

Submitting a Substantive Change:

- Review Policy #14 and determine if reporting is required.
- Use Template for the identified substantive change.
- Keep narrative clear and concise.
- Complete program demographics and upload template and any required files.
- Confirmation of receipt email will include a “ticket” number, keep track of this number!

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Most Commonly Reported Substantive Changes:

- Change in Nurse Administrator
- New Off-Campus Instructional Site
- New Program Option
- Curriculum
- Change in Program Outcomes

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Change in Nurse Administrator:

- **Key Elements:**
 - Date of appointment
 - Overview of institutional and state requirements for the role
 - Job description
 - State rules and/or regulations
 - Orientation and mentoring plan
- **Need to include:**
 - Letter of appointment
 - CV
 - Licensure verification
 - Waivers as applicable

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New Off-Campus Instructional Sites:

- **Key Elements:**
 - Implementation date
 - Percent of program of study taught at the location
 - Address of the location
 - Program outcomes
- **Describe resources:**
 - Student services
 - Faculty
 - Support staff
 - Fiscal, physical and technological
 - Impact on enrollment

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New Program Options:

- **Key Elements:**
 - Adding a nursing program option within a nursing program by DELETING and/or SUBSTITUTING **50% or more** of the existing nursing courses to form the new program option (Procedure 1)
 - Adding a nursing program option within a nursing program by DELETING and/or SUBSTITUTING **1-49%** of the existing nursing courses to form the new program option (Procedure 2)
 - Program Outcomes
- **Describe:**
 - Resources
 - Curriculum
 - Method of Delivery
 - Impact on enrollment

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Curriculum:

- **Key Elements:**
 - Increase, decrease, or substitution of **50-100% of the (nursing) credit hours** that represents a significant departure in the nursing content from the currently accepted/approved nursing course. (Procedure 1)
 - Increase, decrease, or substitution of **25-49% of the (nursing) credit hours** that represents a significant departure in the nursing content from the currently accepted/approved nursing course. (Procedure 2)
 - Program outcomes

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Curriculum: (continued)

- **Describe:**
 - Most Criteria in Standard 4 Curriculum
 - Faculty development
 - Teach out plan for existing curriculum
- **Curriculum Questions to Consider:**
 - Is the content "new" or is it a redistribution of content?
 - Is the change related to how the content is structured or organized?
 - General principle:
 - Significant departure of content

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Curriculum: (continued)

When calculating the percentage of curriculum change:

- **Curriculum changes that do not count:**
 - Changing the title of a course with no significant changes to the content.
 - Changing the exemplars used to teach nursing principles.
 - Combining two courses to create one course with the same total number of credits and substantially similar content.
 - Splitting one course to create two courses with the same total number of credits and substantially similar content.
- **Curriculum changes that do count:**
 - Adding a three-credit hour course to the nursing sequence with content that was not previously included in the curriculum.
 - Developing a four-credit hour course to replace an existing three credit hour course.
 - Deleting a three-credit hour course from a program of study with no equivalent in the new/revised curriculum.

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Change in Program Outcomes:

- **Key Elements:**
 - Licensure/certification pass rates below the ACEN Criterion (6.2).
 - Program completion rate 25% or more below program's ELA for two consecutive academic years; or 40% below the program's ELA during a single academic year.
 - Program job placement rate 30% or more below program's ELA for two consecutive academic years; or 45% below the programs ELA during a single academic year.

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Change in Program Outcomes: Licensure/Certification

- Reminders:**
 - Must consistently use the same 12-month reporting period to determine pass-rate.
 - Must include ALL first-time test takers during the same 12-month period, regardless of when they graduated.
- Describe:**
 - Contributing factors
 - Program administration considerations
 - Faculty considerations
 - Plan for improvement

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Change in Program Outcomes: Program Completion

- Reminders:**
 - ACEN definition of program is the number of students who complete the program in *no more than* 150% of the stated nursing program length beginning with enrollment on the first day in the first nursing course.
 - Program faculty are responsible for the ELA. The ELA should be high enough to be genuine and encourage continuous improvement but not so high as to be idealistic and, thus, unachievable.
- Describe:**
 - Contributing factors
 - Program administration considerations
 - Faculty considerations
 - Plan for improvement

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Program Outcomes: Job Placement

- Reminders:**
 - ACEN definition of job placement is the percentage of **ALL GRADUATES** who *are employed* in a position for which the program prepared them.
 - Program faculty are responsible for the ELA. The ELA should be high enough to be genuine and encourage continuous improvement but not so high as to be idealistic and, thus, unachievable.
- Describe:**
 - Contributing factors
 - Program administration considerations
 - Faculty considerations
 - Plan for improvement

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Calculating Percentage Change from ELA:

- The calculation of the percentage change from the ELA for program completion and job placement is *proportional* to the program's ELA.
- **For example:**
 - If the program's ELA is 100%, then 25% below that would be 75%.
 - If the program's ELA is 50%, then 25% below that would be 37.5%

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Substantive Change: FAQs

- Is it too early to submit my substantive change?
- Do I have to wait for approval from my Board of Nursing before I submit?
- The template is asking me to describe how the change impacts a certain Criterion and I don't think it applies. How should I address this?

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Substantive Change: FAQs


- Why do I have to submit information about my program outcomes, the change I am reporting has nothing to do with outcomes?
- My substantive change was reviewed by the Board of Commissioners. How long will it take for me to receive a response?
- Why does the process take so long?

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Final Thoughts:


- The substantive change policy and the submission of a substantive change report is not a punitive process.
- Submission of substantive change reports demonstrates program accountability for maintaining compliance the ACEN Standards and Criteria.
- Reporting substantive changes provides programs an opportunity to formalize and document their ongoing development and program improvement processes.

Remember, this is always about the students and what is best for the students!



ACEN Resources:

- ACEN Policy Manual
- ACEN Glossary
- ACEN Website:
 - Substantive change templates
 - Substantive change submission portal
 - Substantive change inquiry link
- ACEN Staff: 404-975-5000
 - Substantive Change Coordinator and Reports Processor
 - ACEN Directors/Professional Staff



THANK YOU



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