NATIONAL ASSOCIATION OF SCHOOLS OF THEATRE

Instructions for Preparing
Curricular Tables in the NAST Format

Membership Procedures
September 2016 Edition

Applicable for Reviews:
2016-2017 through 2023-2024

This document provides instructions and sample tables for preparing curricular tables as required for:

- Institutional Self-Studies – All Formats
- Applications for Plan Approval or Consultative Review
  (see NAST Policies and Procedures for Reviews of New Curricula)
In addition to the *Instructions for Preparing Curricular Tables in the NAST Format*, the following are necessary to apply for accredited institutional Membership: (1) *NAST Procedures for Institutions*; (2) *NAST Procedures for the Self-Study Document – Format A*; or *Format B*, or *Format C*; and (3) the latest edition of the *NAST Handbook*, including any current addenda. These texts are available on the NAST Web site.

Information contained herein concerning programs, procedures, requirements, standards, and fees is subject to change without notice by the appropriate body of NAST.

Permission is hereby granted to copy this document for use in the accreditation process.
Instructions for Preparing Curricular Tables in the NAST Format

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Instructions for Preparing Curricular Tables in the NAST Format

INTRODUCTION

NAST curricular standards present an established framework in which each independent theatre unit can develop a unique approach to individual curricular programs. The fundamental purpose of curricular tables is to ensure that program/degree offerings are presented to the Commission in a format that is consistent, cogent, and clear.

Curricular tables should present an accurate and current picture of the structure and specific coursework required of programs/degrees offered by each institution.

NAST strongly recommends that each theatre unit maintain a current set of curricular tables in the NAST format for use in accreditation and other purposes.

Use and/or updating of curricular tables created for previous NAST reviews is highly encouraged.

NOTES

1. Users of this document should consult standards statements available in the latest edition of the NAST Handbook and any current addenda.

2. The following explanation pages and the examples for specific degree types provide a template for presenting information. As noted in the explanation pages, elements of the template may be adjusted if necessary to provide the clearest picture of a program’s curricular structure. Clarity and currency are requisites.

3. A curricular table is part of the description of each degree or program required in the Instructional Programs Portfolio (Section II.B.2. of Format A and Format B Self-Studies, and Section I.B.2. of Format C Self-Studies).
### Structural Component Descriptors:
These categories should correlate to the NAST Standards and Guidelines for various curricula types found in the latest edition of the Handbook and any current addenda. They will change based upon the type of degree/program described. Please use the example table in the set that follows that is appropriate for the specific degree type you are presenting. Using the appropriate table as the basis, additional descriptors and columns may be added if necessary to describe the curricular structure of a specific degree or to address other discrete study areas within degrees/programs.

<table>
<thead>
<tr>
<th>Theatre Studies</th>
<th>Performance and Theatre Electives</th>
<th>General Studies</th>
<th>Electives</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Units (=A)</td>
<td>Units (=B)</td>
<td>Units (=C)</td>
<td>Units (=D)</td>
<td></td>
</tr>
<tr>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td></td>
</tr>
</tbody>
</table>

#### Numbers of Units:
Insert the total amount of units in each category required to be taken during the entire course of study. The total in each box should reflect the sum of unit requirements in the corresponding section below.

#### Percentages:
Divide the total number of units in each category by the appropriate denominator noted on the following page. Enter the percentage into these boxes. See “How to Calculate Percentages” on the next page for an expanded explanation.

### Theatre Studies
- Course ... ......  # units
- Course ... ......  # units
- Course ... ......  + # units
- Total = A units

### Performance and Theatre Electives
- Course ... ......  # units
- Course ... ......  # units
- Course ... ......  + # units
- Total = B units

### General Studies
- Course ... ......  # units
- Course ... ......  # units
- Course... ......  # units
- Course... ......  # units
- Course ... ......  # units
- Course ... ......  + # units
- Total = C units

### Electives
- Elective Course ......  # units
- Free Elective Course ......  + # units
- Total = D units

### List of Courses by Category:
Separate and list all courses required for the degree/program into the categories listed as structural component descriptors in the table above. Add categories as necessary. Sum the units in each category and place the totals in the “numbers of units” boxes above.
### CURRICULAR TABLES AT A GLANCE: HOW TO CALCULATE PERCENTAGES

*Explanation Only*

<table>
<thead>
<tr>
<th>Theatre Studies</th>
<th>Performance and Theatre Electives</th>
<th>General Studies</th>
<th>Electives</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Units (=A)</td>
<td>Units (=B)</td>
<td>Units (=C)</td>
<td>Units (=D)</td>
<td>(A+B+C+D=) Total Units</td>
</tr>
<tr>
<td>A/* = %</td>
<td>B/* = %</td>
<td>C/* = %</td>
<td>D/* = %</td>
<td>(A/<em>+B/</em>+C/<em>+D/</em> =) Total %</td>
</tr>
</tbody>
</table>

**Step 1:** For each category, divide the number of units by the appropriate denominator (*) listed below. Enter the quotient into these boxes.

