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SYSTEM: HSHS	**MANUAL(S): HSHS St. John's College Policies**
TITLE: Curriculum Change Process Policy	**ORIGINATING DEPARTMENT: St. John's College**
EFFECTIVE DATE: 08/01/2025	**REVISION DATE(S):**
SUPERCEDES: Local ministry handbooks/catalogs/policies adopted prior to the effective date of this policy.	

Purpose:

This policy establishes the standardized process for initiating, reviewing, approving, and implementing curriculum changes at St. John's College of Nursing. The policy ensures curricular quality, alignment with accreditation standards (e.g., ACEN), and compliance with institutional and regulatory expectations.

Policy:

1. **Scope**
    a. This policy applies to:
        i. All changes in existing nursing programs
        ii. All changes in existing courses
        iii. Minor credit changes with minimal to no impact on program outcomes or accreditation compliance

2. **Definitions**
    a. Curriculum Change Proposal: A formal request to modify a course or program using the approved curriculum change form and side-by-side comparison template.
    b. Substantive Program Changes include:
        i. Alterations to End-of-Program Student Learning Outcomes (EPSLOs)
        ii. Addition or deletion of courses
        iii. Change in total program credits
    c. Substantive Course Changes include:
        i. Changes in course number, title, description
        ii. Changes in credits or credit distribution
        iii. Changes to prerequisites/co-requisites or course learning outcomes
    d. Minor Curriculum Changes include:
        i. Credit adjustments of two (2) credits or fewer in a single course that do not affect the course learning outcomes nor the End-of-Program Learning Outcomes (EPSLOs).
        ii. Editorial or formatting updates to syllabi that do not affect content, scope, or assessment strategy

3. **Curriculum Change Process**

a. All substantive course and program changes must be proposed using the Curriculum Change Proposal Form, which includes:

b. Overview of proposed change and rationale

c. Narratives addressing EPSLOs, program length, hours, delivery methods, teach-out plan, and ACEN Standards (as applicable)

d. Side-by-side comparison of current and proposed program/course elements

e. The following approval routing is required and must be completed in order:
   i. Approver   Signature & Date
   ii. Graduate or Undergraduate Committee
   iii. Department Chair
   iv. Academic Dean
   v. Chancellor
   vi. College Forum

4. **Implementation Schedule**

   a. All fully approved curriculum changes take effect in the fall semester only according to the following schedule:
      i. Fall Approval (e.g. fall 2025): Effective fall of the following year (fall 2026).
      ii. Spring Approval (Jan-March): Effective same-year fall (e.g., spring 2026 approval-fall 2026 implementation).

5. **Expedited Review for Minor Credit Changes**

   a. Minor curriculum changes as defined above may be eligible for expedited review if the following conditions are met:
      i. Do not affect course outcomes, EPSLOs, total program length (semesters/terms), or total degree credits
      ii. Do not involve the addition/removal of significant content
      iii. Are endorsed by the Department Chair(s) and the Academic Dean and approved by the Chancellor.

   b. Expedited changes do not require full College Forum review and may be implemented in the next immediate semester, subject to Academic Dean approval and catalog deadlines.

   c. The expedited change request must include:
      i. Clear description and rationale for the change
      ii. Certification of no impact on EPSLOs, program total credits, or course outcomes
      iii. Updated course documentation

   d. All expedited changes will be reported to the College Forum as informational items in the semester following implementation.

6. **Documentation and Archiving**

   a. All curricula change proposals, approval forms, and supporting materials will be retained in the Office of the Academic Dean. Final approved documents will be used to update catalogs, accreditation reports, and program handbooks as applicable.

7. **Compliance**

   a. Curriculum change processes must comply with accreditation standards (e.g., ACEN), state board of nursing regulations, and institutional governance policies.

   b. Failure to follow this process may result in delays to implementation or retraction of changes.