

GUIDELINES FOR THE PREPARATION AND SUBMISSION OF THE CHANGE REPORT

Change in Ownership

The nursing program must notify the NLNAC no later than four (4) months prior to a change of ownership. NLNAC staff will make a focused visit within six (6) months after a change of ownership resulting in a change of control.

The Report should include the following documents:

- Legal sale agreement
- State Board of Nursing approval letter
- Institutional Accrediting Agency approval letter

Change in Curriculum

When reporting changes in curriculum, include a table correlating the current curricular plan with the proposed changes along with a two (2) page syllabus of each proposed new nursing course.

Relocation or Additional Location

When reporting a relocation or an addition of a location, the nursing program should include detailed information regarding the fiscal and administrative capacity of the nursing education unit and governing organization to operate the location including information regarding personnel, facilities, and resources.

The program report should address the:

- Faculty and Staff
- Curriculum
- Resources
 - Fiscal
 - Physical
 - Learning
 - Technological

Programs for which the NLNAC serves as Title IV funding gatekeeper are required to have a focused visit for a relocation and/or each additional location to verify that the location has the personnel, facilities, and resources to deliver the program in compliance with NLNAC Standards and Criteria.

Submission of the Report

One (1) copy (paper and CD/USB flash drive) of the Report is to be sent to the NLNAC **no later than four (4) months prior to the planned implementation date**. For unplanned changes, notification is required immediately/at the time the change occurs.

Staff Review and Recommendation

The NLNAC professional staff will review the detailed report to ensure all questions of compliance with the Standards and Criteria are met with the implementation of the change. Approval of the change is granted when compliance is demonstrated.

After reviewing the information that the program has submitted regarding a substantive change, NLNAC staff will notify the program of:

- the need for additional information;
- the need to arrange a focused visit;
- a recommendation being made to the Board of Commissioners to change the date of the next scheduled accreditation site visit and/or accreditation status; and/or
- NLNAC approval.