Specific Procedures for NAST Evaluation

Wednesday, September 9, 2020
12:00 noon - 4:30 p.m.
Today’s Session

- Process Overview and Timeline
- Required Documents
  - Resources
  - Self-Study Format Document
    - Handbook
- Curricular Programs
Today’s Session

- Process Overview and Timeline
- Required Documents
  - Resources
  - Self-Study Format Document
  - Handbook
- Curricular Programs
Purposes of the Self-Study

• Engage in a process of Self-Study and Peer Review
• Conduct a comprehensive review
• Evaluate what exists and is projected against standards
• Examine the effectiveness of parts and wholes, and relationships among them
• Specific emphases developed by each institution
Purposes of the Self-Study

• Focus on self-evaluation rather than reporting
• Orient new administrators and faculty
• Consider program additions and deletions
• Generate lists of concerns and needs
• Develop a planning document and reference document
• Lay a foundation for the accreditation process
Getting Started
WELCOME TO NAST

Founded in 1965, the National Association of Schools of Theatre (NAST) is an organization of schools, conservatories, colleges, and universities with approximately 187 accredited institutional members. It establishes national standards for undergraduate and graduate degrees and other credentials for theatre and theatre-related disciplines, and provides assistance to institutions and individuals engaged in artistic, scholarly, educational, and other theatre-related endeavors.

This website outlines the purposes, operations, and services of NAST, including the accreditation process for institutions, and information for theatre professionals, students, and the public. The six boxes below lead to the most utilized and salient information on the site.

**NAST Handbook**
Required standards and guidelines for accreditation for institutions and evaluators.

**Comprehensive Review Process**
An overview of the accreditation process for institutions.

**Accreditation Materials**
Accreditation procedures, protocols, questionnaires, forms, and other resources for current and potential member institutions.
COMPREHENSIVE REVIEW PROCESS

Comprehensive review refers to the entire self-study process conducted by an institution applying for initial or renewal of accreditation. The five categories below offer a chronological progression through the comprehensive review process. Within each category is found detailed information outlining requirements and expectations for that particular phase. This information has been distilled from the NAST Procedures for Institutions. This will allow readers the opportunity to navigate easily among and focus on only one phase at a time. Readers are asked to review the procedures thoroughly and to return to the Procedures for Institutions document often for reference and information.

1. Getting Started

2. Self-Study

3. On-Site Visit
Institutional Representative

• One primary designated individual per institution
• Normally is theatre executive; can be anyone as assigned by appropriate administrator
• Vote in Association business
• Access to confidential information
• Maintain institution’s accreditation
• How to be an Official Institutional Representative to NAST
Preparations for Application

• Eligibility

• NAST Handbook

• NAST Procedures
  • Procedures for Institutions
  • Procedures for Self-Study
  • Instructions for Preparing Curricular Tables
  • Procedures for Visiting Evaluators

• Consultative Services

• Individual Membership

• HEADS
Comprehensive Review Process
Sample Timeline

Submit NOITA/Receive Slate

Month 1
NOTICE OF INTENTION TO APPLY FORM

The Notice of Intention to Apply (NOITA) form is to be submitted to the National Office at least two years prior to the projected visitation date (at least two and a half years in the case of joint or concurrent visits). Please consult the evaluation calendar in the Procedures for Institutions for more detailed submission timelines. This form is considered official notification of the institution’s intent to apply for Membership or renewal of Membership. Upon receipt of the Notice of Intention to Apply form, the NAST Executive Director will nominate a proposed slate of visiting evaluators.

Please fill out the form below and click “submit” when completed. You may save the form and continue at any point. If you cannot fill out the form below, you may download a copy of the Notice of Intention to Apply Form (PDF) to fill out by hand and transmit by mail, email, or fax.

Notice of Intention to Apply Form
ACCREDITATION

General Information

Comprehensive Review Process

Standards and Guidelines

Procedures for Comprehensive Review

Accreditation Materials

Responsibilities of Accredited Institutions
FORMS

Notice of Intention to Apply (NOITA) Form

Application for Membership Form

NAST offers a comprehensive alphabetical list of all documents and resources under Publications.
NOTICE OF INTENTION TO APPLY FORM

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Notice of Intention to Apply Form
Notice of Intention to Apply Form

Name of Institution and Theatre Unit

Address

Street Address

Address Line 2

City

State

ZIP Code

MULTIPURPOSE INSTITUTIONS

Chief Executive Officer/President

Chief Academic Officer

Dean Responsible for the Unit
INDEPENDENT SCHOOLS OF THEATRE

Chief Executive Officer/President

Chair, Board of Trustees

I. APPLICATION CATEGORY

Select One:

- Membership (for first-time applicants OR institutions with Associate Membership)
- Renewal of Membership (for institutions with Membership)

II. INSTITUTIONAL CATEGORY

Select One:

- Public
- Private
- Select One:
II. INSTITUTIONAL CATEGORY

Select One:
- Public
- Private

Select One:
- Not-for-Profit
- Proprietary

Select All That Apply:
- Non-Degree-Granting
- Degree-Granting
- Doctoral Degree-Granting
- Community/Junior College

Total Number of Theatre Major Students

Total Number of Theatre Faculty

Full-Time

Part-Time

Total Number of Campuses

If more than one campus, please indicate the number of students enrolled at each campus, and describe the administrative and faculty relationships with the central unit. (Refer to the statement on branch campuses/external programs set forth in the NAST Handbook.)
III. COMMUNITY EDUCATION (CE) CATEGORY

ALL APPLICANTS MUST COMPLETE THIS SECTION.

Select One:

(All applicants must complete this section.)

- No CE program in theatre, or only individual CE courses offered
- CE program with specific published identity and specifically designated administrator, part of or affiliated with postsecondary theatre unit

Total Number (Headcount) of Students Enrolled in the Community Education Program

Total Number of Theatre Faculty Teaching in the Community Education Program

Full-Time

Part-Time

Please Note: Independent CE institutions may apply to NAST through the Accrediting Commission for Community and Precollegiate Arts Schools (ACCPAS). See ACCPAS via www.accpas.arts-accredit.org.

IV. VISIT INFORMATION

Visitation Dates

After a review of the evaluation calendar in the document NAST Procedures for Institutions, we suggest the following dates for the accreditation visit (please include date(s)/month(s) and year).


