Commonwealth of Massachusetts
Board of Registration in Nursing

Change in the Sequence of Curriculum

Board Regulation, 244 CMR 6.07(1)

The Board must approve a change in the sequence of courses offered or a change in the overall program content designed to achieve educational outcomes which may alter the program before implementation of such change.

Approval requests must be submitted by nursing education programs (programs) in accordance with current Board guidelines a minimum of three months before the planned implementation date for such changes. Board approval is not required for editorial changes, redistribution of content within a course or changes in electives.

Section A.

Please complete ALL of the following sections.

Parent Institution Information

Date:	
Parent Institution:	
Address:	
City, State, Zip:	
Chief Executive Officer Name and Credentials:	
Email:	

Parent Institution Accreditation Status

Agency:	
Last Review:	
Outcome:	
Next Review:	

Nursing Education Program Information

Nursing Education Program:	
Address:	
City, State, Zip:	
Nurse Administrator Name and Credentials:	
Email:	
Nursing Program Type:	☐ Practical ☐ Associate Degree ☐ Diploma ☐ Baccalaureate ☐ Direct Entry Masters

New/Revised Curriculum

Nursing Program Accreditation Status

Nursing Accreditation Agency:	
Last Review (Accreditation Cycle and Year):	
Outcome:	☐ Initial Accreditation ☐ Not Accredited ☐ Continuing Accreditation
	☐ Continuing Accreditation with Conditions Follow-Up Report due: _____
	☐ Continuing Accreditation with Warning Follow-Up Report/Follow-Up Visit due: _____
	☐ Continuing Accreditation for Good Cause Follow-Up Report/Follow-Up Visit due: _____
Next Review (Accreditation Cycle and Year):	

Nursing Program Options

Program Option Name:	
Location Name:	
Delivery Method:	☐ Face-to-Face ☐ Hybrid ☐ Distance Education
Percentage of Nursing Credits Delivered by Distance Education:	☐ 0% ☐ 1–24% ☐ 25–49% ☐ 50–100%
Current Student Enrollment	

Program Option Name:	
Location Name:	
Delivery Method:	☐ Face-to-Face ☐ Hybrid ☐ Distance Education
Percentage of Nursing Credits Delivered by Distance Education:	☐ 0% ☐ 1–24% ☐ 25–49% ☐ 50–100%
Current Student Enrollment	

Program Option Name:	
Location Name:	
Delivery Method:	☐ Face-to-Face ☐ Hybrid ☐ Distance Education
Percentage of Nursing Credits Delivered by Distance Education:	☐ 0% ☐ 1–24% ☐ 25–49% ☐ 50–100%
Current Student Enrollment	

Current Total Nursing Program Student Enrollment (all program options/cohorts/locations combined)

Current Student Enrollment:	

Current Total Number of Faculty

Full-time:	
Part-time:	

Section B. Curriculum Change Information

Provide a brief narrative for each question/prompt. **This section should not exceed 50 pages.**

Implementation Date
Month/Date/Year:

Provide a brief description of why the program faculty decided to change the curriculum.

Narrative:

Describe the desired outcomes of the curriculum change

Narrative:

Describe how potential and enrolled students will be informed of the anticipated change and the plan for transition.

Narrative:

Describe the faculty involvement in developing the new/revised curriculum. (244 CMR 6.04(4)(a)

Narrative:

New/Revised Curriculum

Describe how the sciences, arts, humanities and foundations of the profession are incorporated into the new curriculum (244 CMR 6.04(4)(a)

Narrative:

Are there any changes to the amount of time required to complete the program requirements? (244 CMR 6.04(4)(b)1)

Narrative:

How does the new/revised curriculum and instructional processes reflect principles of learning and educational practice? (244 CMR 6.04(4)(b)2)

Narrative:

Which professional nursing standards, guidelines, and competencies were used to develop/revise the curriculum? How does this differ from the previous curriculum? (244 CMR 6.04(4)(b)3)

Narrative:

How does the new/revised curriculum include content relevant to national and local health care needs across the lifespan (244 CMR 6.04(4)(b)3)

Narrative:

How does the new/revised curriculum and instructional processes reflect current standards of practice? (244 CMR 6.04(4)(b)3)

Narrative:

For Registered Nursing Programs: Total number of credit hours (244 CMR 6.04(4)(b)4)

Narrative:

For Practical Nursing Programs: Total number of hours of theory, laboratory and clinical practice. Number of hours allocated to nursing courses and clinical experiences. (244 CMR 6.04(4)(b)4)

Narrative:

New/Revised Curriculum

Describe any changes to the end-of-program or course student learning outcomes (244 CMR 6.04(4)(b)5)

Narrative:

How are the end-of-program SLOs used to organize the new/revised curriculum and guide the evaluation of student achievement expected at defined points in the program? (244 CMR 6.04(4)(b)5)

Narrative:

Describe how the evaluation methodologies reflect established professional and practice competencies and measure the achievement of the end-of-program SLOs. (244 CMR 6.04(4)(b)5)

Narrative:

Description of New/Revised Curriculum

Delivery Method:	☐ Face-to-Face ☐ Hybrid ☐ Distance Education
Percentage of Nursing Credits Delivered by Distance Education:	☐ 0% ☐ 1–24% ☐ 25–49% ☐ 50–100%
Length of Academic Term (in weeks; *e.g., 15 weeks*):	
Total Credits/Hours:	
Nursing Credits:	
General Education/Prerequisites:	

