

**COMMONWEALTH OF PENNSYLVANIA
STATE BOARD OF NURSING
P.O. BOX 2649
HARRISBURG, PA 17105-2649**

CURRICULUM CHANGE REQUEST INSTRUCTIONS

Please refer to Sections 21.83 (RN), 21.204 (PN), and 21.371 (CRNP) of the State Board of Nursing's (Board's) regulations regarding curriculum changes requiring Board approval. The complete curriculum change request must be received by the Board a **minimum of 90 days** prior to the planned implementation. Curriculum change requests are reviewed in the order they are received.

Formatting and Process for Submitting a Curriculum Change Request

1. Submit single sided, type written documents on standard Letter paper (8.5 x 11 inches).
2. Number every page of the curriculum change request sequentially, including the appendices.
3. Do not tab, staple, bind, or clip pages.
4. Do not abbreviate or use acronyms.
5. Do not shade or highlight.
6. Mail two hard copies of the curriculum change request to the P.O. Box address above.
7. Email one collated version of the curriculum change request to ra-nursinged@pa.gov for pre-licensure RN and PN programs or ra-CRNPeducation@pa.gov for CRNP programs. The electronic copy should be submitted as a pdf attachment to an email. The Board cannot open zip files or accept links from external entities.

Documents Required for a Curriculum Change Request

1. **Cover Letter** with an overview of the curriculum change, including a description of the present program, a description of the proposed program, the educational rationale for the proposed change, the planned implementation date, and the teach-out/transition plan for the students currently enrolled.
2. **Table of Contents**
3. **Completed Curriculum Change Crosswalk Template** (attached)
 - a. Identify any changes in program philosophy and/or objectives.
 - b. Identify any course content added, deleted, or moved with relevant course numbers and names.
 - c. Identify the clock hours/credit hours for each course in the present and proposed curricula included in the change, as well as any net change in clock hours/credit hours for the program.
 - d. Identify any course delivery modifications (online, hybrid, classroom, asynchronous, etc.). Any change to a distance education format must be submitted via the Distance Education Application Form*.
4. **Master Curriculum Plans** for the present and proposed curricula, including all nursing and general educational courses with course name, course number, and clock hours/credit hours associated with each course. Programs may use Template A: Curriculum Plan by Semester*.
5. **Current and Proposed Course Syllabi** for each course deleted, modified, or added by the curriculum change request. Course syllabi should contain complete course details as outlined in Template E: Sample Syllabus available on the Board's website at www.dos.pa.gov/nurse by clicking on General Board Information followed by Nursing Education Program Forms.
6. **Updated Course Evaluation Forms**, if applicable.
7. **The Program's Plan** for evaluating the effectiveness of the proposed curriculum change.

CURRICULUM CHANGE CROSSWALK TEMPLATE

CURRENT CURRICULUM	PROPOSED CURRICULUM	PROGRAM RATIONALE