



**Request for New College Credit Certificate Program
Revised December 2024**

Definition of College Credit Certificate

A college credit certificate program is “an organized curriculum of college credit courses offered as a distinct area of study that leads to specific educational or occupational goals, and for which the university awards a certificate, diploma, or similar form of recognition upon completion” [BOG Regulation 8.011].

Proposal

Instructions: Using the section headers below, please create a narrative document that addresses the requirements noted in each section. The final proposal document should not include the “Notes” that are provided in each section below.

Signatures through and including Academic Dean should be collected by the certificate program director or College. The proposal and signature page should then be emailed to by the College Assistant or Associate Dean to Dr. Amy Guerette in the Office of Faculty Development and Advancement (FDA). FDA will review and obtain the remaining signatures (Director or Institutional Performance and Assessment through VP for FDA).

1. Purpose of the Certificate Program

The proposed Dance Accompanying Certificate is designed to prepare highly skilled musicians for the specialized art of accompanying dance classes. Open to graduate students across the university who possess the requisite musical skill and knowledge, the certificate will primarily attract music majors and selected dance majors interested in expanding their professional opportunities and deepening their understanding of live collaboration in dance settings.

Value and Need

Live musical accompaniment is a cornerstone of high-quality dance training, yet there are very few formal programs worldwide that provide structured preparation for this profession. By establishing this certificate, the university will fill a critical gap in arts education and position itself as a leader in this field. The program will offer a credential recognized by employers and professional organizations, signaling a graduate’s readiness for paid work as a dance accompanist in universities, professional companies, and dance studios.

Skills and Knowledge Base

Students completing the certificate will develop:

- **Improvisation for dance classes**, including real-time responsiveness to movement phrases and varying tempos.

- **Rhythmic and stylistic versatility** across ballet, contemporary, and other dance techniques.
- **Fluency in dance technique vocabulary** and the ability to translate verbal and visual cues from instructors into music.
- **Rehearsal etiquette and professional collaboration skills**, including understanding classroom dynamics, supporting dance instructional processes, and maintaining effective communication with faculty and students.

Program Structure and Courses

To achieve these outcomes, the certificate will include newly developed coursework tailored to this specialized field:

- *Foundations of Dance Accompanying* (foundational principles, terminology, styles, and improvisation techniques).
- *Dance Accompanying Practicum* (a supervised, hands-on experience taken three times to ensure progressive mastery and diverse genre exposure).

These courses are designed to provide both the theoretical framework and applied practice essential to mastering the technical and artistic aspects of dance accompanying. Students will graduate with substantial practical experience and demonstrable competencies, distinguishing them in the job market.

Professional Preparation

Completion of the certificate will indicate that the student has achieved a high level of technical proficiency and professional readiness. This credential will help graduates secure employment as accompanists at universities, professional dance companies, and studios, and it will reinforce the university's reputation as a national leader in innovative, interdisciplinary arts education.

2. Substantive Change

The degree program most closely aligned to this proposed certificate is 50.0301 Dance, General. The CIP Code appears in the FSU Degree Program Inventory. The certificate program location will be Tallahassee.

3. Certificate Application Procedures

After completing MUS4XXX Foundations of Dance Accompanying, individual students may complete the Dance Accompanying Certificate Application Form at the conclusion of the fall semester and submit it, via email, to the certificate program coordinator. The program coordinator will verify that the certificate admissions criteria are met, including degree status, grade in Foundations of Dance Accompanying, and GPA. In the spring semester, per the Certificate Management Memorandum of Understanding (Appendix A), the program coordinator will send a list of admitted students to the Registrar's Office prior to the completion of the second course.

4. Certificate Admissions Criteria

Applicants must be undergraduate students currently pursuing a degree. Applicants must have completed Foundations of Dance Accompanying with a B or higher and have a minimum GPA of 3.0. Students must apply and be admitted to the certificate program in advance of completing the second required course in the program.

5. Certificate Curriculum (12-21 Credit Hours)

Notes: For any courses that have not yet been approved, please list the proposed course prefix and level such as ABC 4xxx.

Certificate Required Courses			
Course Prefix and Number	Course Title	Credits	Delivery Mode (Online, Face to Face, or Both)
MUS4XXX*	Foundations of Dance Accompanying	3	Face to Face
DAN4XXX*	Practicum in Dance Accompanying	9	Face to Face

Certificate Elective Courses			
Course Prefix and Number	Course Title	Credits	Delivery Mode (Online, Face to Face, or Both)

Total Credit Hours: _____ 12 _____

6. Certificate Retention and Completion Requirements

All courses within the certificate program must be completed within three years. Transfer credits are not accepted. The minimum grade point average required for completion of the certificate is 3.0.

