NATIONAL ASSOCIATION OF SCHOOLS OF DANCE

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

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

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

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Instructions for Preparing Curricular Tables in the NASD Format

INTRODUCTION

NASD curricular standards present an established framework in which each independent dance 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.

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

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

NOTES

1. Users of this document should consult standards statements available in the latest edition of the NASD 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).
## CURRICULAR TABLES AT A GLANCE: OVERALL STRUCTURE (Explanation Only)

**Structural Component Descriptors:** These categories should correlate to the NASD 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>Dance Studies</th>
<th>Performance and Dance 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 required for degree/program completion</td>
</tr>
<tr>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>Total percentage (May be over 100% if total number is higher than suggested denominator)</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.

**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.

**Dance Studies**
- Course ……… # units
- Course ……… # units
- Course ……… + # units
  - Total = A units

**Performance and Dance 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
CURRICULAR TABLES AT A GLANCE: HOW TO CALCULATE PERCENTAGES
(Explanation Only)

<table>
<thead>
<tr>
<th>Dance Studies</th>
<th>Performance and Dance Electives</th>
<th>General Studies</th>
<th>Electives</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Units ((\text{=A}))</td>
<td>Units ((\text{=B}))</td>
<td>Units ((\text{=C}))</td>
<td>Units ((\text{=D}))</td>
<td>((\text{A+B+C+D=})) Total Units</td>
</tr>
<tr>
<td>(A^*/ = %)</td>
<td>(B^*/ = %)</td>
<td>(C^*/ = %)</td>
<td>(D^*/ = %)</td>
<td>((\text{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.

**REMINDEERS 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 NASD as outlined in the Handbook.
- Provide explanations of deviations from NASD standards or common practice. (e.g., no credits for performance, etc.)
Instructions for Preparing Curricular Tables for
NON-DEGREE-GRANTING 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 dance electives and non-dance 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 NASD 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 Dance</th>
<th>Electives</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Units (=A)</td>
<td>Units (=B)</td>
<td>Units (=C)</td>
<td>(A+B+C =) Total Units</td>
</tr>
<tr>
<td>or Clock Hours (=A)</td>
<td>or Clock Hours (=B)</td>
<td>or Clock Hours (=C)</td>
<td>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**

- Dance 617
  - Ballet
  - 3 units

Total Major Area

___ units = A

**Other Studies in Dance**

- Dance 607
  - Choreography
  - 1 unit

Total Other Studies in Dance

___ units = B

**Electives**

- At least four hours in dance courses
  - 1 unit

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 dance electives and non-dance 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, rather 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 NASD Handbook and any current addenda for clarification of “Dance Studies”; “Supportive Courses in Dance”; “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 NASD 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 Dance (A.A./A.S. degrees in dance)

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>Dance Studies</th>
<th>Performance and Dance Electives</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)*

**Dance Studies**

- Dance 101 Modern Dance 3 units
  … list continues …

Total Dance Studies ___ units = A

**Performance and Dance Electives**

- Dance 114 Ballet 2 units
  … list continues …

Total Performance and Dance Electives ___ 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 Dance (A.F.A. degrees, or degrees with other titles having goals and objectives consistent with those for the A.F.A. degree in dance or dance 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):

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>Dance and Supportive Courses (Include Theory and 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)

**Dance and Supportive Courses**

Dance History 101

… list continues …

Total Dance and Supportive Courses ___ units = A

**Educational Theory, Methods, and Practice Teaching**

Education 121

… list continues …

Total Educational Theory, Methods, and Practice Teaching ___ units = C

**General Studies**

English 111

… list continues …

Total General Studies ___ units = D

**Electives**

Science Electives

… list continues …

Total Electives ___ units = E
EXAMPLE 3: Associate Degrees in Dance Education (A.A./A.S. degrees with a major in dance 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):
- 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>Dance Studies</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)

**Dance Studies**
- Dance 114
  - … list continues …
- Total Dance Studies ___ units = A

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

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

**Electives**
- Psychology Electives
  - … 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 Undergraduate Degrees in Dance, Professional Undergraduate Degrees in Dance, Undergraduate Degrees in Dance 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 dance electives and non-dance 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, rather 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 NASD Handbook and any current addenda for clarification of “Dance Studies”; “Dance and Supportive Courses”; “Performance”; “Dance History and Theory and Related Studies”; “Studio Class and Performance and/or Choreography”; “General Studies”; 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 NASD Handbook and any current addenda for specific degree Standards and Guidelines.

