
2. Certificates at each level of induction, opportunity to wear the gold Honor Pin and blue and white Honor Cord
3. Mentorship from Chapter Sponsor and networking with peers
4. Leadership and development opportunities within their NHSDA Chapter, as they can assist the Chapter Sponsor with Chapter administration, record keeping, fundraising, and event planning

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 are encouraged to cite their NHSDA induction and honors in scholarship applications and/or resumes for employment.

### ***Institutional Benefits***

1. Establishing an NHSDA Chapter allows you to recognize your outstanding students for their artistic merit, leadership, and academic achievement, creating parity with other academic disciplines who sponsor honor societies
2. Your institution will be searchable on the NHSDA website, allowing for additional promotion of your program internationally
3. NHSDA can serve as a recruitment tool, attracting students who are familiar with the National Honor Society for Dance Arts from their high school programs as well as those who wish to become a part of this dynamic national organization

### ***Benefits for the Field of Dance Education***

By recognizing outstanding dance students nationwide for their artistic merit, leadership, and academic achievement and providing institutions with a way to promote their dance programs, NHSDA helps to advance the field of dance education centered in the arts.

### **How is the NHSDA Program Structured?**

*The National Honor Society for Dance Arts is run on an institutional basis.* NHSDA Chapters at the Collegiate level are set up at individual colleges and Universities, and *only students who are enrolled at that school may apply for induction.* A dance faculty member must serve as the official Chapter Sponsor for the NHSDA Chapter at that location. Student volunteers may assist the Chapter Sponsor at the sponsor's discretion, but all communication with NDEO must be conducted by the Chapter Sponsor.

Individual students, not enrolled at a school that hosts a current NHSDA Chapter, are not eligible for induction.

## **Who can start a chapter of the Collegiate Program of the National Honor Society for Dance Arts?**

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 level. The NDEO membership must be renewed every year if the chapter is to remain active. [Click here to view NDEO membership information and costs and sign up online.](#) Typically the school's administration pays the dues, however, sometimes student organizations may pay the dues.

## **How do students get inducted and receive Graduation with Honors recognition?**

Induction into NHSDA is earned through the accumulation of points awarded for meritorious work in dance that meets the honor society's general guidelines ([click here for National Collegiate Point System](#)). 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 and a one time Graduation with Honors fee (please note that it is no longer possible to Induct Students and confer Graduation with Honors in the same transaction). The fees cover the costs of certificates and shipping. Please see [Program Costs](#) for information on fees and how to submit payment.

## **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](http://www.ndeo.org) if your school does not already have one.
- **Fill out the New Chapter application at [nhsda-ndeo.org/startachapter](http://nhsda-ndeo.org/startachapter) (You will need your school's 4 or 5 digit NDEO Institutional Member Number for verification purposes.)**
- Set up the chapter in cooperation with the school/studio policy and administrative guidelines. Some schools may require that you have a club constitution or bylaws.
- Promote the chapter within the school/studio community
- Monitor student progress toward meeting induction and **Graduation** (You can utilize parent or student volunteers to help.)
- Ensure that students become members of NDEO by registering and paying their membership dues at [www.ndeo.org](http://www.ndeo.org)
- Collect and pay induction fees (one time fee of \$8/student)
- Collect and pay graduation with honor fees (one time fee of \$8/student)
- **Ensure that students apply for induction at [nhsda-ndeo.org/findyourchapter](http://nhsda-ndeo.org/findyourchapter)**
- **Induct students via the online process at [www.nhsda-ndeo.org](http://www.nhsda-ndeo.org)**
- **Approve students for Graduation with Honors at [www.nhsda-ndeo.org](http://www.nhsda-ndeo.org)**
- Coordinate Induction and Graduation with Honors ceremonies (if desired)
- Provide Induction and Graduation with Honor information to appropriate school or school district personnel so that induction can be noted on student transcripts

- Order optional gold honor pins at \$8.50/each (all inductees) and honor cords at \$17.50/each (Graduation with Honors recipients)

The Chapter Sponsor may or may not be the contact person for the NDEO Institutional Membership. However, the 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.