IV. VISIT INFORMATION

Visitation Dates

After a review of the evaluation calendar in the document NAST Procedures for Institutions, we suggest the following dates for the accreditation visit (please include date(s)/month(s) and year).

Visitors' Report Permission

Please check here to permit an electronic copy of the Visitors' Report to be sent by the NAST National Office directly and only to the institution's designated primary NAST Institutional Representative (IR1). A check mark entered here enables NAST to release this confidential report in electronic format, and indicates that the IR1 will distribute the report within the institution as required by the institution.

☐ I grant permission.

Consultative Visit (Optional)

Does the institution request a consultative visit prior to the accreditation visit?

☐ Yes

☐ No

Joint or Concurrent Visit?

(Complete only if applicable. Refer to the NAST Handbook Appendix titled "Procedures for Joint Evaluations" for an explanation of joint and concurrent visits.)

☐ Joint

☐ Concurrent
V. ALL THEATRE CURRICULA OFFERED

FIRST-TIME APPLICANTS ONLY. Please provide a complete list of all community education programs, postsecondary programs (include and indicate all certificate and diploma programs), and/or degrees in theatre offered by the institution, and indicate current or immediate last term enrollment for each.

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<th>Community Education Programs</th>
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<th>Non-Degree Postsecondary Programs</th>
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<th>Degree Programs</th>
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VI. DESIGNATED INSTITUTIONAL ACCREDITOR
SINGLE-PURPOSE THEATRE SCHOOLS ONLY. If the institution participates in or intends to participate in Title IV programs, please note the designated institutional accrediting body.

**Designated Institutional Accrediting Body**

**ADDITIONAL INFORMATION**
Please forward any additional information or requests concerning the review to likiemel@arts-accredit.org.

**NOMINATION OF VISITORS**
We now request that NAST proceed with the nomination of visitors. Submitting the name, date, and contact information below verifies all information on this form is accurate and that the institution wishes to proceed.

**Name of Theatre Executive**

**Title of Theatre Executive**

**Date of Submission**

**Telephone**

**Facsimile**

**Web Address**
NOMINATION OF VISITORS

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<th>Web Address</th>
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<th>E-mail Address</th>
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**Please Note:** To save a copy of this form for your records, please print this page before clicking "Submit."
Consultative Services

1. Consultative Visits
   • Prepare for Comprehensive Review; new curricula; substantial change
   • On-site and hired by institution; cannot be institution’s comprehensive review evaluator
   • $500 for 1 day, $950 for 2 days, $450 each additional day

2. Staff Consultation

3. Consultative Review by the Commission
Return slate within two weeks
Primary Staff Contact: Kathryn Omune
(komune@arts-accredit.org)
GETTING STARTED

› General Information
› Comprehensive Review Process
› Standards and Guidelines
› Procedures for Comprehensive Reviews
› Accreditation Materials
› Responsibilities of Accredited Institutions

Institutional Representatives

Preparations for Application

Selection of Visiting Evaluators

Selection of Visit Dates

DETAILS

DETAILS

DETAILS

DETAILS
Selecting Visit Dates

- Minimum two full working dates
- Additional dates and evaluators may be requested, and may be needed depending on institution size and scope
- Coordinate specific dates directly with team
- Notify NAST National Office with dates
- September 1 – December 31 for Commission action in March of the same academic year.
- January 1 – June 1 for Commission action in March of the next academic year.
Budgeting

• Annual Dues
• Application Fee
• Visit Expenses
OFFICIAL NOTICE: DUES AND FEES FOR 2020-21

FEBRUARY 2020

Accredited institutional membership dues for the 2020-21 academic year have been determined according to policies set by the Board of Directors.

Accredited Institutional members are invoiced annually on the first day of July.

In order to assist institutions with planning, the dues and fees schedule for 2020-21 appears below.

**NAST Institutional Membership Dues 2020-21**

- Institutions with graduate degrees: $1,697
- All other institutions: $1,413

**NAST Individual Membership Dues**: $75

**Application Fees (for all institutions)**: $400

**Substantial Equivalency Fees**: $1,758
Budgeting

- Application Fee
  - $400.00 for all institutions
  - Billed to members in August prior to scheduled academic year of review — due and payable within 30 days
  - Potential member institutions forward the application fee along with copies of the Self-Study
Budgeting

• Visit Expenses
  • Depend on proximity of the evaluator to the campus being visited, airfares, overnight Saturday stays, hotel accommodations, etc.
  • For budgeting purposes, $1,000 per evaluator would probably be a conservative estimate
  • NAST requests that evaluators exercise care to ensure that expenses are reasonable
  • Theatre executives are encouraged to discuss expense details directly with evaluators prior to the on-site review
Budgeting

• Visit Expenses

• After the evaluation visit, NAST receives expense forms from the visiting evaluators

• The Association pays the evaluators and in turn sends invoices with receipt copies to the applicant institution for each of the evaluators

• These invoices should be paid by the institution within 30 days

• If your institution requires special billing procedures, please inform the NAST National Office in advance
Submit NOITA/Receive Slate

Finalize Team/Select Dates/Notify NAST

Formalize Format, Purposes, Approach

Compiling/Writing

Month

Make Assignments

Confirm Visitation Logistics

Arrange presentation of Student Work

Return Slate/Internal Communications Plan

Produce Draft

Finalize SS

Send SS
Self-Study Submission

• Institution to Visitors
  • One Electronic and one hard copy of the Self-Study to each visitor
    • Include all Self-Study Sections
    • Only Self-Study narrative (Sections I.-III.) must be in hard copy
  • Bind in three-ring binder or similar packaging
Self-Study Submission

- Institution to NAST National Office
  - Three unbound hard copies of the Self-Study, three-hole punched
    - Include all Self-Study Sections
    - Only narrative (Sections I.-III.) must be in hard copy
    - Sections IV. and V. may be in electronic form
  - Do not bind in three-ring binder
- Application for Membership required of all institutions
- Potential members include Application Fee
Accreditation Materials prepared for Commission review
Materials should be neat and organized.
Please refrain from using these items.
Packaging the Self-Study
Packaging the Self-Study
These approaches not recommended
Original applications for one agenda.
NATIONAL ASSOCIATION OF SCHOOLS OF THEATRE
11250 Roger Bacon Drive, Suite 21
Reston, Virginia 20190-5248
Telephone 703-437-0700
Facsimile 703-437-6312

APPLICATION FOR MEMBERSHIP
All information must be typed or printed legibly. Please do not retype this form.