7. Certificate Program Faculty & Credentialing

Faculty Name	Highest Degree (Type & Discipline)	Courses to be Taught in New Certificate	Other Relevant Degrees or Qualifications (If Highest Degree is not in discipline)
Sudarat Songsirdej	MM Piano Performance	Foundations of Dance Accompanying	30+ years of professional experience, including collaborations with choreographers Libby Patenaude and Lynn Wimmer. Additional certifications include Somatic Voicework™ Certification and LoVetri Method I-III.
Daniel Smith	MME Music Education	Practicum in Dance Accompanying	20+ years of professional experience, including collaborations with Martha Graham Dance Company, Suzanne

			Farrell Ballet, and Urban Bush Women.
Farai Malianga	AA Music and Video Business	Practicum in Dance Accompanying	Has performed for choreographers Reginald Yates, Chuck Davis, and Camille A. Brown. Has composed scores for Christal Brown, Leslie Parker Dance Project, and Beatrice Capote.

8. Certificate Projected Enrollments

- Year 1: 3
- Year 2: 6
- Year 3: 8
- Year 4: 9
- Year 5: 10

9. Additional Resources

No additional resources are necessary.

10. Certificate Institutional Effectiveness (IE)

See Appendix B.

Dance Accompaniment Assessment Rubric

Used in DAN4XXX Practicum in Dance Accompanying

Criteria	Exemplary (4)	Proficient (3)	Developing (2)	Beginning (1)
Rhythmic Precision	Consistently maintains accurate tempo and rhythm; seamlessly aligns with movement phrases.	Maintains mostly accurate tempo and rhythm; minor lapses do not disrupt movement.	Frequent lapses in tempo and rhythm; occasionally disrupts movement flow.	Inconsistent or incorrect tempo and rhythm; regularly disrupts movement.
Dynamic Sensitivity	Demonstrates nuanced control of volume, tone, and expression that enhances movement dynamics.	Demonstrates appropriate control of volume and tone; generally supports movement dynamics.	Limited variation in dynamics; sometimes mismatched with movement.	Lacks dynamic control; accompaniment does not support movement.
Stylistic Appropriateness	Musical choices consistently reflect the choreographic style and cultural context.	Musical choices generally reflect choreographic style; occasional mismatches.	Musical choices only partially reflect choreographic style; frequent mismatches.	Musical choices are inappropriate for the choreographic style or context.
Improvisational Responsiveness	Responds fluidly and creatively to dancers' cues, enhancing collaboration.	Responds appropriately to dancers' cues; maintains collaborative flow.	Responds inconsistently to cues; collaboration sometimes falters.	Rarely responds to cues; collaboration is ineffective.
Collaborative Communication	Engages proactively with faculty/dancers, offering creative input and adapting to feedback/visual cues seamlessly.	Engages appropriately with faculty/dancers; adapts to feedback with minimal difficulty.	Limited engagement with faculty/dancers; slow to adapt to feedback.	Rare or ineffective engagement with faculty/dancers; resists or ignores feedback.
Reflective Analysis	Written reflection demonstrates deep insight into choreographic intent and personal contribution to collaboration.	Written reflection demonstrates clear understanding of choreographic intent and personal role.	Written reflection demonstrates partial understanding of choreographic intent and role.	Written reflection lacks clarity, insight, or understanding of choreographic intent.

Scoring & Benchmark:

- Faculty should assess each student using the rubric above.
- For **SLO 1 (Musicianship)**: Students must achieve “Proficient (3)” or higher on *Rhythmic Precision, Dynamic Sensitivity, and Stylistic Appropriateness*.
- For **SLO 2 (Collaboration)**: Students must achieve “Proficient” (3) or higher on *Improvisational Responsiveness, Collaborative Communication and Reflective Analysis*.

11. Certificate Online Offerings

Not applicable.

12. Design of Certificate and Wording

See Appendix C.

Important Notes about Certificate Programs

Certificate Admissions

- Students completing an undergraduate degree may not enter a graduate certificate. In order to enter a graduate certificate program, students must be degree-seeking graduate students or post-baccalaureate non-degree students.