# Program Costs

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 per student**. The school/university should make one payment (\$8 per student x # of students inducted) at the time of induction either by mailing one check or paying online by credit card. Graduation with Honors is \$22.50 per student and now comes with a medallion in addition to a sponsor printed certificate.

## **Sponsor-Printed Certificates:**

Decide before inducting students if you would like to print your own certificates or if you would like NDEO to print and mail the certificates. The default is set for Sponsors to print, but if the Chapter Sponsors would like to switch it to NDEO Print option, please be sure to check the correct box when inducting or change the setting on your profile. This new Sponsor Print option allows the Chapter Sponsor to immediately have access to their student's certificates after payment has been made. The link to the certificates will be in the Sponsor's NHSDA dashboard on the NHSDA website. The Sponsor Printed certificates contain copy as well as a multicolor border and can be printed on a color printer on the Sponsor's choice of plain paper or cardstock.

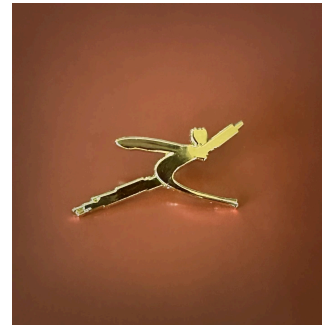
There will be a higher cost if the Chapter Sponsor would like NDEO to print and ship the Induction certificates to them. **Please see the below chart for the difference in pricing. Please have students spell their name correctly and in the format they would like it to appear on their certificate (including capitalization). If you selected NDEO Print/Mail for your certificates and a change needs to be made to the certificate, it will be an additional \$8 to have it fixed and re-mailed to you.**

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***NHSDA Cord***



***Induction Pin***



The optional gold induction pin (pictured on the right) for all Inductees is **\$8.50** and the blue/white NHSDA cord (pictured on the left) for graduating students is **\$17.50**.

## Graduation with Honors Medallion



Graduation with Honors comes with a sponsor printed certificate and a medallion; the cost for Graduation with Honors is \$22.50. Medallion cannot be ordered separately.

The Chapter Sponsor should submit induction approvals and payments at least three weeks before the induction/graduation ceremony to not incur additional fees and to ensure adequate shipping time.

|                                   | <b>Sponsor<br/>Print<br/>Certificate<br/>&amp; Induction<br/>Fee</b> | <b>NDEO/Print<br/>Mail<br/>Certificate &amp;<br/>Induction<br/>Fee</b> | <b>Induction<br/>Pin</b> | <b>NHSDA<br/>Cords</b> |
|-----------------------------------|--|--|--------------------------|------------------------|
| <b>Induction</b>                  | \$8  | \$12   | +\$8.50                  | +\$17.50               |
| <b>Graduation<br/>with Honors</b> | \$22.50<br>(includes<br>medallion)                                   | N/A  | +\$8.50                  | +\$17.50               |

## **Mailing Address for Checks (make check payable to NDEO)**

**NDEO**  
**8609 Second Avenue, Suite 203-B**  
**Silver Spring, MD 20910**

## **How do I pay for Student Inductions and NHSDA Merchandise?**

Once you have selected students for induction in your NHSDA portal, a charge will be generated and you can choose to have it billed to the NDEO Institutional Membership account attached to the chapter. You can also order pins and cords in the same transaction. If you choose to order pins and cords at a later time, you can do so when logged into your NHSDA portal. Please allow up to three weeks for processing on all NHSDA merchandise orders. All transactions must go through the Chapter Sponsor. Students/Parents may not pay induction fees directly to, or order merchandise directly from, NDEO. Payment must be received in full before students are inducted and items can be shipped.

# Starting A Chapter

## **Who can start a chapter of the Collegiate Program of the National Honor Society for Dance Arts?**

An NHSDA Collegiate Program Chapter can be implemented in any postsecondary institution that supports accredited dance coursework. A dance faculty member will need to serve as the Chapter sponsor. The postsecondary institution must have a Higher Education Institutional Membership with the **National Dance Education Organization (NDEO)** in order to apply for a chapter. The Institutional Membership must be renewed annually in order to maintain the chapter.