Name of Institution and Theatre Unit

Street and/or Mailing Address

City
State
Zip Code

Multipurpose Institutions –
Chief Executive Officer/President:
Chief Academic Officer:
Dean Responsible for the Unit:

Independent Schools of Theatre –
Chief Executive Officer/President:
Chair, Board of Trustees:

Has the institution had a consultative visit?  □ YES  □ NO
If yes: Date of the consultative visit________________ Name of the consultant________________

I. APPLICATION CATEGORY (check only one):
□ Membership (for first-time applicants OR institutions with Associate Membership)
□ Renewal of Membership (for institutions with Membership)

II. INSTITUTIONAL CATEGORY (check all that apply):
□ Public  □ Not-for-Profit  □ Non-Degree-Granting
□ Private  □ Proprietary  □ Community College  □ Degree-Granting
□ Doctoral Degree-Granting

III. OTHER REVIEW ACTIVITY:
If applicable, please provide the following by indicating:
Last NAST accreditation visit
Full name of regional accrediting agency
Year of latest regional accreditation agency visitation
Year of next regional accreditation agency visitation
Is the institution presently being denied recognition or accreditation by any state or accreditation agency? □ YES  □ NO
If yes, which agency(ies)?
Is the institution’s recognition or accreditation presently being revoked by any state or accreditation agency? □ YES  □ NO
If yes, which agency(ies)?
Is the institution accredited by CAEP? □ YES  □ NO
If yes: Year of latest CAEP visitation________________ Year of next CAEP visitation________________
IV. ITEMS TRANSMITTED WITH THE APPLICATION FORM:

☐ Self-Study Document and Supporting Materials – 3 copies

☐ Date Application Fee submitted: _________  ☐ Amount of Application Fee submitted: $__________

NOTE: One copy each of the Self-Study document and all supportive materials should be sent directly to each visiting evaluator upon confirmation of the visit, and must be received by the visitors at least four weeks prior to the visit.

STATEMENT BY APPLICANT INSTITUTION

Failure to act favorably upon an application for Membership or renewal of Membership in the National Association of Schools of Theatre shall not, in and of itself, constitute grounds for legal action against NAST by the applicant institution or individuals therein.

In all cases when a disagreement cannot be resolved through normal NAST procedures, the institution and the individuals therein agree to abide by NAST Rules of Practice and Procedure entitled “Requests for Reconsideration by the Commission on Accreditation” and/or “Appeals of Adverse Decisions Concerning Accredited Institutional Membership” as set forth in the NAST Handbook. These procedures provide for final action after review in accordance with the rules of the American Arbitration Association.

Upon receipt of an invoice before the visitation for an application fee, and after the visitation, for the expenses of the evaluators, the visited institution agrees to pay the application fee and to reimburse NAST for the expenses incurred by the visiting evaluators.

Name and Title of Theatre Executive

Signature of Theatre Executive: ___________________________ Date: ____________

Telephone (include area code) ___________________________ Facsimile (include area code) ___________________________ Web Address: ___________________________

E-Mail Address: ___________________________

NEW APPLICANTS ONLY

If your institution is seeking accredited institutional Membership for the first time, this Application form must be signed by the Chief Executive Officer/President of the institution.

Name and Title of Chief Executive Officer/President: ___________________________

Signature of Chief Executive Officer/President: ___________________________ Date: ___________________________

Three copies of this Application form are to be returned to the NAST National Office. One copy is to be retained for the institution’s file.
FORMS

Notice of Intention to Apply (NOITA) Form

Application for Membership Form

NAST offers a comprehensive alphabetical list of all documents and resources under Publications.
Month

1. Submit NOITA/Receive Slate
2. Finalize Team/Select Dates/Notify NAST
3. Confirm Visitation Logistics

6. Formalize Format, Purposes, Approach
12. Make Assignments
13. Compiling/Writing

18. Confirm Visitation Logistics
20. Arrange presentation of Student Work
21. Produce Draft
22. Send SS
23. Finalize SS
24. Host Team
Preparing for the Visit

• Visiting team and institution coordinate to create overall visit schedule
  • Interviews
  • Classes and Rehearsal Visits
  • Appointments/Meetings
• Only reviewed on-site by visiting evaluators

• Must reflect each curricular program offered in theatre

• Review performance tapes, playscripts, and other materials demonstrating the quality of student work in each degree or program offered, including documentation supportive of final projects required for degree completion

• Observe a sampling of student performers. Attend performances(s), dress rehearsals(s), or (preferably) a production including several representative students at various levels
Sample Visit Agenda

• Travel and Preparation Day

• Team Arrival

• Initial Team Meeting

• Orientation meeting with Theatre Executive and/or institutional representative(s)

• Detailed team planning session — logistics and content
Sample Visit Agenda

• First Visit Day
  • Review of facilities, equipment, technology (may review this the previous day, if possible)
  • Interviews, classes, rehearsals, performances, and appointments
  • Reviews of Student Work
  • Review on-site documentation
  • Visit team meeting (review, discuss, plan)
Sample Visit Agenda

- Second Visit Day
  - Interviews, classes, rehearsals, performances, and appointments
  - Reviews of Student Work
  - Review on-site documentation
  - Visit team meeting (review, discuss, plan)
Sample Visit Agenda

• Morning of Third Day
  • Visitors outline contents of Visitors’ Report
  • Visitors arrange and schedule report completion timeline
  • Exit interviews with theatre executive and other appropriate administrators of the institution’s choosing
  • Team departure
Information Reviewed On-Site

• Student Work

• Transcripts for degrees submitted for renewal of Final Approval
  • Transcripts submitted for Final Approval for Listing are included in Self-Study

• Published policies concerning appointment, compensation, tenure, increases in salary, promotions, and fringe benefits for full-time and part-time faculty

• A set of full-time theatre faculty résumés in alphabetical order. A set of part-time theatre faculty résumés in alphabetical order

• If applicable, copies of examinations developed by the institution used for graduate entrance and placement for students entering initial graduate programs and/or terminal graduate programs

• Promotional materials and procedural documents used in the student recruitment process, including copies of advertisements
Purposes of On-Site Visit

• Verify the Self-Study

• Review student work

• Gather and assess information—visitors are ears and eyes of the Commission

• Provide a report based on NAST standards for use by the Commission and institution
Purposes of On-Site Visit

- Undertake a thorough review of all theatre major programs (i.e., non-degree, undergraduate, graduate) irrespective of where the programs are administered.