Certificate Completion

- If a student completes a degree program prior to completing the requirements for the certificate, the student is required to be readmitted as a degree-seeking or non-degree seeking student to complete the certificate program.

Certificate Curriculum

- Each certificate program must include at least one common course or capstone experience required of all its students.
- If a certificate program includes courses common to another certificate program, at least nine credits in the certificate program typically must not be included in the other certificate program without justification provided to and approved by the relevant academic dean(s).
- Coursework used to fulfill the requirements of a certificate program may also be used to fulfill the requirements of an undergraduate major or minor.
- An undergraduate certificate shall not require the completion of graduate courses.
- Credit earned as part of a certificate program may or may not be transferable towards an advanced degree program as determined by criteria established in the advanced degree program.
- Completion of undergraduate courses cannot count toward a graduate certificate.

Requests for Waivers of Certificate Policy Requirements

- Waivers of the provisions of the certificate policy may be granted by the Office of Faculty Development and Advancement under special or extenuating

circumstances. Requests for waivers should be sent to Dr. Amy Guerette via email. Such requests should include the specific certificate provision(s) requested to be waived, rationale for the exception, and processes or procedures to remedy the issues creating the need for the waiver. Approval of waivers shall be made via email and sent to the certificate director and the Registrar's Office.

Notes on Process

1. The proposal is initiated by the director of the proposed certificate program, who submits it through the following approval sequence:

- a. Department Curriculum Committee (or Advisory Committee for Institute or Center)
- b. Department Chair (or Director of School, Institute or Center)
- c. College Curriculum Committee
- d. Academic Dean

The proposal and signature page completed to this point should be emailed to Dr. Amy Guerette in the Office of Faculty Development and Advancement. FDA will review and obtain the following signature:

- e. Director of Institutional Performance and Assessment
- f. Institutional Accreditation Liaison
- g. Dean of The Graduate School or Undergraduate Policy Committee
- h. Vice President for Faculty Development and Advancement for final approval

2. Following approval, the Office of Faculty Development and Advancement notifies the following offices and individuals that the certificate program is in effect:

- a. Provost
- b. Registrar
- c. Department
- d. Academic Dean
- e. Dean of The Graduate School or Dean of Undergraduate Studies
- f. Director of Institutional Performance and Assessment
- g. Institutional Accreditation Liaison
- h. Budget and Analysis

3. Once a certificate program is approved, either The Graduate School or the Office of Undergraduate Studies will contact the unit in order to include information about the new program on their website. The program should also be included in the unit's *General Bulletin or Graduate Bulletin* copy. Upon approval of a new certificate, Plan Codes will be developed and implemented by the Registrar's Office for use in Student Central.

4. All units must follow the curriculum that is approved in the certificate proposal which illustrates the specific required core and elective courses that can be counted, although course substitutions may be made for individual

students in unusual circumstances. Substantive changes to an approved certificate program may be modified by following the same approval sequence as the original proposal.

5. Units should contact the Office of the Vice President for Faculty Development and Advancement through the Associate Vice President if they wish to terminate a certificate program. Termination of certificate programs with student enrollment will require a teach-out approved by the Provost's Office and SACSCOC.



**Appendix A:
Certificate Management Memorandum of Understanding**

Through the approval of this Certificate Proposal, the Department (if applicable) and College take responsibility for the following activities associated with systematic and ongoing management of the certificate program.

College: Fine Arts

Certificate Name & Level: Dance Accompanying; Graduate

Date: 09/16/2025

Action Item	Faculty or Staff Position Responsible Name and Title
Ensure the certificate program operates in compliance with FSU Policy 3A-1 . This includes ensuring the certificate program is only offered at locations and modalities listed in the proposal approved by the Office of Faculty Development and Advancement and our institutional accreditor.	Daniel Smith, Assistant Professor
Designate a certificate program coordinator and report any changes to the Office of Faculty Development and Advancement.	Daniel Smith, Assistant Professor
Every term, send list of admitted students to the Registrar's Office prior to the completion of the second course in the certificate program. Lists must be submitted by the last day of classes in the given semester.	Daniel Smith, Assistant Professor
Every term, send list of completed students to the Registrar's Office upon completion of coursework within 2 weeks of grades posting for the given semester.	Daniel Smith, Assistant Professor
Annually, assess and report results for Program and Student Learning Outcomes in the Institutional Effectiveness Portal.	Daniel Smith, Assistant Professor
Marketing of certificate to prospective	Daniel Smith, Assistant Professor; Farai