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

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>Dance Studies</th>
<th>Performance and Required Dance 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 dance 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)

**Dance Studies**
- Dance 221  Modern Dance  3 units
  ... list continues ...

Total Dance Studies  ____ units = A

**Performance and Required Dance Electives**
- Dance 114  Ballet  2 units
  ... list continues ...

Total Performance and Required Dance Electives  ____ units = B

**General Studies**
- English 111  English Literature  3 units
  ... list continues ...

Total General Studies  ____ units = C

**General Studies Electives**
- Science Electives  2 units
  ... list continues ...

Total General Studies Electives  ____ units = D
**EXAMPLE 2:** Professional Undergraduate Degrees in Dance (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):

- [ ] Renewal of Plan Approval and Final Approval for Listing
- [x] 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 Class and Performance and/or Choreography</th>
<th>Dance History and Theory and Related Studies</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)

**Studio Class and Performance and/or Choreography**

Dance 110

... list continues ...

Total Studio Class and Performance and/or Choreography

___ units = A

**Dance History and Theory and Related Studies**

Theory 114

... list continues ...

Total History and Theory and Related Studies

___ units = B

**General Studies**

English 111

... list continues ...

Total General Studies

___ units = C

**Electives**

Science Electives

... list continues ...

Total Electives

___ units = D
**EXAMPLE 3:** Professional Undergraduate Degrees in Dance Education (all programs that prepare specialist dance teachers, irrespective of degree title: B.F.A. in Dance Education, B.A. in Dance Education, B.S. in Dance Education, etc.)

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>Dance and Supportive Courses (Include Theory and History)</th>
<th>Educational Theory, Methods, and Practice Teaching</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 =)</td>
</tr>
<tr>
<td>(A/* =) %</td>
<td>(B/* =) %</td>
<td>(C/* =) %</td>
<td>(D/* =) %</td>
<td>(E/* =) %</td>
<td>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)*

**Dance and Supportive Courses**

**Performance**

Dance 101  Modern Dance I  3 units

… list continues …

Total Performance  ____ units = A

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

Dance Education 121  Dance Classroom Methods  2 units

… list continues …

Total Dance Education  ____ units = B

**Professional Education (includes student teaching)**

Education 121  Research Theories  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 dance electives and non-dance 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, rather 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 NASD Handbook and any current addenda for clarification of “Studio or Related Area”; “Core of General Studies in Dance”; “Other Studies in Dance”; “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 (i.e., 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 (i.e., Master of Fine Arts, Master of Fine Arts in Dance 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 NASD 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 dance) [See NASD 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>Core of General Studies in Dance</th>
<th>Other Studies in Dance</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)

Core of General Studies in Dance

Dance 617          Ballet          3 units
… list continues …

Total Core of General Studies in Dance __ units = A

Other Studies in Dance

Dance 712          Choreography   1 unit
… list continues …

Total Other Studies in Dance __ 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 dance or the equivalent)  
[See NASD 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):

- 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 Dance</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**  
Dance 617 Ballet 3 units  
... list continues ...  
Total Studio or Related Areas ___ units = A

**Other Studies in Dance**  
Dance 721 Modern Dance 1 unit  
... list continues ...  
Total Other Studies in Dance ___ units = B

**Electives**  
6 units from among the following:  
... list continues ...  
Total Electives ___ units = C
EXAMPLE 3: Specific Master’s Degrees in Dance Education (M.A./M.S. degrees in dance 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):

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>Core of Required Studies in Dance Education</th>
<th>Other Studies in Dance</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 Dance Education

Dance 651 Methods 3 units

… list continues …

Total Core of Required Studies in Dance Education ___ units = A

Other Studies in Dance

Dance 550 History of Dance 1 unit

… list continues …

Total Other Studies in Dance ___ units = B

Electives

6 units from among the following:

… list continues …

Total Electives ___ units = C
EXAMPLE 4: Specific Master’s Degrees in Dance Therapy (M.A./M.S. degrees in dance therapy)

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>Core of Required Studies in Dance Therapy</th>
<th>Other Studies in Dance</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/ⁿ) %</td>
<td>(B/ⁿ) %</td>
<td>(C/ⁿ) %</td>
<td>(A/ⁿ+B/ⁿ+C/ⁿ=) 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 Dance Therapy

Dance 661 Dance Therapy 3 units

Other Studies in Dance

Dance 701 Kinesiology 1 unit

Electives

6 units from among the following:

Total Core of Required Studies in Dance Therapy ___ units = A

Total Other Studies in Dance ___ units = B

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 dance electives and non-dance 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, rather 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 NASD Handbook and any current addenda for clarification of “Major Area”; “Other Studies in Dance”; “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 NASD 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 Dance

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 Dance</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**

- Dance 801
- ... list continues ...

Total Major Area

___ units = A

**Other Studies in Dance**

- Dance 721
- ... list continues ...

Total Other Studies in Dance

___ units = B

**Electives**

- At least one graduate-level course in either sociology, history, or statistics
- ... list continues ...

Total Electives

___ units = C