- Observe classes, lessons, rehearsals and performances. The evaluators should select at random certain classes and rehearsals to visit.

- If possible, include ability to attend a full production or dress rehearsal. If this is not possible, videos may suffice.

- Consider the total performance program.

- Verify transcripts of theatre degree programs.
After the Visit

Visitors’ Report

Optional Response to the Visitors’ Report
Visitors’ Report

• Visitors forward draft to National Office six weeks after the visit

• Staff reviews the report and coordinates finalization with the visiting team as necessary

• Final report forwarded to the institutional representative via email
Visitors’ Report

• Summarizes

• The state of the theatre unit,

• Strengths and areas for improvement,

• Major futures issues for the theatre unit, and

• Constructive suggestions for future development of the theatre unit

• Standards Summary in Section P.
Optional Response

• Provide further information within the context of the Self-Study and Visitors’ Report for Commission review

• Respond to the Visitors’ Report
  • Section P.
  • Errors of Fact
  • Conclusions based on errors
  • Documented changes since visit and/or Self-Study

• Due in triplicate hard copy
  • February 15
Commission on Accreditation
National Association of Schools of Theatre
11250 Roger Bacon Drive, Suite 21
Reston, Virginia 20190-5248

COMMISSION ACTION REPORT

This document provides the official action of the Commission as indicated in the cover letter of the same date.

April 28, 2020
The Commission Action Report

• **Purpose**
  
  • Official Report of the actions of the Commission
  
  • Sole and definitive source of information regarding compliance with standards
  
  • Guide for further communications with the Commission
The Commission Action Report

• Sent in hard copy thirty days after the meeting

• Institutional Representative and Chief Executive Officer

• Confidential
The Commission Action Report

- Actions
- Item(s) for Progress Report or Response
  - Concern, Guidance, Citation, What to Provide
- Due Date
- Note(s)
- Recommendation(s)
- Commendation(s)
Types of Commission Review

- Comprehensive Reviews (Self-Study)
  - Originals
  - Responses and Progress Reports
- New Curricula
  - Plan Approval & Final Approval for Listing
- Substantive Change
- Other Business
Possible Commission Actions
Example - Current Members

• Renewal of Membership

• Renewal of Membership with request for Progress Report

• Deferral of Application pending Response

• Not a negative action

• Mechanism for dialogue between institution and Commission

• Institution does not lose accreditation

• All membership rights and benefits are maintained
### Accreditation Review Periods

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<th>Associate Membership</th>
<th>Membership</th>
<th>Renewal of Membership</th>
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<tr>
<td>Periods</td>
<td>5 years</td>
<td>5 years</td>
<td>10 years</td>
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<tr>
<td>Meet all curricular standards</td>
<td>Meet all curricular standards</td>
<td>Meet all curricular standards</td>
<td></td>
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<tr>
<td>Meet operational standards although developing in areas</td>
<td>Meet operational standards</td>
<td>Meet operational standards</td>
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When will accreditation/reaccreditation be granted?
Postponement
Today’s Session

- Process Overview and Timeline
- Required Documents
  - Resources
- Self-Study Format Document
  - Handbook
- Curricular Programs
Required Documents
WELCOME TO NAST

Founded in 1965, the National Association of Schools of Theatre (NAST) is an organization of schools, conservatories, colleges, and universities with approximately 187 accredited institutional members. It establishes national standards for undergraduate and graduate degrees and other credentials for theatre and theatre-related disciplines, and provides assistance to institutions and individuals engaged in artistic, scholarly, educational, and other theatre-related endeavors.

This website outlines the purposes, operations, and services of NAST, including the accreditation process for institutions, and information for theatre professionals, students, and the public. The six boxes below lead to the most utilized and salient information on the site.
Required Documents

- Procedures Documents
- *Handbook* and Addenda
- Forms
- Publications
- NAST website
Required Documents

• Procedures Suite
  • Procedures for Institutions
  • Procedures for the Self-Study Document: Format A, B and C (including Management Documents Portfolio)
Required Documents

• Procedures Suite
  • Instructions for Preparing Curricular Tables in the NAST Format
  • Procedures for Visiting Evaluators
Required Documents

• *Handbook and Addenda*

  • Contain standards and guidelines
  
  • Established by vote of the entire Membership
  
  • Published annually; new editions updated throughout the year
Required Documents

• *Handbook and Addenda*
  
  • Only sources used by Commission
  
  • Current standards must be used
Required Documents

- Forms
  - Notice of Intention to Apply
  - Application for Membership
Supportive Documents

• Publications
Supportive Documents

- Publications
  - Brochures and Advisory Papers
  - Advisory Papers
  - Federal Advisories
Today’s Session

• Process Overview and Timeline
• Required Documents
  • Resources
  • Self-Study Format Document
• Handbook
• Curricular Programs
Self-Study Formats

COMPREHENSIVE REVIEW PROCESS

Comprehensive review refers to the entire self-study process conducted by an institution applying for initial or renewal of accreditation. The five categories below offer a chronological progression through the comprehensive review process. Within each category is found detailed information outlining requirements and expectations for that particular phase. This information has been distilled from the NAST Procedures for Institutions. This will allow readers the opportunity to navigate easily among and focus on only one phase at a time. Readers are asked to review the procedures thoroughly and to return to the Procedures for Institutions document often for reference and information.

1. Getting Started
2. Self-Study
3. On-Site Visit
SELECTING A SELF-STUDY FORMAT

NAST provides three format options (Formats A, B, and C) under the title *Procedures for the Self-Study Document*, as well as an option for creating a custom format under certain circumstances.