students and keeping website information current.	Malianga, Assistant Professor; Sudarat Songsiridej, Music Specialist
Enrollment Management, including monitoring the number of students applying to, taking course work in, and completing the certificate program.	Daniel Smith, Assistant Professor
Annually evaluation of the need to continue offering the certificate based on enrollments and resources.	Daniel Smith, Assistant Professor
Curriculum Management, including regular review by the program faculty and notification of any curricular changes to the Office of Faculty Development and Advancement.	Daniel Smith, Assistant Professor; Farai Malianga, Assistant Professor; Sudarat Songsiridej, Music Specialist
Ensure that faculty teaching certificate program courses have the required degree or appropriate justification in compliance with FSU Policy 3A-2 .	Daniel Smith, Assistant Professor

Appendix B: Proposed Certificate Outcomes, Assessment Plans, and Numeric Targets

Please complete this template by filling in the text fields. All certificate programs are required to select at least 1 Program Outcome and at least 2 Student Learning Outcomes.	
Program Outcome	
PO Name	PO – Certificate Program Enrollment
PO Statement	The program will increase the number of students enrolled in the certificate.
Assessment Plan	For this Program Outcome, we will track unduplicated student enrollment in the Dance Accompanying certificate. Program enrollment will be tracked per academic year. Enrollment data will be gathered from the Certificate Outcomes report. The second page of the report shows how many unique students were active in the certificate program and enrolled in at least one academic course per semester and per year. We will use the “Academic Plan” filter to narrow the results to our certificate program. The program director has responsibility for reporting enrollment data, coordinating analysis of the results, and developing improvement actions.
Numeric Target	Over the next five years, increase enrollment as outlined below: Year 1: 3 Year 2: 6 Year 3: 8 Year 4: 9 Year 5: 10
Student Learning Outcome #1	
SLO Name	SLO 1 – Musicianship for Dance Accompaniment
SLO Statement	Upon completion of the certificate, students will be able to perform live musical accompaniment that demonstrates rhythmic accuracy, dynamic sensitivity, and stylistic appropriateness in response to faculty- or peer-led dance classes.
Assessment Plan	Students in DAN4XXX Practicum in Dance Accompanying (second semester) will complete a juried performance. Faculty will use a rubric to evaluate rhythmic precision, dynamic sensitivity, and stylistic appropriateness.
Numeric Target	At least 80% of students must achieve a rating of “Proficient” or higher in those categories.
Student Learning Outcome #2	
SLO Name	SLO 2 – Collaborative Practices in Dance Settings
SLO Statement	Upon completion of the certificate, students will be able to analyze choreographic intent and effectively collaborate with dance faculty and students to support class exercises and creative processes through improvisation and prepared repertoire.
Assessment Plan	In DAN4XXX Practicum in Dance Accompanying (final semester), students will be assessed through faculty observation of in-class collaboration and a reflective written statement. Faculty will use a rubric to evaluate student performance in rubric

	categories: improvisation responsiveness, collaborative communication, and reflective analysis.
Numeric Target	At least 80% of students must score "Proficient" or higher on all three measures.

Appendix C: Sample Certificate



Florida State University
College of Fine Arts
School of Dance

Attests that

I. Earnest Student

*Having successfully completed the requirements
Is hereby recognized for completing a Certificate in*

Dance Accompanying

This ____ day of _____, 2025

Dean, College of Fine Arts

Coordinator, Dance Accompanying Certificate Program



Request for New College Credit Certificate

Name of Certificate Program: Dance Accompanying

College: Fine Arts

Department: School of Dance

Proposed CIP Code: 50.0301

Certificate Program Director: Daniel Smith

Level: Undergraduate

Graduate

Delivery Method: Face to Face

Fully Online

Semester to be Implemented: Fall 2026

Note: Must state a future semester in which students can first enroll

Substantive Change Required Approval Notification None
To be completed by Institutional Accreditation Liaison

Alana Goldman 10/14/25

Department Curriculum Committee Date

Helanius Wilkins 2/16/2026 | 8:00 AM EST

Department Chair Date

Sara Shields 2/13/2026 | 2:09 PM EST

College Curriculum Committee Date

Sara Shields 2/13/2026 | 2:09 PM EST

Academic Dean Date

Director of Institutional Performance & Assessment Date

Institutional Accreditation Liaison Date

Graduate School Dean or Undergraduate Policy Committee Date

Vice President for Faculty Development and Advancement Date