**Step 2:** Add the quotients expressed in percentages from the boxes to the left to arrive at the total percentage. This number may exceed 100% if the total number is higher than the suggested denominator. This is acceptable.

*Use appropriate denominator:*
- Associate degrees with semester hour units should use 60 as the denominator.
- Associate degrees with quarter hour units should use 90 as the denominator.
- Baccalaureate degrees with semester hour units should use 120 as the denominator.
- Baccalaureate degrees with quarter hour units should use 180 as the denominator.
- Initial Master’s (M.A./M.S.) degrees with semester hour units should use 30 as the denominator.
- Initial Master’s (M.A./M.S.) degrees with quarter hour units should use 45 as the denominator.
- Terminal Master’s (M.F.A. or equivalent) degrees with semester hour units should use 60 as the denominator.
- Terminal Master’s (M.F.A. or equivalent) degrees with quarter hour units should use 90 as the denominator.

### REMINDERS AND ADDITIONAL CONSIDERATIONS:

- Make sure all courses required for the degree/program are listed.
- Do not count a course in more than one category.
- Differentiate between free and required electives by adding another column of boxes. Identify the subject area(s) of any required electives.
- A unit typically connotes a semester or quarter hour of credit.
- Add the unit amounts for all courses within a category.
- Divide the total in each category by the appropriate denominator, not the total number of units required.
- Check your addition and division.
- Make sure percentages add up to at least 100%. In some cases, total percentages will exceed 100%. Percentages in excess of 100 are a result of the actual required coursework exceeding the required denominator and are acceptable under this circumstance.
- Review percentages against Handbook requirements and guidelines for the degree or program being presented.
- Review competencies developed with competencies required by NAST as outlined in the Handbook.
- Provide explanations of deviations from NAST standards or common practice. (e.g., no credits for performance, etc.)
Instructions for Preparing Curricular Tables for
NON-DEGREE-GRA NTING PROGRAMS

▪ Complete a separate curricular table for each non-degree-granting program using the following table template.

▪ Institutions may modify a table template to aid in the accurate description of program offerings.

▪ If applicable, separate boxes may be added in a table for electives. Distinguish clearly between theatre electives and non-theatre electives.

▪ Each completed curricular table should describe a specific curricular offering.

▪ Program titles must match the specific content.

▪ Within each curricular table, develop a detailed curricular outline giving course numbers, titles, and unit allotments in categories that conform to those in the boxes. Attach a brief description of each course in the program unless course descriptions are included in the institution’s catalog or in other parts of the Self-Study and referenced.

▪ Provide in the appropriate boxes the number of units for each portion of the curriculum.

▪ For the purposes of preparing curricular tables, a “unit” represents either one semester hour of credit, or one quarter hour of credit. Institutions utilizing the clock hour system should express requirements in terms of clock hours.

▪ Please refer to the latest edition of the NAST Handbook and any current addenda for specific program Standards and Guidelines.

▪ An example of a curricular table for a non-degree granting program follows.

NOTE: If your published program requirements provide a clear picture of curricular structure, please provide in lieu of a table.
**EXAMPLE: Non-Degree-Granting Programs**

Program Title: _________________________________ Number of Years to Complete the Program: _____
Program Submitted for: ________________________________

*Select One:* □ Renewal of Plan Approval and Final Approval for Listing □ Renewal of Plan Approval
□ Plan Approval □ Final Approval for Listing □ Plan Approval and Final Approval for Listing

Current Semester’s Enrollment in Majors: _______________________________________________________
Name of Program Supervisor(s): ____________________________________________________________

<table>
<thead>
<tr>
<th>Major Area</th>
<th>Other Studies in Theatre</th>
<th>Electives</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Units (=A) or Clock Hours (=A)</td>
<td>Units (=B) or Clock Hours (=B)</td>
<td>Units (=C) or Clock Hours (=C)</td>
<td>(A+B+C =) Total Units or (A+B+C =) Total Clock Hours</td>
</tr>
</tbody>
</table>

Percentage calculations are not required for this curricular table.

*List course numbers, titles, and unit allotments under each applicable category.*
*(See example below)*

**Major Area**

Theatre 617 Acting 3 units

... list continues ...

Total Major Area ___ units = A

**Other Studies in Theatre**

Theatre 607 Directing 1 unit

... list continues ...

Total Other Studies in Theatre ___ units = B

**Electives**

At least four hours in theatre courses 1 unit

... list continues ...