## **How do I apply online to start a Chapter?**

1. The main contact for Institutional Membership to log into their NDEO account
2. On the NHSDA webpage select “Start A Chapter” from the top menu
3. At the top of the page, click “Apply to Start A Chapter”
4. Complete the Chapter Application and press save
5. You will receive an email with 1-2 week sconfirming that your chapter has been approved.

If you are unsure if a Chapter has already been established at your school, you can search the directory on the student application page. Type in the name of your school or the city and state to find current chapters.

# Induction 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 [Point Tracking Worksheet](#) or 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 the 'Apply for Induction' page. The student will need to be logged into their undergrad or graduate membership account to apply for induction.

## **What role does the Chapter Sponsor play in the Induction 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 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 will be responsible for approving / verifying points earned and for determining when each student has met the criteria for Induction. Once documentation of points has been provided by the student, the Chapter Sponsor will fill out the Induction Rubric for each applicant to maintain for the Chapter's records. The Chapter Sponsor can then log into their account to finish the induction process. **The Chapter Sponsor should**

**submit induction approvals and payments at least three weeks before the induction ceremony** in order to allow ample time for the NDEO home office to print and mail the induction certificates.

Chapter Sponsors must also complete the transaction for induction fees (which include the certificate) and order the optional honor pins or cords if desired by students.

**Students/parents cannot pay individual induction fees or order pins or cords.**

## **What do students receive when they are inducted?**

All students will receive official certificates of Induction; these can either be printed and mailed to the school from the NDEO Home Office (\$12 fee) or the sponsor can print them/save them as a PDF (\$8 fee). There is an additional fee for the optional gold honor pins for Student Induction and blue/white Honor Cords for graduating seniors. See [Program Costs](#) for information on fees and how to submit payment.

## **When are inductions held?**

NHSDA Inductions are conducted 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 Inductions as many times as is necessary throughout the year, however, the average appears to be two inductions a year – once before winter/holiday break and again in May/June. The Chapter Sponsor should select an induction date and tell students to have all proof of points earned turned in and their online application completed through the Student Application Page 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, collect the fees, submit

payment for induction fees, order the pins or honor cords and plan the ceremony. **To ensure that the NHSDA items are delivered before the induction ceremony, please make sure you complete the online induction application and pay the fees at a minimum of three weeks before the induction date.**

# NHSDA Student Induction Criteria

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.

The NHSDA Induction criteria are designed to allow for flexibility so that honor society induction reflects and supports the school's mission and circumstances. There are 3 main criteria: earned participation points; character; and GPA.

## *Earned Participation Points*

To qualify for induction, the student must earn points in each of three major strands of the NHSDA National Collegiate Point System for **a total of 45 points**.

- 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 obtained therein.

## **#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 principles, 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

## *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.

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.

## **Grade Point Average (GPA)**

The NHSDA requires a minimum of a 3.5 GPA for Student Induction after 45 points have been earned.

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 for Induction

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

1. Review all student records: Document points and GPA and complete an [Induction Rubric](#) for each student. The [Induction Rubric](#) 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 into NDEO.
2. Set and publicize a date and plan the induction ceremony: 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 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. Induction Ceremony Ideas can be found in the resources section of the handbook.
3. Have the students apply for Induction: They can apply [here](#). MAKE SURE THE STUDENT SPELLS THEIR NAME CORRECTLY and exactly as they'd like it to be formatted on their induction certificate. You will receive an email confirmation when a student has applied for Induction. 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.
4. When you have received the email confirmations for all of the students for the current induction cycle:

- Log in to your NDEO Account to Induct Students
- Click on Manage NHSDA Chapter(s) in your Dashboard
- On the next page click on Manage Chapters
- Click on the chapter where you would like to process inductions
- Click on the Purple INDUCT STUDENTS HERE button at the top of the page. You will see a list of students who have applied for induction.
- Enter the GPA and Points in the boxes provided for the corresponding student you are inducting.
- Select the type of induction you would like give the student: Induction with Self-Print Certificate (\$8), Induction with Mailed Certificate (\$12), or Induction + Graduation with Honors (\$30.50)\* and then click on the Pay Fee? checkbox next to the names of students you are inducting
  - *\*Induction + Graduation with Honors is given to Seniors who haven't been inducted yet and the Chapter Sponsor would like to give them Graduation with Honors and Induct them at the same time*
- Click on ADD ALL CHECKED INDUCTIONS TO CART. A pop-up will appear and you can either induct more students, add cords/pins to your cart, or check out
- *OPTIONAL:* Below the list of names, you will be able to add pins and cords to your order. Add the quantity you would like to order and click ADD TO CART. Once you have added the correct number of pins and cords (optional step), click GO TO CART AND CHECKOUT.
- Your Shopping Cart will appear, please check to make sure nothing is missing and at this time you can select if you would like the items to be billed to chapter so the institution will be listed on the invoice. Students will not be inducted until the fees are paid.

- After making sure everything looks good click the Checkout button at the bottom of the screen.
  - If you ordered items that will be shipped please fill out the Shipping Information and then click Continue at the bottom of the page
  - In the Payment section you can pay with Credit Card or you can click on Bill Me if you need to get the invoice approved before paying. Students will not be inducted until the fees are paid. Follow the on screen directions for Bill Me to print the invoice. Outstanding invoices can be viewed in your NHSDA portal
5. If you have selected the Sponsor Print option to print the inducted student's certificates: The option to print the student's certificate will appear after the induction fee has been paid. You also have the option of reprinting your student's certificates.
- Go back to NHSDA portal
  - Scroll down to the Student Roster section and find the student whose certificate you would like to print
  - Click on the printer symbol next to their name in the Options column
  - A new screen will appear with their certificate and you can either save it as a PDF or print it right then
  - Sign each certificate on the Chapter Sponsor signature line: You can hand out the certificates during the induction ceremony or at another convenient time. 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.

## **Printable Induction Instruction**

# Graduation with Honors Information

Graduation with Honors is a prestigious opportunity that is offered to graduating students. It indicates that not only have they met the national requirements for Induction into the National Honor Society for the Dance Arts but that they have reached even higher and have continued to excel not only in dance but in their dedication to the tenants of the NHSDA.

## **How does a student apply for Graduation with Honors?**

*The student does not need to apply online for Graduation with Honors.*

Students who are interested in receiving Graduation with Honors must first be inducted into NHSDA. If they have not, see the Steps for Induction. It is recommended that the time between Induction and receiving Graduation with Honors 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 the Chapter Sponsor can immediately confer Graduation with Honors to the student's Induction via the NHSDA website.

At the Collegiate Level, the student must hold an NDEO Undergraduate or Graduate Student Membership at time of 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.

Students should continue to track their points using the Points Tracking Form, 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 into ndeo.org and access their NHSDA portal to confer the Graduation with Honors to the student's Induction

## **What role does the Chapter Sponsor play in the Graduation with Honors process?**

The Chapter Sponsor should explain the criteria for 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 Graduation with Honors.

The Chapter Sponsor will be responsible for approving / verifying points earned and for determining when each student has met the criteria for Graduation with Honors. Once documentation of points has been provided by the student, the Chapter Sponsor will fill out an Induction Rubric with the Graduation with Honors information for each applicant to maintain for the Chapter's records. They can then log on to ndeo.org and access their NHSDA portal to confer the Graduation with Honors to the student's Induction. **The Chapter Sponsor should submit induction approvals and payments at least three weeks before the induction ceremony** in order to allow ample time for shipping of the Graduation with Honors medallions.

Chapter Sponsors must also complete the transaction for Graduation with Honors fees (which include the certificate and the Graduation with Honors medallion) and order the optional honor pins or cords if desired by students. **Students/parents cannot pay individual induction fees or order pins, cords, or the Graduation with Honors medallion.**

**The Chapter Sponsor should tell students to have all proof of points earned turned in at least 5 weeks before the graduation ceremony date.** This gives the teacher a week to assimilate the names/points, complete the Graduation with Honors Rubric for each student, confer Graduation with Honors, collect the fees, submit payment, order the pins or honor cords, and plan the optional recognition ceremony. Please note that Graduation with Honors medallions will be mailed to school address, so please plan to have them arrive before staff leaves for Winter or Summer break.