Within the eligibility requirements below, each institution determines which format will best serve its needs at the time of the self-study. Each format provides a framework. Using this framework as a basis, the institution summarizes the results of its self-study process, and documents its fulfillment of NAST standards. The formats have common elements and address the same types of issues, but provide different ways to consider present conditions and future plans. For example: In *Format A*, the framework does not emphasize one evaluation perspective over any other; *Format B* emphasizes situational analysis and planning for the theatre unit as a whole; and *Format C*, analysis and planning for component programs.

For custom formats, the theatre unit creates its own evaluation perspectives and emphases. Please contact the NAST staff for further assistance in selecting a Self-Study format.
Format A
Format A

• A step-by-step approach

• Format parallels *Handbook*: operations and curricula

• Poses specific questions derived from requirements presented in operational and curricular standards and guidelines in the *Handbook*
Format A

- Requires a descriptive evaluation of each curricular program and projections regarding its future
- Includes a summary section focusing on evaluation, planning and projections
Format A

• Section I. Purposes and Operations
• Section II. Instructional Programs Portfolio
• Section III. Evaluation, Planning, Projections
• Section IV. Management Documents Portfolio
• Section V. Appendices
SECTION I. PURPOSES AND OPERATIONS

B. Size and Scope (refer to NAST Handbook, Standards for Accreditation II.B.)

With regard to its purposes, demonstrate the extent to which the theatre unit maintains:

1. Sufficient enrollment to cover the size and scope of programs offered;
2. An appropriate number of faculty and other resources to cover the size and scope of programs offered; and
3. Sufficient advanced courses in theatre appropriate to major areas of study at degree or program levels being offered, consistent with major areas of study and degree or program levels.

C. Finances (refer to NAST Handbook, Standards for Accreditation II.C.)

Describe the overall fiscal operation of the theatre unit with regard to its purposes, size, and scope, including but not limited to:

1. Sources and reliability of operating income;
2. Balance of revenue to expenses;
3. The extent to which regular budget allocations for personnel, space, equipment, and materials are appropriate and sufficient to sustain the programs of the theatre unit from year to year;
4. Procedures for developing the budget for the theatre unit;
5. Development methods including fundraising procedures and results; and
6. Long-range financial planning, including results.

D. Governance and Administration (refer to NAST Handbook, Standards for Accreditation II.D.)

Evaluate the extent to which governance and administrative structures and activities:

1. Fulfill the purposes of the institution and the theatre unit;
2. Assure fundamental educational, artistic, administrative, and financial continuity and stability;
3. Show evidence of long-range programmatic planning;
4. Demonstrate a primary focus on supporting teaching and learning;
5. Provide mechanisms for communication among all components of the unit; and
Format A

• Section I. Purposes and Operations
• **Section II. Instructional Programs Portfolio**
  • Section II.B. Specific Curricula
• Section III. Evaluation, Planning, Projections
• Section IV. Management Documents Portfolio
• Section V. Appendices
**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
- ... 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 History and Theory and Related Studies  ____ units = B
Format A

• Section I. Purposes and Operations
• Section II. Instructional Programs Portfolio
• Section III. Evaluation, Planning, Projections
• Section IV. Management Documents Portfolio
• Section V. Appendices
Documentation

• Section IV. and V.
  • Documentation normally functions to support narrative/prose
  • If documentation exists online, may provide direct link
  • If documentation exists in electronic format, may provide directly on flash drive
  • Cross-reference within the Self-Study for ease to the reader
Format A

Section I. Purposes and Operations
Section II. Instructional Programs Portfolio
Section III. Evaluation, Planning, Projections
Section IV. Management Documents Portfolio
Section V. Purposes and Operations

Narrative

B. Size and Scope

Documentation

Appendices
Format B
SECTION I. OPERATIONS ANALYSES AND PROJECTIONS (continued)

Provide a succinct analytical summary of the status of the following (A through O).

A. Purposes of the Institution and Unit
B. Size and Scope
C. Finances
*Note: Items A, B, and C may be considered separately or together.*
D. Governance and Administration
E. Faculty and Staff
F. Facilities, Equipment, Health, and Safety
G. Library and Learning Resources
H. Recruitment, Admission–Retention, Record Keeping, and Advisement
I. Credit and Time Requirements
J. Published Materials and Web Sites
K. Branch Campuses, External Programs, Use of the Institution’s Name for Educational Activities Operated Apart from the Main Campus or the Primary Educational Program
L. Community Involvement
M. Articulation with Other Institutions
N. Non-Degree-Granting Programs for the Community (*if applicable—see NAST Handbook, *Standards for Accreditation III.K.*)
O. Evaluation, Planning, and Projections

In terms of:

- NAST standards as stated in the NAST Handbook, including any concerns about compliance now, or during the projected accreditation period.
- Theatre unit/institutional goals and aspirations for excellence, especially in terms such as artistry, teaching, scholarship, student achievement.
- Strategic issues facing the theatre unit—internal and external challenges and opportunities both theatre and non-theatre over the next 5 – 10 years. Include projections of program and funding stability with regard to operational issues affecting the continuing development of excellence, and the operations requirements for sustaining and improving the quality of student achievement in the programs offered.
- Areas for operational changes and improvements. Include program changes in the early stages of consideration.

Preparation Notes:
- Reference, but do not repeat, information in the Management Documents Portfolio.
- Indicate “N/A” if K, L, M, or N are not applicable.
- If your institution has completed an NAST review, it is helpful to note significant changes since the last Self-Study.
- Regarding strategic issues, for sample question sets that may be useful, see “Optional Supplemental Questions for Self-Study” in the “General Instructions” section of this document. These documents are helpful but optional.
- Regarding Facilities, Equipment, Health, and Safety, please ensure that Section I and/or Section IV., MDP I.F. give particular attention to the following: adequacy and continuing effectiveness in terms of goals for student learning expectations; size and scope, especially regarding the...
Format C
SECTION II. PROGRAM FUTURES ANALYSES

Before proceeding with Section II, please review the following 5 notes:

- Program Futures Analysis (Section II) connects futures considerations with operational and contextual issues.

  Detailed analyses of curricular content and student achievement are provided in the Instructional Programs Portfolio (Section I) of Format C.

  The two sections complement but do not duplicate each other.

  The text of Section II provides a succinct analysis of strengths, opportunities, challenges, areas for improvement, and plans for each curricular program area in which the institution offers a major.

