Heritage University

Nursing Department
Policy #014
Curriculum Changes

Status:	Originated 2017-06-01 Revised 2025-04-25
Effective:	2025-04-25
Initiated by:	Nursing Curriculum Committee
WAC / CCNE:	WAC 246-840-517, WAC 246-840-523, WAC 246-840-534, WAC 246-840-5341, WAC 246-840-537, WAC 246-840-541, WAC 246-840-246, WAC 246-840-554 CCNE Standard III, IV

PURPOSE

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

AUDIENCE

This policy applies to all HUND students, instructors, and staff.

PLAN

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

POLICIES AND PROCEDURES

1) Each NURS course will be evaluated by the Curriculum Committee at least once every 3 years (see Curriculum Committee Course Review Calendar, and Curriculum Committee Course Review Checklist).
2) Proposed curricular revisions must be submitted to the Curriculum Committee in writing and include:
    a. A detailed description of the proposed curriculum change.
    b. Rationale for the proposed curriculum change.
3) Proposed curricular changes will be reviewed by the Curriculum Committee.
4) The Curriculum Committee will present any committee-recommended proposed curriculum changes to the Nursing Department Faculty Assembly.
5) Approved curriculum changes that are not substantive will be adopted by the Nursing Department Faculty Assembly.
6) Approved curriculum changes that are substantive will be submitted to the Heritage University Curriculum Committee, and then to the appropriate accrediting body for approval. Per WAC 246-840-554 (abbreviated below):
    a. Substantive changes include:

          i.   Changes in legal status, control, ownership, or resources of the institution
          ii.   Faculty numbers below the required staff for clinical or clinical simulation sections
          iii.   Changes in faculty composition when their expertise or experiences are not adequate to teach those areas of nursing
          iv.   Changes in the number of students admitted requiring one or more additional clinical or practice groups, or changing the required faculty to student ratios of 1:10 for prelicensure programs
          v.   Major curriculum revision or changes in the length of the program.

    b.   Major curriculum revisions include:
          i.   Changes in curricular delivery method [in-person, remote, hybrid, asynchronous]
          ii.   Changes in nursing model or conceptual framework
          iii.   Changes in curriculum meaning or direction of the curriculum such as philosophy, program goals, program terminal objectives, course objectives and descriptions
          iv.   Changes in total program credits
          v.   Addition or deletion of a satellite or extended campus.

    c.   The following changes do not require commission approval:
          i.   Movement of content from one course to another; or
          ii.   Formatting changes in syllabi.

7) The chair of the Curriculum Committee will consult with the Nursing Director and HU VP of Accreditation to determine:
    a.   the Washington Administrative Code rules and regulations regarding reporting to the Washington State Board of Nursing (WABON) revision submission; and
    b.   the procedure for submitting curriculum changes to national accreditation agencies.

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

CITED AND RELATED POLICIES
Cited
- NA

Related
- Nursing Policy #004 Requirements for Graduation from the BSN Program
- Nursing Policy #008 Progression in the BSN Program
- Nursing Policy #018 Grading and Evaluation of Student Performance
- Nursing Policy #033 Student Rights and Responsibilities
- Nursing Policy #036 Evaluation and Grading of Student Clinical Competencies

WAC
Washington State Legislature. (2016). WAC 246-840-517. *Nurse administrator qualification requirements in nursing education programs located in Washington state*. https://app.leg.wa.gov/WAC/default.aspx?cite=246-840-517

Washington State Legislature. (2016). WAC 246-840-523. *Faculty requirements for nursing education programs*. https://app.leg.wa.gov/wac/default.aspx?cite=246-840-523

Washington State Legislature. (2016). WAC 246-840-534. *Use of simulation for clinical experiences at a 1:1 ratio in LPN, RN, or RN to BSN nursing education programs located in Washington state*. https://app.leg.wa.gov/wac/default.aspx?cite=246-840-534

Washington State Legislature. (2016). WAC 246-840-5341. *Use of simulation for clinical experiences at a 1:2 ratio in LPN, RN, or RN to BSN nursing education programs located in Washington state*. https://app.leg.wa.gov/wac/default.aspx?cite=246-840-534

Washington State Legislature. (2016). WAC 246-840-537. *Curriculum for approved nursing education programs*. https://app.leg.wa.gov/WAC/default.aspx?cite=246-840-537

