

**OREGON HEALTH SCIENCES UNIVERSITY
SCHOOL OF NURSING**

**COURSE OR PROGRAM CHANGE GUIDELINES
FOR COURSES REQUIRING REVIEW OUTSIDE OF
REGULAR REVIEW SCHEDULE**

Directions: When submitting a change, check each section of this chart for applicability, as the items 1-5 are not discrete.

Initiation of process	Subsequent Reviews Needed By			
	Baccalaureate or Graduate Council	Faculty	Administration	External Agencies
1. Course changes involving permanent number. Any bold-type change (Permanent number and prefix and course title), or change in credit hour allocation	YES	In most cases.	YES	OSBN & Oregon University System (OUS) for notification.
2. Course changes with workload or administrative ramifications.	YES	NO	YES	NO
3. Substantive changes in required baccalaureate and graduate core course objectives and/or descriptions.	YES	NO ¹	NO	NO
4. New course required for the degree.	YES	YES	YES	OUS, OSBN for notification.
5. Electives offered more than one time.	YES	NO	YES	NO

¹By recommendation of Baccalaureate or Graduate Council, a core course description could be recommended to the faculty, as could any course description deemed by a Council to comprise a substantial curricular change.