- If only one program is offered in an area, then respond with respect to that degree or program.

  **Program Area Examples:**
  
  Bachelor of Arts in Theatre  
  Bachelor of Science in Theatre Education  
  Bachelor of Fine Arts in Design/Technology  
  Master of Fine Arts in Scene Design  
  Etc.

- If the institution offers more than one degree, program, or level in an area, it is recommended that all be considered together.

  **Program Area Examples:**
  
  Liberal Arts Majors (i.e., B.A., B.S.)  
  Performance Majors (i.e., Dip., B.F.A., M.F.A., as applicable)  
  Theatre Production Majors (i.e., Dip., B.F.A., M.F.A., as applicable)  
  Theatre Education Majors (i.e., B.A., B.S., B.F.A., M.A., M.S., M.F.A., Ph.D., Ed.D., as applicable)  
  Community Education Programs  
  Etc.

  However, if the institution finds it useful to respond for each degree program in any or all program areas, please do so.

- Master of Fine Arts and Doctoral degree-granting institutions or institutions with large, separately managed theatre libraries are encouraged to evaluate the library as a separate program area.

- Any program such as undergraduate theatre history, performance, etc., may also be considered as a program area if the institution wishes.
TITLE PAGE SPECIFICATIONS

National Association of Schools of Theatre

SELF-STUDY

in [choose one: Format A or Custom Format]

Presented for consideration by the
NAST Commission on Accreditation

by

(NAME OF INSTITUTION)

.ADDRESS OF INSTITUTION INCLUDING ZIP CODE

(TELEPHONE NUMBER INCLUDING AREA CODE)

WEB ADDRESS OF THEATRE UNIT)

List by specific title all degrees and/or programs offered.* Specify fields as applicable. Degrees and/or programs (including all emphases) must be listed under appropriate headings and subheadings as follows. For definitions of “Final Approval for Listing” and “Plan Approval,” see page A-1 of this document.

FOR INSTITUTIONS SEEKING MEMBERSHIP FOR THE FIRST TIME

Degrees and/or programs for which Plan Approval and Final Approval for Listing are sought.

Degrees and/or programs for which Plan Approval is sought.

FOR INSTITUTIONS WITH MEMBERSHIP OR ASSOCIATE MEMBERSHIP

Degrees and/or programs for which renewal of Plan Approval and Final Approval for Listing is sought.

Degrees and/or programs for which Plan Approval and Final Approval for Listing are sought at the same time.

Degrees and/or programs for which Plan Approval is sought.

Degrees and/or programs for which Final Approval for Listing is sought.

Degrees and/or programs for which renewal of Plan Approval is sought.

The data submitted herewith are certified correct to the best of my knowledge and belief.

________________________________________  _______________________________________
(Date)                                      (Signature of Reporting Officer)
Bachelor of Arts-4 years: Theatre.
Bachelor of Fine Arts-4 years: Musical Theatre.
Master of Arts-2 years: Theatre.
Community Theatre.
Bachelor of Fine Arts-4 years: Acting.
The Self-Study
The Self-Study

- Timeframe: The Self-Study is usually based on the last completed academic year, with additional information provided for significant developments since the close of that year
The Self-Study

- There are no right answers.
- There is not a specific way; there is no right way to present the Self-Study
- Understand your audience. Explain so that people outside will understand.
The Self-Study

- Provide context, tell the story, share your narrative.
- Don’t be redundant — Do be concise.
- Be consistent; find an editor.
- You are the expert.
Today’s Session

- Process Overview and Timeline
- Required Documents
  - Resources
  - Self-Study Format Document
  - Handbook
- Curricular Programs
The NAST Handbook
The NAST Handbook

- current Handbook
- current Addenda and Procedures
The NAST Handbook

- Forward
- Constitution
- Bylaws
- Code of Ethics
- Rules of Practice and Procedure
I. Basic Criteria for Membership

II. Purposes and Operations

III. Theatre Program Components

IV. - XI. Undergraduate Curricular Standards

XII. - XV. Graduate Curricular Standards

XVI. - XVIII. Non-Degree-Granting Program Standards

The NAST Handbook
The NAST Handbook

XIX. Specific Operational Standards for Free-Standing Theatre Institutions of Higher Education

XX. Specific Operational Standards for Proprietary Institutions of Higher Education

Appendices

(I. Standards; II. Guidelines and Advisories; III. Policies; IV. Procedures)
II. Interpreting Specific Terminology in NAST Standards

A. Statements using terms such as **shall**, **must**, and **essential** outline threshold standards.

B. Statements using the term **normally** or **usually** provide guidelines that indicate one or more of the numerous conditions commonly present when there is compliance with a threshold standard.

C. Statements using the terms **should**, **recommend**, or **suggest** indicate recommendations, which are actions consistent with standards compliance, but that are not in and of themselves threshold standards.
II.A. Purposes of the Institution and Theatre Unit

1. Standards

b. There must be one or more statements indicating overall purposes. For independent theatre institutions, at least one statement must apply to the institution as a whole. For multi-purpose institutions, at least one statement must apply to the institution and at least one statement must apply to the theatre unit.
II.A. Purposes of the Institution and Theatre Unit

1. Standards

b. There **must** be one or more statements indicating overall purposes. For independent theatre institutions, at least one statement **must** apply to the institution as a whole. For multi-purpose institutions, at least one statement **must** apply to the institution and at least one statement **must** apply to the theatre unit.
II.E. Faculty and Staff

1. Qualifications

   a. Standards

   (2) Faculty members (including part-time faculty and graduate teaching assistants, as applicable) shall be qualified by earned degrees and/or professional experience and/or demonstrated teaching competence.
II.E. Faculty and Staff

1. Qualifications

a. Standards

(2) Faculty members (including part-time faculty and graduate teaching assistants, as applicable) shall be qualified by earned degrees and/or professional experience and/or demonstrated teaching competence.
II.E. Faculty and Staff

1. Qualifications

b. Guidelines, Recommendation, and Comment

(2) Teachers of performance, design/technology, and/or playwriting normally are or have been deeply and currently involved as a practicing artist in the particular disciplines or specializations they are teaching.
II.E. Faculty and Staff

