

OKLAHOMA BOARD OF NURSING
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Special Reports from Nursing Education Programs to the Board
Policy

- I. Special reports to the Board shall include but not be limited to: [485:10-3-4 (3)]
 - A. Notifying in writing of administrative changes to and affecting the program.
 - B. Requesting approval prior to implementation for;
 - 1. Major curriculum changes that alter the length of the program, substantially change the objectives, or reflect a significant philosophical or conceptual shift.
 - 2. Extended or off-campus offerings, when any nursing course is offered.
 - 3. Part-time or pilot programs.

- II. Guidelines for the submission of special reports:
 - A. All special reports shall be submitted at least one month before the next scheduled Board meeting to ensure that the report can be included on the agenda.
 - B. Approval for curriculum changes, extended or off-campus offerings, part-time or pilot programs shall be received prior to the change being advertised or initiated.
 - C. Adequate planning time is essential to implementation of the change or new offering, in order to avoid a negative impact on students enrolled in the current program.

- III. The following should be addressed in a request for approval for major curriculum changes:
 - A. Summary and rationale for the proposed curriculum change.
 - B. Description of changes proposed, including the following information when applicable;
 - 1. Current and proposed mission, philosophy, organizational framework, and program outcomes/objective.
 - 2. Current and proposed degree plan.
 - 3. Current and proposed course descriptions and objectives.
 - C. A plan and timetable for implementation of the change.
 - D. Impact on currently enrolled students.

- IV. Request for approval for additional offerings, including extended or off-campus offerings, part-time programs, or pilot programs.

- A. The form “Application for An Extended Campus or Distinct Program on Same Campus” should be utilized to request approval for additional offerings.
- B. All requests will be evaluated by the Board to determine whether there is;
 - 1. A thoughtful and realistic plan for development and implementation of the proposal, including provisions for adequate financial support during all phases of the plan.
 - 2. Access to the resources and services that are available for students in the primary program.
 - 3. Adequate administrative, faculty, and clerical support for development and implementation of the new offering.
 - 4. Adequate clinical facility support to ensure that students enrolled in the new offering will have available the clinical experiences necessary to allow them to meet the objectives of the program and obtain the competencies needed for the beginning practitioner at that level. Impact on students enrolled in other nursing education programs must be addressed in the proposal and will be considered by the Board.

V. Regulatory Authority: 485:10-3-5