

APPLICATION FOR NURSING PROGRAM CHANGE

At least 3 months before instituting any of the changes described in R4-19-209 (A), a nursing program shall submit an application packet that contains the materials specified in R4-19-209 (B). All program change applications will be reviewed by the Education Committee for a recommendation and be sent to the Board for approval. Board approval must be obtained before implementing any of the changes in R4-19-209 (A). Please submit materials in accordance with the *Policy on Submission of Materials to the Education Committee*. Please include a title page that contains the following program information: name of program, name of administrator, address, telephone, e-mail and fax information, change you are proposing. Please explain the background of the program and describe the change in an introductory paragraph. Include any other relevant materials e.g. signed contracts, budget information, changes to the evaluation plan to support the change. **If the planned change is to increase enrollment by more than 20%, “Clinical Availability Forms” for all planned clinical experiences for the additional students must accompany the application.**

R4-19-209. Nursing Program Change

- A.** A nursing program administrator shall receive approval from the Board before implementing any of the following nursing program changes:
1. Changing the mission or goals,
 2. Increasing or decreasing the length of the program,
 3. Adding or deleting a geographical location of the program,
 4. Increasing the student enrollment capacity by more than 20%,
 5. Changing the level of educational preparation provided, or
 6. Transferring the nursing program from one institution to another.

Rule	Narrative Description	Evidence
B. The administrator shall submit the following materials with the request for nursing program changes:		
1. The rationale for the proposed change and the anticipated effect on the program		

administrator, faculty, students, resources, and facilities;		
2. A summary of the differences between the current practice and proposed change;		
3. A timetable for implementation of the change; and		
4. The methods of evaluation to be used to determine the effect of the change.		

The Board shall approve a request for a nursing program change if the program demonstrates that it has the resources to implement the change and the change is consistent with R4-19-201 through R4-19-206.