Total Electives ___ units = C
Instructions for Preparing Curricular Tables for
ASSOCIATE DEGREES

- Complete a separate table for every major and (if applicable) each track/concentration/area of emphasis if designated in every associate degree using one of the following table templates according to the type of degree being described.

- Institutions may modify a table template to aid in the accurate description of program offerings.

- If applicable, separate boxes may be added in a table for electives. Distinguish clearly between theatre electives and non-theatre electives.

- Each completed curricular table should describe a specific curricular offering.

- Degree titles, including tracks/concentrations/areas of emphasis if designated, must match the specific content of the offering. Degrees should not be named for the units in which they are housed but by their content.

- Within each curricular table, develop a detailed curricular outline giving course numbers, titles, and unit allotments in categories that conform to those in the boxes. Refer to the curricular structure of the appropriate degree option in the latest edition of the NAST Handbook and any current addenda for clarification of “Major Area;” “Supportive Courses in Theatre;” “Performance and/or Design and/or Writing;” “Educational Theory, Methods, and Practice Teaching;” etc. Attach a brief description of each course in the program unless course descriptions are included in the institution’s catalog or in other parts of the Self-Study and referenced.

- All institutions should use either 60 semester hours or 90 quarter hours as a base (denominator) for determining percentages. If programs require more than 60 semester hours or more than 90 quarter hours, this will result in percentage totals greater than 100% – this is acceptable. See “How To Calculate Percentages” on page CT-3.

- Provide in the appropriate boxes the number of units for each portion of the curriculum and the percentage of the total units (based on the required denominator) this represents.

- For the purposes of preparing curricular tables, a “unit” represents either one semester hour of credit, or one quarter hour of credit. Institutions utilizing the clock hour system should express requirements in terms of clock hours.

- Please refer to the latest edition of the NAST Handbook and any current addenda for specific program Standards and Guidelines.

- Examples of curricular tables for associate degree programs follow.
EXAMPLE 1: Liberal Arts Associate Degrees in Theatre (A.A./A.S./ degrees in theatre)

Program Title (include major and any designated track/concentration/area of emphasis):

Number of Years to Complete the Program: ________________________________________________
Program Submitted for (check one below):
Select One: ☐ Renewal of Plan Approval and Final Approval for Listing ☐ Renewal of Plan Approval
☐ Plan Approval ☐ Final Approval for Listing ☐ Plan Approval and Final Approval for Listing

Current Semester’s Enrollment in Majors: ________________________________________________
Name of Program Supervisor(s): _______________________________________________________

<table>
<thead>
<tr>
<th>Major Area</th>
<th>Supportive Courses in Theatre</th>
<th>General Studies</th>
<th>Other Electives</th>
<th>Total Number of Units</th>
</tr>
</thead>
<tbody>
<tr>
<td># of units (= A)</td>
<td># of units (= B)</td>
<td># of units (= C)</td>
<td># of units (= D)</td>
<td>(A+B+C+D =) Total Units</td>
</tr>
<tr>
<td>(A/* =) %</td>
<td>(B/* =) %</td>
<td>(C/* =) %</td>
<td>(D/* =) %</td>
<td>(A/<em>+B/</em>+C/<em>+D/</em> =) Total %</td>
</tr>
</tbody>
</table>

*Associate degrees with semester hour units should use 60 as the denominator.
*Associate degrees with quarter hour units should use 90 as the denominator.

List course numbers, titles, and unit allotments under each applicable category.
(See example below)

Major Area

Theatre 101                              Acting                     3 units
... list continues ...
Total Major Area                         ___ units = A

Supportive Courses in Theatre

Theatre 114                              Set Construction           2 units
... list continues ...
Total Supportive Courses in Theatre     ___ units = B

General Studies

English 111                              English Literature         3 units
... list continues ...
Total General Studies                   ___ units = C

Other Electives

Science Electives                        2 units
... list continues ...
Total Other Electives                    ___ units = D
EXAMPLE 2: Professional Associate Degrees in Theatre (A.F.A. degrees, or degrees with other titles having goals and objectives consistent with those for the A.F.A. degree in theatre)

Program Title (include major and any designated track/concentration/area of emphasis):

Number of Years to Complete the Program:

Program Submitted for (check one below):

Select One: ☐ Renewal of Plan Approval and Final Approval for Listing ☐ Renewal of Plan Approval
☐ Plan Approval ☐ Final Approval for Listing ☐ Plan Approval and Final Approval for Listing

