

Iowa Board of Nursing Notification and Approval of Nursing Education Materials

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.