

**Major Curriculum Change Request  
Kansas State Board of Nursing  
60-2-104 (g) (1) (2) (3) - Prelicensure**

Date: \_\_\_\_\_

Name of Program: \_\_\_\_\_

Program Administrator  
including credentials: \_\_\_\_\_

Parent Institution: \_\_\_\_\_

Address of Institution: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Level of the Program  
for which the change  
is being requested \_\_\_\_\_

Briefly describe the  
Change being requested: \_\_\_\_\_  
\_\_\_\_\_

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**Action Taken**

Education Committee Review \_\_\_\_\_  
Date

Action Taken:  Approved  Not Approved  Deferred

Board of Nursing Review \_\_\_\_\_  
Date

Action Taken:  Approved  Not Approved  Deferred

\_\_\_\_\_  
Education Specialist

\_\_\_\_\_  
Date

Nov04/nm

**Prelicensure Major Curriculum Change Request**  
60-2-104 (g) (1) (2) (3)

**(1)** Any change in the plan of nursing curriculum organization involving:

- Philosophy
- Number of semesters of study
- Delivery method of nursing courses

(This includes things such as sequencing, learning methods, content areas, and resources.)

**Provide:**

- Written documentation that includes a comparison of old to new, this may be in the form of a table
- Address any changes needed in resources and the adequacy of resources, if resources are involved in the change

**(2)** Any change in content requiring a change of clock-hours or credit hours in nursing courses

**Provide:**

- Rationale for the change
- Show faculty involvement in process –may use statements of support from faculty and/or evidence of understanding of the change
- A table that shows the differences between the old and new curriculum.
- Include single page course descriptions. **Do Not** submit entire course syllabus

**(3)** Any change in the number of students to be admitted to the nursing education program

**Provide:**

- Statements of explanation from the program
- Facility letters which must include that they are aware of changes and the effect if any the change will have on the facility and the patients/clients and facility staff
- Reaffirm 1:10 clinical ratio by providing a working model of the clinical schedule
- Information that resources such as library, AV materials and equipment, laboratory, faculty, and support services are adequate

*In making decisions concerning curriculum change requests, the Board of Nursing asks if the changes made are consistent with sound educational principles.*

nov/04/nm

## **Instructions**

1. Complete page one. Pay particular attention to the section describing the change. This is usually used for the motion and should be written carefully.
2. On Page 2 indicate the revision requested.
3. If this change involves a new course, complete the curriculum revision or a course revision, including the following items:
  - Course title
  - Course objectives/outcomes
  - Sequence of the course
  - Major content outline
  - Clinical facility(ies) to be used
  - Course evaluation
4. Submit 4 paper copies of the request forms and all addenda on white paper, loose leaf and double-sided pages.
5. Major Curriculum Change Requests are reviewed by the Education Committee and the Board of Nursing at the scheduled meetings of the Board. The request will be approved/not approved/deferred.
6. Following the Education Committee and Board review and action, a copy of the form will be returned to you indicating Board action.

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