Current Semester’s Enrollment in Majors: ________________________________

Name of Program Supervisor(s): _______________________________________

<table>
<thead>
<tr>
<th>Performance and/or Design and/or Writing</th>
<th>Supportive Courses in Theatre</th>
<th>General Studies</th>
<th>Electives</th>
<th>Total Number of Units</th>
</tr>
</thead>
<tbody>
<tr>
<td># of units (= A)</td>
<td># of units (= B)</td>
<td># of units (= C)</td>
<td># of units (= D)</td>
<td>(A+B+C+D =) Total Units</td>
</tr>
<tr>
<td>(A/* =) %</td>
<td>(B/* =) %</td>
<td>(C/* =) %</td>
<td>(D/* =) %</td>
<td>(A/<em>+B/</em>+C/<em>+D/</em> =) Total %</td>
</tr>
</tbody>
</table>

*Associate degrees with semester hour units should use 60 as the denominator.
*Associate degrees with quarter hour units should use 90 as the denominator.

List course numbers, titles, and unit allotments under each applicable category.
(See example below)

Performance and/or Design and/or Writing

Theatre 113  Scene Design  3 units
… list continues …
Total Performance and/or Design and/or Writing  ___ units = A

Supportive Courses in Theatre

Theory 204  Set Construction  2 units
… list continues …
Total Supportive Courses in Theatre  ___ units = C

General Studies

English 111  English Literature  3 units
… list continues …
Total General Studies  ___ units = D

Electives

Science Electives  2 units
… list continues …
Total Electives  ___ units = E
EXAMPLE 3: Associate Degrees in Theatre Education (A.A./A.S. degrees in theatre education)

Program Title (include major and any designated track/concentration/area of emphasis):

<table>
<thead>
<tr>
<th>Number of Years to Complete the Program:</th>
<th>____________________________________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Submitted for (check one below):</td>
<td>Select One: □ Renewal of Plan Approval and Final Approval for Listing  □ Renewal of Plan Approval</td>
</tr>
<tr>
<td></td>
<td>□ Plan Approval □ Final Approval for Listing □ Plan Approval and Final Approval for Listing</td>
</tr>
<tr>
<td>Current Semester’s Enrollment in Majors:</td>
<td>____________________________________________________________</td>
</tr>
<tr>
<td>Name of Program Supervisor(s):</td>
<td>_____________________________________________________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supportive Courses in Theatre (Include Theatre History)</th>
<th>Educational Theory, Methods, and Practice Teaching</th>
<th>General Studies</th>
<th>Electives</th>
<th>Total Number of Units</th>
</tr>
</thead>
<tbody>
<tr>
<td># of units (= A)</td>
<td># of units (= B)</td>
<td># of units (= C)</td>
<td># of units (= D)</td>
<td>(A+B+C+D =) Total Units</td>
</tr>
<tr>
<td>(A/* =) %</td>
<td>(B/* =) %</td>
<td>(C/* =) %</td>
<td>(D/* =) %</td>
<td>(A/<em>+B/</em>+C/<em>+D/</em> =) Total %</td>
</tr>
</tbody>
</table>

*Associate degrees with semester hour units should use 60 as the denominator.
*Associate degrees with quarter hour units should use 90 as the denominator.

List course numbers, titles, and unit allotments under each applicable category.
(See example below)

Supportive Courses in Theatre
Theatre 113 Acting 3 units
… list continues …
Total Supportive Courses in Theatre ___ units = A

Educational Theory, Methods, and Practice Teaching
Education 121 Methods Survey 2 units
… list continues …
Total Educational Theory, Methods, and Practice Teaching ___ units = C

General Studies
English 111 English Literature 3 units
… list continues …
Total General Studies ___ units = D

Electives
Psychology Electives 2 units
… list continues …
Total Electives ___ units = E
Instructions for Preparing Curricular Tables for
BACCALAUREATE DEGREES

- Complete a separate table for every major and (if applicable) each track/concentration/area of emphasis if designated in every baccalaureate degree curriculum, using one of the following table templates according to the type of degree being described; for example, Liberal Arts Baccalaureate Degrees in Theatre, Professional Baccalaureate Degrees in Theatre, Baccalaureate Degrees in Theatre Education, etc.

- Institutions may modify a table template to aid in the accurate description of program offerings.

- If applicable, separate boxes may be added in a table for electives. Distinguish clearly between theatre electives and non-theatre electives.

- Each completed curricular table should describe a specific curricular offering.

- Degree titles, including tracks/concentrations/areas of emphasis if designated, must match the specific content of the offering. Degrees should not be named for the units in which they are housed but by their content.