1. Qualifications

b. Guidelines, Recommendation, and Comment

(2) Teachers of performance, design/technology, and/or playwriting normally are or have been deeply and currently involved as a practicing artist in the particular disciplines or specializations they are teaching.
II. C. Finances

2. Guideline and Recommendation

a. Student learning and health and safety are paramount considerations in determining and evaluating financial support.

b. Fiscal and financial planning, especially for the long-term, should be correlated with current and evolving purposes and content of the theatre unit and its programs.
II. C. Finances

2. Guideline and Recommendation

a. Student learning and health and safety are paramount considerations in determining and evaluating financial support.

b. Fiscal and financial planning, especially for the long-term, should be correlated with current and evolving purposes and content of the theatre unit and its programs.
b. Curricula to accomplish this purpose normally adhere to the following guidelines: studies in the major area, including basic stage management and/or technical training, should comprise 30% to 40% of the total program; supportive courses in theatre, 20% to 30%; general studies, 25% to 35%; and elective areas of study, 10% to 15%. Elective courses should remain the free choice of the student. Studies in the major area and supportive courses in theatre normally total at least 65% of the curriculum.
b. Curricula to accomplish this purpose **normally** adhere to the following guidelines: studies in the major area, including basic stage management and/or technical training, should comprise 30% to 40% of the total program; supportive courses in theatre, 20% to 30%; general studies, 25% to 35%; and elective areas of study, 10% to 15%. Elective courses **should** remain the free choice of the student. Studies in the major area and supportive courses in theatre **normally** total at least 65% of the curriculum.
Today’s Session

- Process Overview and Timeline
- Required Documents
  - Resources
  - Self-Study Format Document
  - Handbook
- Curricular Programs
Curricular Programs
NAST Purview

• NAST accredits the institution

• Submit regardless of geographic location, administrative unit (including theatre programs housed in different departments)

• All postsecondary non-degree theatre offerings - programs, certificates, diplomas

• All postsecondary degree-granting theatre offerings - Associate, baccalaureate, graduate degrees

• Community Education Programs - considered part of the comprehensive review
NAST Purview

- Title - Theatre in the title
- Intent - Theatre in Mission/Goal/Objectives
- Content - Significant proportion of curriculum in Theatre
Non-Degree Granting Programs for the Community

- *Handbook* III.K.

- Not to be confused with Community Involvement (II.J.)

- Submitted for Basic Listing

- Four standards applicability criteria
  
  - 1. Pre-professional/avocational
  - 2. Designated Administrator
  - 3. Published Identity
  - 4. Academic year or year-long basis
Degree Types

• Undergraduate
  • Liberal Arts
  • Professional

• Graduate
  • Initial
  • Terminal
Liberal Arts Degrees

- III. Theatre Program Components
- IV. Undergraduate Programs in Theatre
- V. Admission to Undergraduate Study
- VII. Liberal Arts Degrees

- Remember two sections always apply:
  - I. Basic Criteria for Membership
  - II. Purposes and Operations
Professional Degrees

- III. Theatre Program Components
- IV. Undergraduate Programs in Theatre
- V. Admission to Undergraduate Study
- VIII. Professional Baccalaureate Degrees
- IX. Specific Professional Baccalaureate Degrees
Theatre Education Degrees

- III. Theatre Program Components
- IV. Undergraduate Programs in Theatre
- V. Admission to Undergraduate Study
- X. Baccalaureate Degrees in Theatre Education
Degree and Program Titles

• Title and content must be consistent
• Maintain system of academic currency
• Misrepresentation — Advisory and 2008 HEA
• Titles should not serve purposes related to:
  • Public Relations
  • Name of Administrative Unit
  • Enrollment tracking
Degree Titles
Dissecting Degree Titles

Bachelor of Arts in Theatre

<table>
<thead>
<tr>
<th>level</th>
<th>type</th>
<th>major</th>
</tr>
</thead>
<tbody>
<tr>
<td>30-45%</td>
<td></td>
<td>30%</td>
</tr>
</tbody>
</table>
Degree Titles

Bachelor of Arts-4 years: Theatre

- level: 30-45%
- type: 30%
- time: 30%
Degree Titles

Bachelor of Arts-4 years: Theatre (Acting)

<table>
<thead>
<tr>
<th>level</th>
<th>type</th>
<th>time</th>
<th>major</th>
<th>emphasis track</th>
<th>concentration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>time</td>
<td></td>
<td>track</td>
<td>30-45%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10%</td>
</tr>
</tbody>
</table>
Degree Titles

Bachelor of Fine Arts-4 years: Theatre for Youth

<table>
<thead>
<tr>
<th>level</th>
<th>type</th>
<th>time</th>
<th>major</th>
</tr>
</thead>
<tbody>
<tr>
<td>65%</td>
<td></td>
<td></td>
<td>25%</td>
</tr>
</tbody>
</table>

Professional Degree with Specific, Specialized Major
## Degree Titles

<table>
<thead>
<tr>
<th>level</th>
<th>type</th>
<th>time</th>
<th>major</th>
<th>emphasis track concentration</th>
</tr>
</thead>
<tbody>
<tr>
<td>65%</td>
<td></td>
<td></td>
<td>25%</td>
<td>10%</td>
</tr>
</tbody>
</table>

Bachelor of Fine Arts-4 years: Acting (Musical Theatre)

Professional Degree with Specific Major and Emphasis
## Degree Titles

<table>
<thead>
<tr>
<th>level</th>
<th>type</th>
<th>time</th>
<th>major</th>
<th>major</th>
</tr>
</thead>
<tbody>
<tr>
<td>65%</td>
<td></td>
<td>25%</td>
<td>25%</td>
<td></td>
</tr>
</tbody>
</table>

Bachelor of Fine Arts-4 years: Performance and Production Design

Professional Degree with Double Major
Degree Titles

Bachelor of Arts-4 years: Musical Theatre

level  type?  time  major
Bachelor of Arts-4 years: Musical Theatre

level | time | major type

Specific Major = Professional Degree
# Degree Titles

<table>
<thead>
<tr>
<th>level</th>
<th>type</th>
<th>time</th>
<th>major</th>
<th>minor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Master of Arts-2 years: Dramaturgy</td>
<td>minimum 30 credits; Initial Master’s Degree</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Master of Arts
- 2 years
- Dramaturgy
- minimum 30 credits
- Initial Master’s Degree
Degree Titles

Master of Arts-2 years (Distance Learning): Theatre Education

level   type   time   delivery   major

If 40% or more offered via distance learning, program will be listed as such
Degree Titles

Master of Fine Arts-3 years: Directing

- level
- type
- time
- major

Minimum 60 credits;
Terminal Master’s Degree

65% in the major
Professionally-oriented study of an aspect of theatre practice
Degree Titles

Certificate-1 year: Performance (Graduate)

type  time  content area  level

Over 15 semester hours at graduate level
Degree Titles

Certificate-1 year: Performance (Undergraduate)

- type
- time
- content area
- level

Over 30 semester hours at undergraduate level
How Many Curricula?

