655 IAC, Chapter 2

2.15(2) *Special reports.* The program shall notify the board of the following:

a. Change of controlling institution. Information shall include official name of the program(s) and controlling institution, organizational chart of the controlling institution, and names of administrative officials.

b. Changes in administrative personnel in the program or controlling institution.

c. Opening of a new site or campus.

2.15(3) *Changes requiring board notification and approval.* The program shall submit nine copies of a proposed change for board approval at least three weeks prior to the next scheduled board meeting when the outcome will:

a. Lengthen or shorten the course of study.

b. Add or delete academic credit in a course required for graduation.

c. Add or delete a course required for graduation.

d. Alter graduation requirements.

e. Reduce the human, physical or learning resources provided by the controlling institution to meet program needs as described in rule 2.7(152).

f. Substantively alter the philosophy/mission of the program.

g. Revise the predominant method of instruction or delivery, including transition from on-site to self-study or distance learning.

h. Entail delivery of a cooperative program of study with an institution that does not provide a degree in nursing.

i. Increase the number of student admissions by 20 percent or more.
Information to include when submitting materials, if applicable:

1. Nature of the request.
2. Rationale for curriculum revisions, addition or deletion of courses.
3. Approval of a new course requires the following:
   a. Name of course
   b. Detailed course description
   c. Course objectives
   d. Number of credit hours
   e. Proposed date of implementation for new course
   f. Nursing program curriculum plan including placement of new course/courses.
4. Proposed date of implementation for changes requiring board notification and approval.

Information pertaining to submitting course syllabi:

1. The board is no longer requiring submission of a detailed course syllabus for the approval of a new course in an established program; refer to number 3 above, a. through f. for requirements of approval of a new course.
2. It is necessary to submit course syllabi 6 months prior to the offering of courses for a new program with interim approval, pursuant to 655IAC, 2.2(4)"b"(5).

Nine copies of materials shall be submitted to the board office three weeks before a regularly scheduled board meeting.

A representative of the program is encouraged to attend the meeting to address the board.