- Within each curricular table, develop a detailed curricular outline giving course numbers, titles, and unit allotments in categories that conform to those in the table. Refer to the curricular structure of the appropriate degree option in the latest edition of the NAST Handbook and any current addenda for clarification of “Theatre Studies”; “Theatre and Supportive Courses”; “Performance and Required Theatre Electives”; “Educational Theory, Methods, and Practice Teaching”; etc. Attach a brief description of each course in the degree unless course descriptions are included in the institution’s catalog or in other parts of the Self-Study and referenced.

- All institutions should use either 120 semester hours or 180 quarter hours as a base (denominator) for determining percentages. If programs require more than 120 semester hours or more than 180 quarter hours, this will result in percentage totals greater than 100% – this is acceptable. See “How To Calculate Percentages” on page CT-3.

- Provide in the appropriate boxes the number of units for each portion of the curriculum and the percentage of the total units (based on the required denominator) this represents.

- For the purposes of preparing curricular tables, a “unit” represents either one semester hour of credit, or one quarter hour of credit.

- Please refer to the latest edition of the NAST Handbook and any current addenda for specific degree Standards and Guidelines.

- Examples of curricular tables for baccalaureate degrees follow.
EXAMPLE 1: Liberal Arts Baccalaureate Degrees in Theatre (B.A./B.S. degrees with a major in theatre)

Program Title (include major and any designated track/concentration/area of emphasis):

Number of Years to Complete the Program: ________________________________

Program Submitted for (check one below):

Select One:  
☐ Renewal of Plan Approval and Final Approval for Listing  ☐ Renewal of Plan Approval
☐ Plan Approval  ☐ Final Approval for Listing   ☐ Plan Approval and Final Approval for Listing

Current Semester’s Enrollment in Majors: ________________________________________________________________

Name of Program Supervisor(s): ________________________________________________________________

<table>
<thead>
<tr>
<th>Theatre Studies</th>
<th>Performance and Required Theatre Electives</th>
<th>General Studies</th>
<th>General Studies Electives</th>
<th>Total Number of Units</th>
</tr>
</thead>
<tbody>
<tr>
<td># of units (= A)</td>
<td># of units (= B)</td>
<td># of units (= C)</td>
<td># of units (= D)</td>
<td>(A+B+C+D =) Total Units</td>
</tr>
<tr>
<td>(A/* =) %</td>
<td>(B/* =) %</td>
<td>(C/* =) %</td>
<td>(D/* =) %</td>
<td>(A/<em>+B/</em>+C/<em>+D/</em> =) Total %</td>
</tr>
</tbody>
</table>

*Baccalaureate degrees with semester hour units should use 120 as the denominator.
*Baccalaureate degrees with quarter hour units should use 180 as the denominator.

If applicable, add boxes for areas of emphasis such as theatre industry, business, second major, a designated area of emphasis in an outside field, etc.

List course numbers, titles, and unit allotments under each applicable category.

(See example below)

**Theatre Studies**

Theatre 214

… list continues …

Total Theatre Studies ___ units = A

**Performance and Required Theatre Electives**

Theatre 113

… list continues …

Total Performance and Required Theatre Electives ___ units = B

**General Studies**

English 111

… list continues …

Total General Studies ___ units = C

**General Studies Electives**

Science Electives

… list continues …

Total General Studies Electives ___ units = D
EXAMPLE 2: Professional Baccalaureate Degrees in Theatre (B.F.A. degrees, or professional degrees with other titles having goals and objectives consistent with those for the B.F.A. degree)

Program Title (include major and any designated track/concentration/area of emphasis):

Number of Years to Complete the Program: ________________________________

Program Submitted for (check one below):

Select One: □ Renewal of Plan Approval and Final Approval for Listing □ Renewal of Plan Approval
□ Plan Approval □ Final Approval for Listing □ Plan Approval and Final Approval for Listing

Current Semester’s Enrollment in Majors: ____________________________________________

Name of Program Supervisor(s): __________________________________________________

<table>
<thead>
<tr>
<th>Performance and/or Design and/or Writing</th>
<th>Supportive Courses in Theatre</th>
<th>General Studies</th>
<th>Electives</th>
<th>Total Number of Units</th>
</tr>
</thead>
<tbody>
<tr>
<td># of units (A)</td>
<td># of units (B)</td>
<td># of units (C)</td>
<td># of units (D)</td>
<td>(A+B+C+D) = Total Units</td>
</tr>
<tr>
<td>(A/* =) %</td>
<td>(B/* =) %</td>
<td>(C/* =) %</td>
<td>(D/* =) %</td>
<td>(A/<em>+B/</em>+C/<em>+D/</em>) = Total %</td>
</tr>
</tbody>
</table>

*Baccalaureate degrees with semester hour units should use 120 as the denominator.
*Baccalaureate degrees with quarter hour units should use 180 as the denominator.

List course numbers, titles, and unit allotments under each applicable category.