## **What do students get when they receive Graduation with Honors?**

All students will receive official certificates that the Chapter Sponsor can print and a Graduation with Honors medallion mailed to the school from the NDEO Home Office. There is an additional fee for the blue/white Honor Cords, which may be purchased when conferring Graduation with Honors.

## **When are students granted Graduation with Honors?**

NHSDA Graduation with Honors recognition is conducted on a rolling basis, with Chapter Sponsors determining the timeline for recognition that works best for the Chapter. There is no national deadline for granting Graduation with Honors status to an Inductee.

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 and/or Graduation with Honors medallion at all graduation ceremonies, provided it is allowed for in school policy.

# Graduation with Honors Criteria

## **Earned Participation Points and Essay Submission**

This category reflects points earned for meritorious participation in each of three major strands of the [NHSDA National Collegiate Point System](#). Chapter Sponsors may use their discretion within the Point System in awarding points – from zero to the maximum – according to the quality of the work performed in a given activity. After being Inducted following the NHSDA Collegiate Induction Criteria, students will continue to accumulate points until they have earned the points required for Graduation with Honors.

To qualify for Graduation with Honors within the Collegiate Program, a student must earn **15 points** beyond their initial induction requirements for a total of 60 points. Graduation with Honors candidates should submit documentation (e.g., programs, signed letters of participation) for any activities outside of the chapter’s program to the Chapter Sponsor.

Students applying for Graduation with Honors will need to submit a **500-1,000 word essay** to their NHSDA Chapter Sponsor that describes how their participation in dance and the NHSDA has impacted their academics, leadership skills, artistry and life choices, or an equivalent essay as approved by the Chapter Sponsor. This essay should not be turned into NDEO.

## **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 Graduation with Honors, the Chapter Sponsor or dance professor affirms the qualities observed for Induction. 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.

## **Grade Point Average (GPA)**

The NHSDA requires a minimum of a **3.5 GPA** for Graduation with Honors.

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.

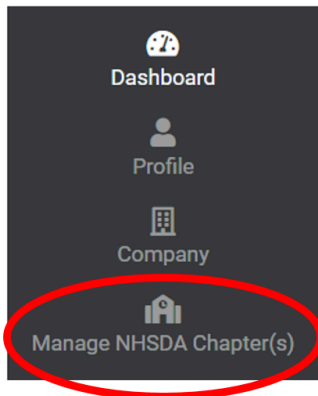
All GPA records should be maintained by the sponsor or appropriate school personnel and should be handled in a manner that respects the privacy of the student and is in compliance with [FERPA regulations](#).

# Steps for Graduation with Honors

## **The Chapter Sponsor should complete the following steps to grant Graduation with Honors to their students:**

1. **Review all student records:** document points and GPA and complete a Junior/Secondary Graduation with Honors Rubric for each student. You do not need to turn these into NDEO.
2. **Confirm previous Induction of all Graduation with Honor Students:** Make sure all students have been previously inducted into NHSDA. If they have not, see the above Steps for 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.
3. **Log in to the NHSDA Portal** in your NDEO account to grant students Graduation with Honors status. Please note that the students do not have to reapply online for Graduation with Honors.
  - **Log in to your NDEO Account** to grant students Graduation with Honors

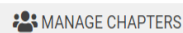
- **Click on Manage NHSDA Chapter(s)** in your Dashboard



- On the next page **click on Manage Chapters**

## Manage NHSDA Chapter(s)

Below are the options currently available to you.

 MANAGE CHAPTERS

- **Click on the chapter** where you would like to process Graduation with Honors

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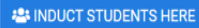
### Chapter List - 1 Record(s)

| Chapter Name                 | Type           |
|------------------------------|----------------|
| <a href="#">Test Chapter</a> | Junior Chapter |

- **Click on the Blue INDUCT STUDENTS HERE** button at the top of the page. You will see a list of students who have applied for induction or who

are able to receive Graduation with Honors.