Certificate-2 years: Acting Training
Bachelor of Arts-4 years: Theatre
Bachelor of Fine Arts-4 years: Musical Theatre; Theatre (Design, Performance)
Master of Arts-2 years: Theatre
Master of Fine Arts-3 years: Acting; Directing
Doctor of Philosophy-4 years: Theatre
How Many Curricula?

4
6
8
9
How Many Curricula?

Certificate-2 years: Acting
Bachelor of Arts-4 years: Theatre
Bachelor of Fine Arts-4 years: Musical Theatre; Theatre (Design, Performance)
Master of Arts-2 years: Theatre
Master of Fine Arts-3 years: Acting; Directing
Doctor of Philosophy-4 years: Theatre
Plan Approval

• First of two-stage review and approval for new curricula

• Four components: level, type, major, track/emphasis

• New non-degree proposals
  • diplomas/certificate
  • listed only if program length is
    • 15+ hours at graduate level; 30+ hours undergraduate

• All curricula considered separately

• Review down to track/emphasis level

• Distance Learning
Plan Approval

- NAST Handbook 2020-21, Rules of Practice and Procedure: Part II, Article VI
- May be part of Self-Study; Section II
- In between 5 and 10 year reviews
- Approval required after institutional approval before enrolling students
- Commission review during March meeting
Plan Approval

• Documents you will need:
  • NAST Handbook (current)
  • Policies and Procedures for Reviews of New Curricula
  • Instructions for Preparing Curricular Tables
NEW CURRICULA

When instituting new or substantially revised curricula, member institutions are required to submit documentation to the Commission in order to remain in compliance with Part II., Article I., Section 3., of the NAST Rules of Practice and Procedure. This includes the addition of programs and degrees to be reviewed and listed by NAST at a degree or credential level other than the curricular level(s) included in the institution’s current accreditation.

The Association also offers the opportunity for member institutions to receive an optional consultative review of new curricula by the Commission prior to submission of an official request for Plan Approval.

The Commission does not ordinarily send visitors to examine a new curriculum, but may request that the theatre executive concerned meet with them to discuss the program in detail. However, an on-site evaluation is strongly recommended as part of the Plan Approval process when an institution plans to offer a theatre degree at a new level (associate, baccalaureate, initial master’s, terminal master’s, or doctorate) for the first time.
PLAN APPROVAL

Plan Approval is required after institutional approval and before students are admitted into a new degree program. The application for Plan Approval includes information concerning the structure of the new curriculum as well as data concerning the faculty, library, equipment, and/or resources necessary for its support.

When a degree has received Plan Approval, the program is listed in the NAST Directory List in italics.

FINAL APPROVAL FOR LISTING

Final Approval for Listing is granted when the Commission has reviewed an application including validations of the plan-approved curriculum through transcript evidence. Three transcripts must be provided for each undergraduate curriculum or non-degree-granting program. Two transcripts are submitted for each graduate program. The format for submitting transcripts consistent with Plan Approval documentation may be found in the document Policies and Procedures for Reviews of New Curricula (provided below).

When the curriculum has received Final Approval for Listing, the program is listed in the NAST Directory List in regular type.

APPLICATION PROCEDURES FOR PLAN APPROVAL & FINAL APPROVAL FOR LISTING

Please review the application procedures below in their entirety prior to submitting an application for Plan Approval or Final Approval for Listing.

- Policies and Procedures for Reviews of New Curricula (PDF)
- Instructions for Preparing Curricular Tables in the NAST Format (PDF)
Final Approval for Listing

- Second stage of curriculum approval
- Verifies transcripts follow plan
- Submit once transcripts are available
  - 3 undergraduate
  - 2 graduate
Final Approval for Listing

• Include in the application:

• Transcripts coded by color, number, letter, symbol, etc.

• Use the Curricular Table submitted in Plan Approval as key

• Description of any deviations

• Description of any changes to program since Plan Approval

• Catalog
Substantive Change

• NAST *Handbook 2020-21, Rules of Practice and Procedure: Part II, Article V*
• changes to existing degrees
• new facilities
• change in location
• branch campus
• change from clock to credit hours
• change from quarter to semester hours and vice-versa
• institution name change and/or major change in mission
Substantive Change

- What to include in application?
  - all are unique
  - consult with staff, please feel free to contact me directly
  - must demonstrate continued compliance with standards
Maintaining Your Accreditation

• Pay annual membership dues
• File all annual reports
  • HEADS (due January 31)
  • Accreditation Audit/Affirmation Statement (due July 1)
• Supplemental Annual Report
  • (free-standing schools only, due Oct 15)
• File for approval of new curricula or substantive changes
• Maintain continuing compliance with NAST standards
• Participate in work of the Association including
  • attendance at the Annual Meeting
  • voting on the business of the Association
  • participating in reviews of standards and guidelines
• Apply for reaccreditation by submitting the Notice of Intention to Apply Form
Due Dates

• Self-Study — Four weeks prior to visit

• Optional Response  
  • February 15

• All Other Materials (Responses, Plan Approval, etc.)  
  • February 1

• Extensions — Initial can be granted by staff
Don’t Forget…

• Actively participate in the process

• Take stock in your accomplishments

• Use the process as a catalyst to move the institution’s agenda forward
National Office

11250 Roger Bacon Drive, Suite 21
Reston, VA 20190

Phone (703) 437-0700 (ext. 128)
Fax (703) 437-6312

www.arts-accredit.org

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Thank You