(See example below)

**Performance and/or Design and/or Writing**
- Theatre 113
- Scene Design
- 3 units

Total Performance and/or Design and/or Writing ___ units = A

**Supportive Courses in Theatre**
- Theory 204
- Set Construction
- 2 units

Total History and Theory and Related Studies ___ units = B

**General Studies**
- English 111
- English Literature
- 3 units

Total General Studies ___ units = C

**Electives**
- Science Electives
- 2 units

Total Electives ___ units = D
**EXAMPLE 3:** Baccalaureate Degrees in Theatre Education (all programs that prepare specialist theatre teachers, irrespective of degree title: B.F.A. in Theatre Education, B.A. in Theatre Education, B.S. in Theatre Education, etc.)

Program Title (include major and any designated track/concentration/area of emphasis):

<table>
<thead>
<tr>
<th>Number of Years to Complete the Program:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Submitted for (check one below):</td>
<td></td>
</tr>
<tr>
<td>Select One:</td>
<td></td>
</tr>
<tr>
<td>□ Renewal of Plan Approval and Final Approval for Listing</td>
<td>□ Renewal of Plan Approval</td>
</tr>
<tr>
<td>□ Plan Approval</td>
<td>□ Final Approval for Listing</td>
</tr>
<tr>
<td>□ Plan Approval and Final Approval for Listing</td>
<td></td>
</tr>
<tr>
<td>Current Semester’s Enrollment in Majors:</td>
<td></td>
</tr>
<tr>
<td>Name of Program Supervisor(s):</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Studies in Theatre (Performance, Production, Theatre History, etc.)</th>
<th>Theatre Education</th>
<th>Professional Education</th>
<th>General Studies</th>
<th>Electives</th>
<th>Total Number of Units</th>
</tr>
</thead>
<tbody>
<tr>
<td># of units (= A)</td>
<td># of units (= B)</td>
<td># of units (= C)</td>
<td># of units (= D)</td>
<td># of units (= E)</td>
<td>(A+B+C+D+E =) Total Units</td>
</tr>
<tr>
<td>(A/* =) %</td>
<td>(B/* =) %</td>
<td>(C/* =) %</td>
<td>(D/* =) %</td>
<td>(E/* =) %</td>
<td>(A/<em>+B/</em>+C/<em>+D/</em>+E/* =) Total %</td>
</tr>
</tbody>
</table>

* Baccalaureate degrees with semester hour units should use 120 as the denominator.
* Baccalaureate degrees with quarter hour units should use 180 as the denominator.

List course numbers, titles, and unit allotments under each applicable category.
(See example below)

**Studies in Theatre**

**Theatre (Performance, Production, Theatre History, etc.)**

Theatre 113 Acting 3 units
... list continues ...

Total Theatre ___ units = A

**Theatre Education (does not include student teaching)**

Theatre Education 121 Theatre Classroom Methods 2 units
... list continues ...

Total Theatre Education ___ units = B

**Professional Education (includes student teaching)**

Education 121 Methods Survey 2 units
... list continues ...

Total Professional Education ___ units = C

**General Studies**

English 111 English Literature 3 units
... list continues ...

Total General Studies ___ units = D

**Electives**

Psychology Electives 2 units
... list continues ...

Total Electives ___ units = E
Instructions for Preparing Curricular Tables for

MASTER’S PROGRAMS

- Complete a separate table for every major and (if applicable) each track/concentration/area of emphasis if designated in every master’s degree curriculum, using one of the following table templates according to the type of degree being described.

- Institutions may modify a table template to aid in the accurate description of program offerings.

- If applicable, separate boxes may be added in a table for electives. Distinguish clearly between theatre electives and non-theatre electives.

- Each completed curricular table should describe a specific curricular offering.

- Degree titles, including tracks/concentrations/areas of emphasis if designated, must match the specific content of the offering. Degrees should not be named for the units in which they are housed but by their content.

- Within each curricular table, develop a detailed curricular outline giving course numbers, titles, and unit allotments in categories that conform to those in the table. Refer to the curricular structure of the appropriate degree option in the latest edition of the NAST Handbook and any current addenda for clarification of “Studio or Related Area;” “Major Studies in Theatre;” “Other Studies in Theatre;” “Core of Required Studies in Theatre Education;” “Electives,” etc. Attach a brief description of each course in the degree unless course descriptions are included in the institution’s catalog or in other parts of the Self-Study and referenced.

- All institutions should use either 30 semester hours or 45 quarter hours as a base (denominator) for determining percentages for initial master’s degrees (e.g., Master of Arts and Master of Science), and either 60 semester hours or 90 quarter hours as a base (denominator) for determining percentages for terminal master’s degrees (e.g., Master of Fine Arts, Master of Fine Arts in Theatre Education). If programs require more than 30 semester hours or more than 45 quarter hours, this will result in percentage totals greater than 100% – this is acceptable. See “How To Calculate Percentages” on page CT-3.

