

655—2.18(152) Reports to the board.

2.18(1) *Annual reports.* The head of the program shall submit an annual report that includes:

- a. Progress toward achievement of goals identified by the program for the previous academic year.
- b. Qualifications and major responsibilities of the head of the program and each faculty member.
- c. Policies for admission, enrollment, progression and graduation of students.
- d. Policies for student health and welfare.
- e. Current enrollment by class/cohort.
- f. Number of admissions and graduations per year for the past five years.
- g. Attrition and retention data by class/cohort.
- h. Passing percentages of graduates on the national licensure examinations for the past five years.
- i. Passing percentages of graduates on the advanced registered nurse practitioner certification examinations for the past five years.
- j. Employment data for graduates.
- k. Curriculum plan.
- l. Descriptions of resources, clinical facilities, preceptorship experiences and contractual arrangements.
- m. Audited statement of income and expenditures of the nursing program.
- n. Goals for the current academic year.
- o. Catalog or equivalent of the controlling institution or program.

2.18(2) *Special reports.* The program shall notify the board of the following:

- a. Change of controlling institution. Information shall include official name of the program(s) and controlling institution, organizational chart of the controlling institution, and names of administrative officials.
- b. Changes in administrative personnel in the program or controlling institution.
- c. Opening of a new site or campus.

2.18(3) *Changes requiring board notification and approval.* The program shall submit one electronic copy and one hard copy of a proposed change for board approval at least four weeks prior to the next scheduled board meeting when the outcome will:

- a. Lengthen or shorten the plan of study.
- b. Add or delete academic credit in a course required for graduation.
- c. Delete a course required for graduation.
- d. Add a new course. A program shall submit the following to be implemented within six months of an offering of a course:
 - (1) Course description.
 - (2) Outcomes/objectives.
 - (3) Placement of course.
 - (4) Curriculum plan.
- e. Alter graduation requirements.
- f. Reduce the human, physical or learning resources provided by the controlling institution to meet program needs as described in rule 655—2.9(152).
- g. Substantively alter the philosophy/mission of the program.
- h. Revise the predominant method of instruction or delivery, including transition from on-site to self-study or distance learning.
- i. Entail delivery of a cooperative program of study with an institution that does not provide a degree in nursing.
- j. Increase the number of student admissions by 20 percent or more.

2.18(4) If a program makes changes as part of a plan to improve the program's NCLEX[®] passing percentage, pursuant to rule 655—2.17(152), such changes must also be separately submitted to the board for approval pursuant to this rule.

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