If you need to change the sponsor, change the chapter's additional contacts, or change the program description for the chapter, then please contact NDEO staff.



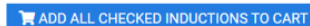
- **Enter the GPA and Points** in the boxes provided for the corresponding student you are giving Graduation with Honors

[BACK TO CHAPTER MANAGEMENT](#)

### Induction Roster

3 Student(s)

| Name           | GPA                               | Points                              | Type                                   | Options   |
|----------------|-----------------------------------|-------------------------------------|--|---|
| Chu, Jan       | <input type="text"/>              | <input type="text"/>                | Select One... <input type="checkbox"/> | <input type="checkbox"/> Check All<br><input type="checkbox"/> Uncheck All<br><input type="checkbox"/> Pay Fee? |
| Test, SingTest | <input type="text" value="3.00"/> | <input type="text" value="56.00"/>  | Select One... <input type="checkbox"/> | <input type="checkbox"/> Pay Fee?   |
| Popovich, Jeff | <input type="text" value="4.00"/> | <input type="text" value="100.00"/> | Select One... <input type="checkbox"/> | <input type="checkbox"/> Pay Fee?   |



- **Select the type of induction** you would like give the student: Graduation with Honors (\$22.50) or Induction + Graduation with Honors (\$30.50)\* and then click on the Pay Fee? checkbox next to the names of students you are

## giving Graduation with Honors

|                |                      |                      |   |                                   |
|----------------|----------------------|----------------------|---|-----------------------------------|
| Chu, Jan       | <input type="text"/> | <input type="text"/> | Select One.. <input type="checkbox"/>                     | <input type="checkbox"/> Pay Fee? |
| Popovich, Jeff | 4.00                 | 100.00               | Graduation with Honors (\$22.50) <input type="checkbox"/> | <input type="checkbox"/> Pay Fee? |

[ADD ALL CHECKED INDUCTIONS TO CART](#)

- **Click on ADD ALL CHECKED INDUCTIONS TO CART.** A pop-up will appear and you can either induct more students, add cords/pins to your cart, or check out

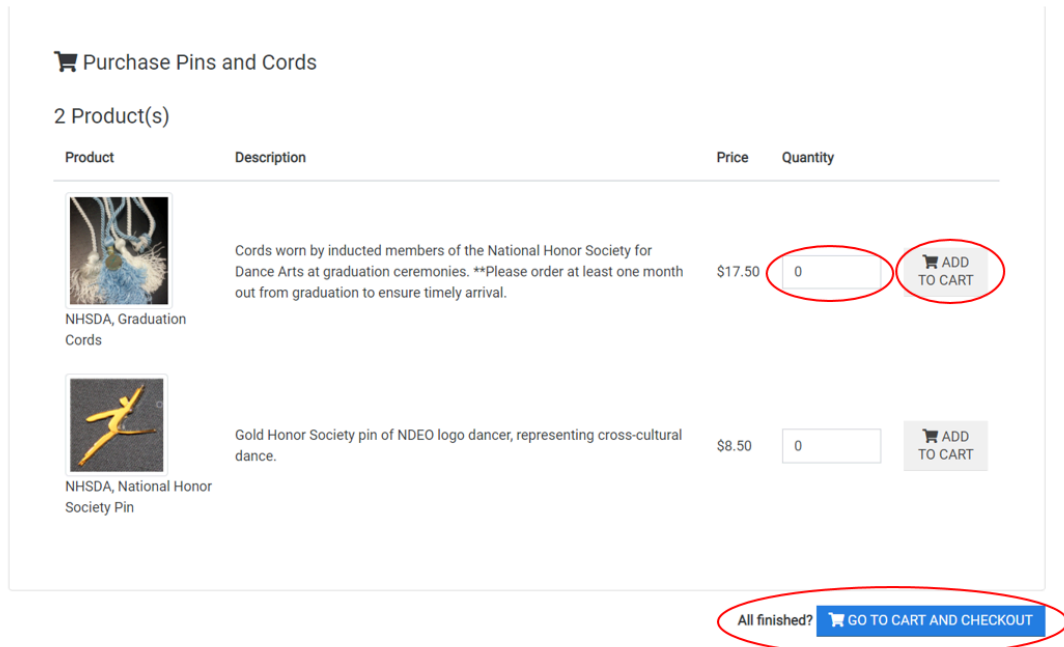
✓ Items added to cart!