- Provide in the appropriate boxes the number of units for each portion of the curriculum and the percentage of the total units (based on the required denominator) this represents.

- For the purposes of preparing curricular tables, a “unit” represents either one semester hour of credit, or one quarter hour of credit.

- Please refer to the latest edition of the NAST Handbook and any current addenda for specific master’s degree Standards and Guidelines.

- Examples of curricular tables for master’s degrees follow.
EXAMPLE 1: Specific Initial Master’s Degrees (M.A./M.S. degrees in theatre) [See NAST Handbook for the distinction between “initial” and “terminal” master’s degrees.]

Program Title (include major and any designated track/concentration/area of emphasis):

Number of Years to Complete the Program: __________________________________________________________
Program Submitted for (check one below):

Select One: ☐ Renewal of Plan Approval and Final Approval for Listing ☐ Renewal of Plan Approval
☐ Plan Approval ☐ Final Approval for Listing ☐ Plan Approval and Final Approval for Listing

Current Semester’s Enrollment in Majors: _____________________________________________________________
Name of Program Supervisor(s): _____________________________________________________________________________________________

<table>
<thead>
<tr>
<th>Major Studies in Theatre</th>
<th>Other Studies in Theatre</th>
<th>Electives</th>
<th>Total Number of Units</th>
</tr>
</thead>
<tbody>
<tr>
<td># of units (= A)</td>
<td># of units (= B)</td>
<td># of units (= C)</td>
<td>(A+B+C =) Total Units</td>
</tr>
<tr>
<td>(A/* =) %</td>
<td>(B/* =) %</td>
<td>(C/* =) %</td>
<td>(A/<em>+B/</em>+C/* =) Total %</td>
</tr>
</tbody>
</table>

*M.A. and M.S. degrees with semester hour units should use 30 as the denominator.
*M.A. and M.S. degrees with quarter hour units should use 45 as the denominator.

List course numbers, titles, and unit allotments under each applicable category.
(See example below)

Major Studies in Theatre

Theatre 603 Acting 3 units
... list continues ...

Total Major Studies in Theatre ___ units = A

Other Studies in Theatre

Theatre 711 Survey 1 unit
... list continues ...

Total Other Studies in Theatre ___ units = B

Electives

4 units from among the following:
... list continues ...

Total Electives ___ units = C
EXAMPLE 2: Specific Terminal Master’s Degrees (M.F.A. degrees in theatre or the equivalent)  
[See NAST Handbook for the distinction between “initial” and “terminal” master’s degrees.]

Program Title (include major and any designated track/concentration/area of emphasis):

Number of Years to Complete the Program: _____________________________________________  
Program Submitted for (check one below):

Select One: ☐ Renewal of Plan Approval and Final Approval for Listing ☐ Renewal of Plan Approval  
☐ Plan Approval ☐ Final Approval for Listing ☐ Plan Approval and Final Approval for Listing  
Current Semester’s Enrollment in Majors: _____________________________________________  
Name of Program Supervisor(s): _____________________________________________________

<table>
<thead>
<tr>
<th>Studio or Related Areas</th>
<th>Other Studies in Theatre</th>
<th>Electives</th>
<th>Total Number of Units</th>
</tr>
</thead>
<tbody>
<tr>
<td># of units (= A)</td>
<td># of units (= B)</td>
<td># of units (= C)</td>
<td>(A+B+C =) Total Units</td>
</tr>
<tr>
<td>(A/* =) %</td>
<td>(B/* =) %</td>
<td>(C/* =) %</td>
<td>(A/<em>+B/</em>+C/* =) Total %</td>
</tr>
</tbody>
</table>

*M.F.A. degrees with semester hour units should use 60 as the denominator.  
*M.F.A. degrees with quarter hour units should use 90 as the denominator.

List course numbers, titles, and unit allotments under each applicable category.  
(See example below)

**Studio or Related Areas**

Theatre 617 Acting 3 units  
… list continues …

Total Studio or Related Areas ___ units = A

**Other Studies in Theatre**

Theatre 701 Scenography 1 unit  
… list continues …

Total Other Studies in Theatre ___ units = B

**Electives**

6 units from among the following:  
… list continues …

Total Electives ___ units = C
**EXAMPLE 3:** Specific Master’s Degrees in Theatre Education (M.A./M.S. degrees in theatre education)

Program Title (include major and any designated track/concentration/area of emphasis):

