

## Georgia Board of Nursing (GBON) Substantive Change Guidelines

### Board Rule 410-8 (RN) and Board Rule 410-9(PN)

#### **GBON Nursing Program Requirements:**

It is the responsibility of each nursing program in the State of Georgia to report any major substantive change to the Georgia Board of Nursing. A substantive change is a significant modification or expansion in the nature and scope of an approved nursing program. Approval is defined as all programs who have a developmental approval, initial approval, conditional approval, or full approval status. **The substantive changes only relate to pre-licensure nursing. Post licensure programs and graduate programs are not regulated by the Georgia Board of Nursing.**

The reporting of the substantive change can be simply notification, but many substantive changes **require Board approval and required documentation BEFORE implementation.** This document will provide guidance on the reporting of the substantive changes and whether the substantive change is a notification only or if the substantive change requires Board approval and documentation.

#### **There are 3 procedures for substantive changes.**

1. A substantive change that requires approval by the Georgia Board of Nursing (GBON) prior to implementation. A prospectus is required for this type substantive change, i.e. new program/track.
2. A substantive change that requires notification of the change to the Georgia Board of Nursing (GBON) prior to implementation. A letter of notification is required with any required documentation, i.e. faculty CV.
3. A substantive change in which a program and/ or off-campus instructional location/site is closing and this change does require approval by the Georgia Board of Nursing (GBON) prior to implementation. A teach-out agreement, and/or teach-out plan is required.

#### **Substantive Change Requirements are noted for the following (please see matrix following listing):**

- Changing of ownership, legal status, or form of control of the governing organization
- A change in the nurse administrator
- A significant change in the organizational structure
- Changing a nursing program to a distance education model of delivery
- A change in the method of academic measurement (clock hours to credit hours)
- A change in the delivery of the program (hybrid, face to face, online) 25% or greater.
- Offering a program via distance education.
- Adding courses or nursing programs of study at a degree or credential level different from what is currently approved.
- Changing the number of credit hours or clock hours from current approval courses required for successful completion of the nursing program.
- Curriculum revision resulting in an increase, decrease, or substitution of number of credit hours/clock hours, either in content or delivery model that is required for completion of nursing program.

- Inactivating a program or track currently approved by GBON.
- Closing a program currently approved by GBON.
- Closing a track/option currently approved by GBON.
- Acquiring (consolidating/merging) another governing organization an approved or non-approved nursing program.
- Acquiring (consolidation/merging) another governing organization an off-campus instructional site where an approved or non-approved nursing program is offered.
- Enrollment increase 25% or greater, by headcount, in one academic year, for each nursing program offered.
- The additional of a satellite campus to deliver the nursing program.
- Inactivation a satellite campus of a nursing program.
- Closing an approved satellite campus location.
- A change in the approval status by the nursing accrediting agency (ACEN, CCNE, CNEA).
- A change in the status/affirmation of a regional college/university accrediting agency (SACS).

Type of Substantive Change	Process	Timeframes for submitting substantive change	Prior Approval from GBON required--	Site Visit	Required Documentation for Submission
Changing the ownership and/or governing organization	1	Immediately	No	Possible	Prospectus'/Accreditation Report of change
Change in Nurse Administrator	2	Within 30 days of change or As soon as known	No	No	Letter of notification with CV showing compliance with 410-08-.05(4).
Significant change in organization structure		Within 4 months of implementation	No	Possible	Prospectus' documenting the impact and compliance with GBON rules and regulations or Accreditation Documentation
Change in nursing program to a distant education model of delivery (>25%).	1	Within 4 months of proposed change	Yes	Possible	Prospectus' or Accreditation documentation.
Change in method of academic measurement (clock hours/credit hours)	1	Within 4 months of change	No	Possible	Prospectus' and or Accreditation documentation.
Change in delivery of program (hybrid, F2F, online) > 25%	1	Within 4 months of change	Yes	Possible	Prospectus' and or Accreditation documentation.
Offering program via distance education	1	Immediately upon consideration	Yes	Possible	Prospectus' and or Accreditation documentation.
Adding courses or nursing programs of study at a degree or credential level different what is currently offered.	1	Immediately upon consideration	Yes	Possible	Prospectus' and or Accreditation documentation.
Adding an additional track/nursing program option leading to pre-licensure degree.	1	Immediately upon consideration	YES	Possible	Prospectus' or accreditation documentation.
Curriculum revision resulting in an increase, decrease, or substitution of number of credit hours/clock hours, either in content or delivery model that is required for completion of the program	1	Within 4 months of change	No	Possible	Prospectus' and or Accreditation documentation.

Inactivation a program or track currently approved by GBON	3	Within 4 months of change	Yes	Possible	Teach out plan and/or Accreditation documentation.
Closing a program currently approved by GBON	3	Within 4 months of change	Yes	Possible	Teach out plan and/or Accreditation documentation
Closing a track/option currently approved by GBON	3	Within 4 months of change	Yes	Possible	Teach out plan and/or Accreditation documentation
Acquiring (consolidating/merging) another governing organization an approved or non-approved nursing program.	2	Within 4 months of change	No	Possible	Prospectus' and/or Accreditation documentation.
Acquiring (consolidating/merging) another governing organization an off-campus instructional site where an approved or non-approved nursing program is offered.	2	Within 4 months of change	No	Possible	Prospectus' and/or Accreditation documentation.
Enrollment increase 25% or greater, by headcount, in one academic year, for each nursing program offered.	2	Within 4 months of change	No	No	Prospectus' and/or Accreditation documentation.
The addition of a new satellite/instructional site to deliver the nursing program.	1	Within 4 months of change	Yes	Possible	Prospectus' and/or Accreditation documentation.
Inactivation of a satellite campus of a nursing program.	1	Within 4 months of change	Yes	No	Teach out plan and/or Accreditation documentation.
Closing an approved satellite campus location.	3	Within 4 months of change	No	No	Teach out plan and/or Accreditation documentation.
A change in the approval status by the nursing accrediting agency (ACEN, CCNE, CNEA).	2	Immediately upon receipt of notification	No	Possible	Letter and supporting documentation from Accreditation agency.
A change in the status/affirmation of a regional college/university accrediting agency (SACS).	2	Immediately upon receipt of change	No	Possible	Letter and supporting documentation from regional Accreditation agency.

