



Department of Nursing
Policy #014

Curriculum Changes

Status:	Revised and Approved 6.1.2017
Effective:	6.1.2017
Initiated by:	Nursing Curriculum Committee, Bylaws and Policy Committee
Relevant WAC, Standard or criterion:	WAC 246-840-517, WAC 246-840-523, WAC 246-840-246, WAC 246-840-840, WAC 246-840-537, WAC 246-840-541, WAC 246-840-554

Purpose

The purpose of this policy is to provide guidelines for the implementation of curriculum changes. This policy ensures that Department of Nursing program curricula are in compliance with and approved by accrediting bodies and are consistent with the Heritage University mission.

Policies and Procedure

The curricula are reviewed annually by the Department of Nursing Curriculum Committee in accordance with the Department of Nursing Bylaws. Any individual, group or committee may propose changes to the curriculum.

1. Proposed curricular revisions must be submitted to the Curriculum Committee in writing including:
 - a. A detailed description of the proposed curriculum change.
 - b. Rationale for the proposed curriculum change.
2. Proposed curricular changes will be reviewed by the Curriculum Committee.
3. The Curriculum Committee will present any committee-recommended proposed curriculum changes to the Department of Nursing Faculty Assembly.
4. Approved curriculum changes that are not substantive will be adopted by the Department of Nursing Faculty Assembly.
5. Approved curriculum changes that are substantive will be submitted to Heritage University Curriculum Committee, and then to the appropriate accrediting body for approval.
6. The chair of the Curriculum Committee will determine:
 - a. the Washington Administrative Code rules and regulations

- regarding reporting to the Nursing Care Quality Assurance Commission revision submission; and
- b. the procedure for submitting curriculum changes to national accreditation agencies.
7. All changes in delivery of program (for example, change to online delivery of content) must be submitted to the Washington Nursing Care Quality Assurance Commission.
 8. Approved changes will be implemented.
 9. Any curriculum changes made that affect current students must be provided to the students in writing as a supplement to their student handbook.

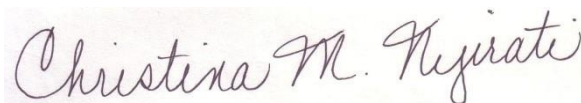
Forms

No forms are specific to this policy.

Reviewers

Proposed revisions of this policy should be reviewed by:

1. Bylaws and Policy Committee
2. Curriculum Committee
3. Nursing Faculty Assembly



Signature: _____