---

**Number of Years to Complete the Program:** _____________________________________________

**Program Submitted for (check one below):**

- ☐ Renewal of Plan Approval and Final Approval for Listing
- ☐ Renewal of Plan Approval
- ☐ Plan Approval
- ☐ Final Approval for Listing
- ☐ Plan Approval and Final Approval for Listing

**Current Semester’s Enrollment in Majors:** ______________________________________________

**Name of Program Supervisor(s):** _____________________________________________________

<table>
<thead>
<tr>
<th>Core of Required Studies in Theatre Education</th>
<th>Other Studies in Theatre</th>
<th>Electives</th>
<th>Total Number of Units</th>
</tr>
</thead>
<tbody>
<tr>
<td># of units (= A)</td>
<td># of units (= B)</td>
<td># of units (= C)</td>
<td>(A+B+C) = Total Units</td>
</tr>
<tr>
<td>( (A/* =) ) %</td>
<td>( (B/* =) ) %</td>
<td>( (C/* =) ) %</td>
<td>( (A/<em>+B/</em>+C/*=) ) Total %</td>
</tr>
</tbody>
</table>

* M.A. and M.S. degrees with semester hour units should use 30 as the denominator.
* M.A. and M.S. degrees with quarter hour units should use 45 as the denominator.
* M.F.A. degrees with semester hour units should use 60 as the denominator.
* M.F.A. degrees with quarter hour units should use 90 as the denominator.

List course numbers, titles, and unit allotments under each applicable category.

(See example below)

**Core of Required Studies in Theatre Education**

- Theatre 651 Methods 3 units
  ... list continues ...

Total Core of Required Studies in Theatre Education ____ units = A

**Other Studies in Theatre**

- Theatre 550 History of Theatre 1 unit
  ... list continues ...

Total Other Studies in Theatre ____ units = B

**Electives**

- 6 units from among the following:
  ... list continues ...

Total Electives ____ units = C
Instructions for Preparing Curricular Tables for

DOCTORAL PROGRAMS

- Complete a separate table for every major and (if applicable) each track/concentration/area of emphasis if designated in every doctoral degree curriculum, using the following table template.

- Institutions may modify a table template to aid in the accurate description of program offerings.

- If applicable, separate boxes may be added in a table for electives. Distinguish clearly between theatre electives and non-theatre electives.

- Each completed curricular table should describe a specific curricular offering.

- Degree titles, including tracks/concentrations/areas of emphasis if designated, must match the specific content of the offering. Degrees should not be named for the units in which they are housed but by their content.

- Within each curricular table, develop a detailed curricular outline giving course numbers, titles, and unit allotments in categories that conform to those in the table. Refer to the curricular structure of the appropriate degree option in the latest edition of the NAST Handbook and any current addenda for clarification of “Major Area”; “Other Studies in Theatre”; “Electives,” etc. Attach a brief description of each course in the degree unless course descriptions are included in the institution’s catalog or in other parts of the Self-Study and referenced.

- Provide in the appropriate boxes the number of units for each portion of the curriculum.

- For the purposes of preparing curricular tables, a “unit” represents either one semester hour of credit, or one quarter hour of credit.

- Please refer to the latest edition of the NAST Handbook and any current addenda for doctoral degree Standards and Guidelines.

- An example of a curricular table for a doctoral degree follows.
EXAMPLE: Ph.D., Ed.D. Degrees in Theatre

Program Title (include major and any designated track/concentration/area of emphasis):

Number of Years to Complete the Program: ____________________________________________
Program Submitted for (check one below):

Select One: ☐ Renewal of Plan Approval and Final Approval for Listing  ☐ Renewal of Plan Approval
☐ Plan Approval  ☐ Final Approval for Listing  ☐ Plan Approval and Final Approval for Listing

Current Semester's Enrollment in Majors: _____________________________________________
Name of Program Supervisor(s): ____________________________________________________

<table>
<thead>
<tr>
<th>Major Area</th>
<th>Other Studies in Theatre</th>
<th>Electives</th>
<th>Total Number of Units</th>
</tr>
</thead>
<tbody>
<tr>
<td># of units (= A)</td>
<td># of units (= B)</td>
<td># of units (= C)</td>
<td>(A+B+C =) Total Units</td>
</tr>
</tbody>
</table>

Percentage calculations are not required for doctoral programs.

List course numbers, titles, and unit allotments under each applicable category.
(See example below)

Major Area
Theatre 801 Historical Practices 3 units
... list continues ...
Total Major Area ___ units = A

Other Studies in Theatre
Theatre 721 Introduction to College Theatre Teaching 1 unit
... list continues ...
Total Other Studies in Theatre ___ units = B

Electives
At least one graduate-level course in either sociology, history, or statistics
... list continues ...
Total Electives ___ units = C