

**Kentucky Board of Nursing
312 Whittington Parkway, Suite 300
Louisville, KY 40222**

Curriculum Change Request

Submission Date: _____ Program Name: _____

Type of Program: RN PN

Accredited By: NLNAC CCNE Copy of acceptance from Accrediting Body:

Prelicensure programs that are accredited by a national nursing accrediting body

Proposed Date of Implementation: _____

Documentation of Internal Approval Process within the College or University:

Briefly describe the change being requested: _____

Does the curriculum revisions include:

- **A change in the philosophy, mission or outcomes which result in a reorganization or re-conceptualization of the entire curriculum**
 Yes No
- **The addition of tracks or alternative programs of study which provide educational mobility:**
 Yes No
- **The initiation of distance learning where a student can obtain fifty percent or more of the credits needed to meet program completion requirements.** Yes No

If the answer is "no" to all the questions above, no need to contact the Board of the change.

If the answer is "yes" to any one of the above questions, proceed with the following proposal submission: A written plan must be submitted to the Board a minimum of four (4) months prior to the planned implementation.

Action Taken: KBN Purposes

Evaluated By: _____

Education Committee for: Information Purposes: Date: _____

Evaluation: Date: _____

Action Taken: Approved Not Approved Deferred for Additional Information

Board of Nursing Review: Date: _____

Action Taken: Approved Not Approved Deferred for Additional Information

Program Notified of Action: _____

SUPPORTING DOCUMENTATION REQUIRED FOR CURRICULUM REVISION REQUEST

Rationale for Proposed Change: *Include descriptions and discussion of data that led to decisions to make changes such as changes in nursing practice, responses to employer or graduate surveys, advisory committee minutes, course evaluation, or total program evaluation findings. Include the actual raw data.*

Chart of Proposed Curriculum: *Submit chart outlining the present curriculum and changes being proposed; Include any changes in number of credit hours and allocation of class content to lecture versus laboratory/clinical*

Concise presentation of proposed curriculum: *Include if applicable: Philosophy or Mission and Goals or Objectives; For each nursing course in the revised curriculum include: course descriptions, course competencies, pre- or co-requisites*

Timetable for implementation of proposal: *Include a schedule of the first semester that each new course will be taught, a schedule of the last semester that each old course to be phased out will be taught, and the date that the first cohort of graduates will complete the revised curriculum.*

Students: *Address the effects the revised curriculum will have on currently enrolled students. Include contingency plans for students who drop/fail/drop out and seek readmission under the revised curriculum.*

Faculty: *Explanation of the effects the changes will have on current faculty; Explanation of the number of faculty needed to implement the proposed changes and how this faculty will be recruited and trained. The nurse faculty shall be licensed in the state of origination of a distance learning program.*

Support Staff: *Explanation of the effects of the changes on current support staff, i.e., secretaries, clerks, learning resources and skills laboratory staff; Discussion of the number of additional support staff needed to implement the proposed changes.*

Educational Resources and Facilities: *Description of how the following educational facilities will be adjusted to accommodate the implementation of the proposed curriculum changes (as applicable): classroom space, conference rooms, faculty office space, skills laboratory, other technology; Explanation and cost of additional purchases required to meet the teaching/learning needs of faculty and students: library resources, skills laboratory media resource learning center (hardware and software), computer resources (hardware and software)*

Affiliate Agencies: *Explanation of the effects proposed changes will have on current and new affiliate agencies used for clinical experiences; Explanation of how agencies may be used differently to implement the changes. Enclose letters from nursing administrators that indicate how many students can be accommodated for clinical experiences in each of the patient/client care areas, i.e., medical-surgical, maternity, pediatrics, mental health, community health, leadership/management, home health, ambulatory care; Explanation of how curriculum changes and changed expectations of students will be communicated to affiliate agencies.*

Financial Support: *Documentation of administrative commitment to provide adequate financial support and the educational resources necessary to implement the proposed changes; Evidence of the source of financial support to implement the proposed changes.*

Evaluation of the implementation of the proposal: *Description of the methods that will be used to evaluate the effects that the proposed changes will have on students, faculty, support staff, implementation of the curriculum, quality of learning and clinical experiences, and educational, clinical, and financial resources;*

Assessment of Outcomes: *Description of the effects (if any) the proposed changes will have on roles/functions of graduates; how students will be assessed as to meeting of program outcomes, including at minimum student retention, student satisfaction, and faculty satisfaction.*

Submitted By: _____

Title: _____