UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING

ADMINISTRATIVE POLICIES AFFECTING THE
SCHOOL OF NURSING

TITLE OF POLICY: COURSE REVIEW, REVISION, AND APPROVAL PROCESS

ORIGINAL DATE: **June 2008**

LAST REVIEW/REVISION DATE: **January 2018**

POLICY: All new courses and all modifications to the name, credit allotment, pre- or co-requisites, course description, course objectives, topical outline and/or methods of evaluation in existing courses must be approved by the School-wide Curriculum Committee and Total Faculty Organization (TFO) before being added to the curriculum. All existing courses are to be reviewed by the School Curriculum Committee every three years (triennial review). Once a course has been approved by TFO, the name, credit allotment, pre- or co-requisites, course description, course objectives, topical outline and methods of evaluation cannot be changed unless approved by the School-wide Curriculum Committee and TFO.

PROCEDURE:
Course Review Process:
1.   New Courses: New courses should be presented to the appropriate Council (BSN, MSN, DNP or PhD) for review and approval prior to submission to the School-wide Curriculum Committee.
2.   Course Revisions: All proposed course revisions should be reviewed by the respective Council prior to submission to School-wide Curriculum Committee.
3.   Following Council review, the faculty member submitting a new or revised course will make any changes recommended by the Council and will send the course to the School-wide Curriculum Committee.
4.   Triennial Review: All courses will be reviewed by the School-wide Curriculum Committee on a rotating basis every three years. The area of concentration/major coordinator or faculty member responsible for courses scheduled for triennial review will be notified by the Curriculum Committee Chair.

Required for Approval of New and Modified Courses and Courses Scheduled for Triennial Review:
1.   All courses to be reviewed must be use the approved SON course syllabus (outline) template.
2.   The course syllabus submitted to and approved by the Curriculum Committee must include the following:
   - The course title
   - Credits and, if relevant, their distribution (e.g., didactic, seminar and/or laboratory credits) along with the hours of instruction
   - Prerequisites
   - Co-requisites
   - Course description
   - Course objectives
   - Topical outline of the content covered
   - Teaching methods
   - Methods that will be used to evaluate achievement of the course objectives (e.g., written exams, papers, presentations)
     - If more than one section of a course is being offered, the faculty teaching the sections need to meet prior to offering the course to ensure consistency in the methods of evaluation across the sections
     - If there is an option for extra credit in the course, it must be included in syllabus and must be available to all students
     - If distance education or online students are required to be on campus for any course-related activities, this must be clearly stated in the syllabus

Additional Requirement for Courses Undergoing Triennial Review

In addition to the requirement listed above, for each course scheduled for triennial review, the attached triennial review form must be completed and submitted along with the course syllabus.

Approval Process

1. Once the course has been reviewed and approve by School Curriculum Committee, it will be presented at the next Total Faculty where curriculum review is an agenda item.
2. If the course is part of the curriculum for any nurse practitioner area of concentration, the revisions must be approved by the State Board of Nursing prior to implementation.
3. Major curriculum changes to the BSN Curriculum also require State Board approval prior to implementation (see the PA Code for Registered Nurses (http://www.pacode.com/secure/data/049/chapter21/chap21toc.html#21.83.)
4. The appropriate Associate Dean will submit revisions to the State Board of Nursing. Once approval is obtained, the letter will be forwarded to the Chair of the Curriculum Committee who will notify appropriate faculty. The letter will also be forwarded to Student Services so the course can be added to the School's curriculum.
5. Major curriculum revisions to the BSN, MSN and DNP Programs must also be submitted to CCNE no later than 90 days after occurrence or implementation of the change (http://www.aacn.nche.edu/ccne-accreditation/standards-procedures-resources/baccalaureate-graduate/change-notification). The Dean's Office will submit the revisions to CCNE.
6. Once a course has the required approvals (TFO and, as necessary, State Board of Nursing and CCNE), the staff support person for the School Curriculum Committee will add the course syllabus to the Official Course Outline folder in the Public folder on the School of Nursing server. A copy of the approved course syllabus will be sent to the Department Chair of the department responsible for the course who will forward the syllabus to the appropriate faculty member.

Reviewed by Dean's Council: 08-09, 04/2015, 2/2016. 01/2018
Revised by Dean's Council: 04/2015, 3/2016, 01/2018