Major Curriculum Change Request  
Kansas State Board of Nursing  
60-2-104 (g) (1) (2) (3) - Prelicensure  
Must be received by KSBN at least 30 days before the board meeting

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:  

Action Taken  
Education Committee Review  
Action Taken: □ Approved □ Not Approved □ Deferred  
Board of Nursing Review  
Action Taken: □ Approved □ Not Approved □ Deferred  

Education Specialist  
Date
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._
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 Board of Nursing at their scheduled meetings. 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.

7. The program must receive board approval before implementation.

8. Notify Education Specialist to request Word document version of this form to complete electronically, print and mail to KSBN with the requested information, if desired.