Has the length of the program changed? If so, describe the changes. (244 CMR 6.04(4)(b)1)

Narrative:

Will the total number of credits or clock hours changed? If so, describe the changes. (244 CMR 6.04(4)(b)4)

Narrative:

Describe how the program length will be consistent with generally accepted academic standards and credit hours. Please cite specific policies, as applicable. (244 CMR 6.04(4)(b)4)

Narrative:

New/Revised Curriculum

Describe the credit-to-contact hour ratios for didactic/lectures, laboratory, simulation and clinical experiences (e.g., 1:1 for didactic, 1:2 for laboratory/simulation, and 1:3 for clinical components). (244 CMR 6.04(4)(b)4)

Narrative:

Has there been a significant change in the total number of didactic or clinical/practice hours? If so, describe and include a rationale.

Narrative:

Will clinical learning experiences been impacted by the change? If so, describe.

Narrative:

Will the delivery method changed from the previous curriculum? If so, describe and include the rationale.

Narrative:

How many, if any, nursing courses will be delivered via distance education?

Narrative:

Has any substantive nursing content been added to or eliminated from the program of study? If so, describe and include a rationale.

Narrative:

Describe how the proposed change is consistent with trends in health care delivery, nursing education and the National Council Licensure Examination (NCLEX™).

Narrative:

Describe how learning activities, instructional materials, and evaluation methods are consistent with the end-of-program SLOs.

Narrative:

New/Revised Curriculum

Describe how the curriculum revisions will be implemented, including a description of the teach-out plan for the previous curriculum.

Narrative:

Describe any changes, if any, to the learning resources accessible to faculty and students.

Narrative:

Provide, *if applicable*, any additional commentary of how the change in the nursing program affects the program's compliance with 244 CMR 6.04.

Narrative:

Section C. Outcomes

Please complete ALL of the following sections for the three (3) most recent years. For expected levels of achievement (ELAs), include a timeline (e.g., 70% of students will complete the program in 150% of the program length).

First-time Performance on Licensure/Certification Examination Aggregated for Entire Program		
Expected Level of Achievement	Year	Licensure Examination Pass Rate
	20__	%
☐ Same as above	20__	%
☐ Same as above	20__	%

Performance on Program Completion – Aggregated for Entire Program		
Expected Level of Achievement	Year	Program Completion Rate
	20__	%
☐ Same as above	20__	%
☐ Same as above	20__	%

New/Revised Curriculum

Performance on Job Placement – Aggregated for Entire Program		
Expected Level of Achievement	Year	Program Completion Rate
	20__	%
☐ Same as above	20__	%
☐ Same as above	20__	%

Admission Rates Reported on Annual Reports – Aggregated for Entire Program		
Expected Level of Achievement	Year	Number of Admissions
	20__	%
☐ Same as above	20__	%
☐ Same as above	20__	%

Section D. Required Documentation
(to be included as an Appendix)

☐ Curriculum Revision Worksheet (included on next page)

☐ Previous and current course and program SLOs

☐ Table demonstrating leveled course SLOs leading to the achievement of the end of program SLOs

☐ Comparative analysis of curriculum content with the applicable *test Plan for the NCLEX Examination* to show the linkage of the curriculum to the NCLEX examination.

☐ Current and new (if applicable) course descriptions

☐ Documentation of final approval from the parent institution (if applicable)

☐ Documentation of final approval, acceptance, or notification of the substantive change from the institutional accrediting agency (if applicable)

☐ Documentation of final approval, acceptance, or notification of the substantive change from the nursing program accrediting agency (if applicable)

☐ Documentation of institutional accreditor and or state regulatory agency approval for distance education (if applicable)

Signature:	
Date	

Curriculum Revision Worksheet

Previous Curriculum Content	
Total number of credits/hours required for program completion:	
Total number of nursing credits/hours:	
Total number of general education/prerequisites credits/hours:	

Nursing Credits			
Indicate "X" if this course was deleted, significantly modified, or substituted in the new curriculum	Course Prefix, Number, and Title	Number of Credits/Hours	Course Topics/Content (provide a brief description)
Total Number of Nursing Credits/Hours Deleted or Substituted:			

*Add additional rows as necessary

Curriculum Revision Worksheet

New/Revised Curriculum Content	
Total number of credits/hours required for program completion:	
Total number of nursing credits/hours:	
Total number of general education/prerequisites credits/hours:	

Nursing Credits			
Indicate "X" if this course is a new addition, a significantly modified course from the previous curriculum, or a substitution of a course from the previous curriculum	Course Prefix, Number, and Title	Number of Credits/Hours	Course Topics/Content (provide a brief description)
Total Number of Credits/ Hours Added, Revised, or Substituted:			

*Add additional rows as necessary

Curriculum Revision Worksheet

Nursing Course Delivery Method					
Previous Curriculum			**New/Revised Curriculum**		
Delivery Method (Face-to-Face, Hybrid, or Distance Education)	Course Prefix, Number, and Title	Number of Credits/ Hours	Delivery Method (Face-to-Face, Hybrid, or Distance Education)	Course Prefix, Number, and Title	Number of Credits/ Hours

*Add additional rows as necessary