Washington State Legislature. (2016). WAC 246-840-541. *Curriculum for prelicensure registered nursing education programs*. https://app.leg.wa.gov/wac/default.aspx?cite=246-840-541

Washington State Legislature. (2016). WAC 246-840-546. *Distance-learning nursing education course or courses offered by approved nursing programs.* https://app.leg.wa.gov/wac/default.aspx?cite=246-840-546

Washington State Legislature. (2016). WAC 246-840-554. *Ongoing evaluation and approval of nursing education programs located in Washington state.* https://app.leg.wa.gov/wac/default.aspx?cite=246-840-554

REFERENCES
No references are associated with this policy.

FORMS
- Curriculum Committee Course Review Calendar
- Curriculum Committee Course Review Checklist

POLICY REVIEWERS
Proposed revisions of this policy should be reviewed by:
1) Curriculum Committee [initiating committee]
2) Bylaws, Policies, and Handbooks Committee
3) Nursing Faculty Assembly

Nursing Director Signature:

Curriculum Committee Course Review Calendar

Yr	T#	Term	Course		Curriculum Committee Schedule			Primary Reviewer	Secondary Reviewer	Date of Last Review
					Yr	Trm	Mo			
Fr	2	SPR	NURS 206W	Ethical Nursing Practice	1	FAL	1			
So	4	SPR	NURS 292L	Health and Physical Assessment Lab	1	FAL	2			
Jr	6	SPR	NURS 312	Physiological Concepts in Clinical Reasoning 1	1	FAL	3			
Jr	6	SPR	NURS 312L	Physiological Concepts in Clinical Reasoning 1 Lab	1	FAL	4			
Sr	8	SPR	NURS 318	Nursing Leadership and Management	1	FAL	5			
So	3	FAL	NURS 205	Aesthetics of Nursing Practice	1	SPR	1			
Jr	5	FAL	NURS 209L	Nursing Procedures Lab	1	SPR	2			
Jr	5	FAL	NURS 215	Nutrition for Nurses	1	SPR	3			
Jr	5	FAL	NURS 215L	Lab Nutrition for Nurses	1	SPR	4			
Sr	7	FAL	NURS 304	Quality, Safety, & Informatics in Nursing Practice	1	SPR	5			
So	4	SPR	NURS 207	Relationship Based Nursing Practice	2	FAL	1			
Jr	6	SPR	NURS 314	Psychosocial Concepts in Clinical Reasoning	2	FAL	2			
Jr	6	SPR	NURS 314L	Psychosocial Concepts in Clinical Reasoning	2	FAL	3			
Jr	7	SUM	NURS 321L	Physiological Concepts in Clinical Reasoning 3 Lab	2	FAL	4			
Sr	8	SPR	NURS 418L	Professional Role Integration	2	FAL	5			
Fr	1	FAL	NURS 114W	Personal Knowledge Development	2	SPR	1			
Jr	5	FAL	NURS 216	Thinking Like a Nurse	2	SPR	2			
Jr	7	SUM	NURS 316	Physiological Concepts in Clinical Reasoning 2	2	SPR	3			
Jr	7	SUM	NURS 316L	Physiological Concepts in Clinical Reasoning 2 Lab	2	SPR	4			
Sr	7	FAL	NURS 307	Policy, Power, & Politics of Nursing	2	SPR	5			
So	4	SPR	NURS 310	Pathophysiology for Nursing	3	FAL	1			
So	4	SPR	NURS 300A	Pharmacology for Nursing	3	FAL	2			
So	4	SPR	NURS 300AL	Pharmacology for Nursing Lab	3	FAL	3			
Sr	8	FAL	NURS 323L	Physiological Concepts in Clinical Reasoning 4 Lab	3	FAL	4			
Sr	8	SPR	NURS 417	Community-based Collaborative Action Research	3	FAL	5			
So	3	FAL	NURS 208	Empirics of Nursing Practice	3	SPR	1			
Jr	5	FAL	NURS 306	Family Nursing Inquiry	3	SPR	2			
Jr	5	FAL	NURS 306L	Family Nursing Practice Lab	3	SPR	3			
Sr	7	FAL	NURS 317	Community Oriented Nursing Inquiry	3	SPR	4			
Sr	7	FAL	NURS 317L	Community Oriented Nursing Practice Lab	3	SPR	5			