Would you like to continue managing inductions, or proceed to checkout?

[CONTINUE MANAGING INDUCTIONS](#) [CHECKOUT](#)

- **OPTIONAL:** Below the list of names, you will be able to add pins and cords to your order. Add the quantity you would like to order and click ADD TO CART. Once you have added the correct number of pins and cords (optional

step), click GO TO CART AND CHECKOUT.
















- Your Shopping Cart will appear, please check to make sure nothing is missing and at this time you can select if you would like the items to be billed to chapter so the institution will be listed on the invoice. **Students will not receive Graduation with Honors until the fees are paid.**
- After making sure everything looks good **click the Checkout button** at the bottom of the screen.
- If you ordered items that will be shipped please **fill out the Shipping Information** and then **click Continue** at the bottom of the page
- In the Payment section you can **pay with a Credit Card** or you can **click on Bill Me** if you need to get the invoice approved before paying. Students will not be inducted until the fees are paid. Follow the on screen directions for Bill Me to print the invoice. Outstanding invoices can be viewed in your NHSDA portal

4. Printing Graduation with Honors Certificates: The option to print the student's certificate will appear after the Graduation with Honors fee has been paid. You also have the option of reprinting your student's certificates.

- Go back to NHSDA portal
- Scroll down to the Student Roster section and find the student whose certificate you would like to print
- Click on the printer symbol next to their name in the Options column

4 Student(s)

| Name            | Status            | App Date   | Induct Date | Honors Induct Date | Grad Year | GPA  | Points | Options   |
|-----------------|-------------------|------------|-------------|--------------------|-----------|------|--------|---|
| Chu, Jan        | Applicant         | 11/18/2021 | 11/18/2021  |                    | 2022      |      |        |      |
| Test, SingTest  | Pending Induction | 12/29/2021 |             |                    | 2022      | 3.00 | 56.00  |      |
| Popovich, Jeff  | Inductee          | 11/3/2021  | 11/3/2021   | 11/3/2021          | 2022      | 4.00 | 100.00 |     |
| Gonzagaz, Lukas | Alum              | 11/22/2021 |             |                    | 1999      |      |        |      |

- A new screen will appear with their certificate and you can either save it as a PDF or print it right then
- Sign each certificate on the Chapter Sponsor signature line: You can hand out the certificates during the induction ceremony or at another convenient time. 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, including wearing NHSDA cords at graduation, 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 Privileges

Your school 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 from the NHSDA Directory. Your chapter will be reactivated 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 and active NDEO student membership.
- "Inducting" students who have not applied for induction, been approved by the Chapter Sponsor, and paid the induction fee.

## ***NHSDA National Induction Point System***

Students must earn a total of 45 points for Induction and 15 additional points for Graduation with Honors, for a total of 60 points. Points are earned across three strands – Artistic Merit, Leadership, and Academic Achievement. There are a total of 10 categories within which the student may earn points. Students are required to earn points from a minimum of 6 categories to 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. [Click here to view and download the Collegiate Point System.](#)

## **Rubrics**

Each student should submit a completed rubric directly to their Chapter Sponsor when applying for Induction and Graduation with Honors. [Click here to download the NHSDA Collegiate Program Rubrics for Induction and Graduation with Honors.](#)

***Chapter Sponsors should keep these forms for their own files, as well as documentation of all points. Induction rubrics do NOT need to be turned into NDEO.***

# **Resources**

## **Handbooks**

**Collegiate Chapter Sponsor Handbook**

## **Points Tracking**

**Collegiate Induction Point System**

**Point Tracking Worksheet**

## **Induction and Graduation with Honors Rubrics**

**Collegiate Rubrics**

## **Induction Ceremony Resources**

**NHSDA Sample Pledges**

**NHSDA Sample Induction Ceremony**

## **Additional Resources**

**Sample Constitution (Collegiate)**

# Frequently Asked Questions

## **Why isn't my chapter showing up in the Chapter Search?**

If your chapter is not appearing on the NHSDA website, there are several possibilities:

**A. If you are unable to locate your chapter in the Chapter Search**, please try being less specific in your search. For example, if you attend Pretend High School for the Arts in Silver Spring, MD, try typing just the word "Pretend" in the school name field, and leaving the City and State fields blank as you run your search.

