Operating Policy and Procedure

SON OP 30.333 - Course Change Policy

PURPOSE

The purpose of the School of Nursing RN-BSN Course Change Operating Policy and Procedure (SON OP) is to ensure and facilitate appropriate channels for course revision(s) to move through the curriculum leadership group (CLG) to have adequate and appropriate checkpoints for revisions. These are revisions that need to be put in place at a different time than the usual course review and revision.

REVIEW

The OP will be reviewed biennially by September 1 of each even numbered year (ENY) by the RN-BSN Course Leader Group and applicable Associate Dean/Department Chair, with recommendations for revisions forwarded to the Dean of the School of Nursing.

POLICY/PROCEDURE:

1. Faulty requesting changes or revisions to course description, objective(s), and/or course maps should send proposed course change to the Chair of the CLG.
2. The CLG chair will determine how changes are dispersed to the CLG, if changes need approval at the CLG level only or if need approval from RN-BSN council.
3. The CLG chair will determine if CLG should meet and how that meeting should take place (E-mail, web-based meeting, face to face). The meeting will be brought to order and follow Roberts Rule of Order.
4. Once approved by the CLG, the revisions will be sent to the RN-BSN Council for approval.