

## **Guide to Approval of Program Closures:**

1. Refer to the Nursing Education Programs and Licensure Requirements General, Sections 20-90-45 to 20-90-59 (the Regulations).
2. Provide the following to the **Board of Examiners for Nursing (BOEN)**:
  - a. A letter to the BOEN Chairperson to notify of the closure including:
    - i. A written plan for the program closure including rationale for the change, phase out of admission to the Program, notification to students and constituents, retention and adequacy of faculty & staff, and a teach out plan.
    - ii. Timetable for termination.
    - iii. The policy regarding safe storage of vital Program records including transcripts of all graduates and or students who failed to graduate.
    - iv. The name of the person, title and address, responsible for providing academic (transcripts), financial and health records, and references for students.
    - v. Date of notice by the Program of the closure to the accreditation body (if applicable).
  - b. A summary of the notice.
3. Attend & participate in the **BOEN** meeting including answering any questions from the **BOEN** members regarding the notice.
  - a. Provide any additional information as requested by the **BOEN** and take note of the **BOEN**' s response to the notice.
4. Provide **the Department** with the contact information, including a direct phone number, e-mail & mailing address for requesting academic (transcripts), financial and health records, and references for students.