

**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: February 2024

POLICY: All new courses and all modifications to the name; credit allotment; pre- or co-requisites; course description; course learning outcomes; topical outline or clinical competencies addressed; AACN domains, competencies, and sub-competencies/specialty area competencies or standards addressed; teaching methods; and evaluation methods 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-wide 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 learning outcomes; topical outline or clinical competencies addressed; AACN domains, competencies, and sub-competencies/specialty area competencies or standards addressed; teaching methods; and methods of evaluation (except contribution to course grade) cannot be changed unless approved by the School-wide Curriculum Committee and TFO. Instructor name, office hours, required textbooks, and recommended textbooks can be changed without approval 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. Consultation with the staff support of the School-wide Curriculum Committee prior to presenting to the Council is recommended to ensure compliance with requirements.
2. Course Revisions: All proposed course revisions should be reviewed by the appropriate Council prior to submission to School-wide Curriculum Committee. Consultation with the staff support of the School-wide Curriculum Committee prior to review by the Council is recommended to ensure compliance with requirements.
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 staff support of 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 staff support of the School-wide Curriculum Committee.

Required for Approval of New and Modified Courses and Courses Scheduled for Triennial Review:

1. All courses to be reviewed must use the approved SON course syllabus template (didactic or clinical).
2. The course syllabus submitted to and approved by the School-wide Curriculum Committee must include the following:
 - The course number and title
 - Credits and their distribution (e.g., didactic, clinical, and/or laboratory credits) along with the hours of instruction including simulation hours
 - Prerequisites
 - Corequisites
 - Course description

- Course learning outcomes
 - Topical outline of the content covered for didactic courses or clinical competencies addressed for clinical courses
 - AACN domains, competencies, and sub-competencies/specialty area competencies or standards addressed (except PhD courses)
 - Teaching methods
 - Evaluations methods
 - Evaluation methods and course learning outcomes evaluated
 - Evaluation methods and their contribution to course grade
 - Description of evaluation methods
3. 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
 4. If there is an option for extra credit in the course, it must be included in the syllabus and must be available to all students
 5. If distance education or online students are required to be on campus for any course-related activities, this requirement must be clearly stated in the syllabus

Approval Process

1. Once the course has been reviewed and approved by School-wide Curriculum Committee, it will be presented at the next Total Faculty Organization meeting 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 of Nursing 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 Associate Dean will notify appropriate faculty and Student Affairs and Alumni Relations [SAAR] 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 (<https://www.aacnnursing.org/ccne-accreditation/what-we-do/bacc-graduate-change-notifications>). 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-wide Curriculum Committee will add the course syllabus to the School of Nursing database used to house syllabi. A copy of the approved course syllabus will be sent to the faculty member responsible for the course.

Reviewed by Dean's Council: 08-09, 04/2015, 2/2016, 01/2018, 02/2024

Revised by Dean's Council: 04/2015, 3/2016, 01/2018, 02/2024