**B. If the NDEO Institutional Membership affiliated with your NHSDA chapter has at any point expired, your chapter has automatically closed.** Please contact an NDEO staff member ([nhsda@ndeo.org](mailto:nhsda@ndeo.org)) for assistance. We will reactivate your chapter for you. Please do not complete a new chapter application if your school has a previously active chapter in our online system

**C. If you have not previously applied for a chapter of the NHSDA, please follow the instructions below to do so:**

- The main contact for Institutional Membership must log into their NDEO account.
- Select "Start A Chapter" from the top menu.
- At the top of the page, click "Apply to Start A Chapter."
- Complete the Chapter Application and press save.
- You will receive an email within 1-2 weeks confirming that your chapter has been approved.

## **How do I retrieve my username and password if I have forgotten it?**

If you have forgotten your username or password, please email [membership@ndeo.org](mailto:membership@ndeo.org).

## **I have students who are ready for induction, how do they apply online?**

Before you can approve your students for induction, they will need to apply for induction online by following the steps below:

1. Go to the NHSDA website.
2. Select “Apply for Induction” from the menu at the top of the page.
3. Complete the Member Signup Form by filling out your general information, address and other contact information, and creating a username and password.
4. In the “NHSDA Chapter Name” box, type in the name of your school or studio.
5. Click “Search.”
6. Scroll down and locate your chapter in the list of schools. Once you find the correct chapter, click the name of the NHSDA Chapter to and then click on the gray apply for induction button.
7. Enter your Graduation year.
8. Upload point tracking worksheet or transcript if requested by the Chapter Sponsor.

## **How do I access a list of all applicants and inductees in my chapter?**

You can view a list of all students who have applied for induction into your chapter by following these steps:

1. After logging into your NDEO account, click on Manage NHSDA Chapters.
2. Once you get to the NHSDA Portal scroll down until you see 'Student Roster'.
3. There you can sort by induction/graduation with honors date, name, and status.

## **How do I purchase pins and cords for previously inducted students?**

Once the chapter sponsor is logged into their account they will go to the NHSDA portal and you can order cords and pins there.

## **How long do NHSDA items take to ship?**

NDEO guarantees shipment of items within 3 weeks of the date of payment. Expedited shipping may be offered for an additional fee, but is not always available. Please contact [nhsda@ndeo.org](mailto:nhsda@ndeo.org) to request expedited shipping.

## **How do I request an invoice?**

Please place your order online before emailing [nhsda@ndeo.org](mailto:nhsda@ndeo.org) to request an invoice.

## **Does NDEO accept purchase orders as payment?**

NDEO's policy is that payment must be received in full before certificates or merchandise will be shipped. A purchase order is not considered payment; a check or credit card payment must be received in order for NDEO to ship NHSDA certificates or merchandise. If you have questions or need to request a special arrangement based on your school's purchasing policies, please contact our Director of Finances Vilma Braja at [vbraja@ndeo.org](mailto:vbraja@ndeo.org) . Special arrangements may be made on a case-by-case basis and only in rare circumstances. Any special arrangement will result in a delay to your order, so

please contact us at least one to two months in advance of your induction or graduation date to get the process started.

### **My chapter certificate has an error on it, what do I do?**

To request a replacement chapter certificate please contact [nhsda@ndeo.org](mailto:nhsda@ndeo.org), please note that all reprinted/replacement chapter certificates cost \$4. The cost stays the same even if you are requesting a PDF version of the certificate.

***For additional questions, please email [nhsda@ndeo.org](mailto:nhsda@ndeo.org).***