

**TEXAS BOARD OF NURSING**  
**3.1.5.a. EDUCATION GUIDELINE**  
**Closing a Nursing Educational Program**  
**or an Extension Nursing Educational Program**

**Revised: 10/24/08**

Rule 214.3 sets forth the requirements for closure of a vocational nursing educational program and for closure of an extension program. Rule 215.3 sets forth the requirements for closure of a professional pre-licensure nursing educational program and for closure of a professional pre-licensure nursing educational extension program. Rule 219.3(c) sets forth the requirements for closure of an advanced practice nursing educational program.

<p>Rule 214.3(b)(5) related to <u>Program Development, Expansion and Closure</u> requires that “A program intending to close an extension program shall (A) Notify the Board office at least four (4) months prior to closure of the extension program.”</p>	<p>Rule 215.3(b)(5) related to <u>Program Development, Expansion and Closure</u> requires that “A program intending to close an extension program shall (A) Notify the Board at least four (4) months prior to closure of the extension program.”</p>
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Notification of closure of a nursing educational program or an extension nursing educational program should be submitted four (4) months prior to closure of the program.

<p>Rule 214.3(d) related to <u>Program Development, Expansion and Closure</u> requires that “A program shall notify the Board office in writing of their intent to close the program.”</p>	<p>Rule 215.3(d) related to <u>Program Development, Expansion and Closure</u> requires that “When the decision to close a program which provides the entire program of study has been made, the director must notify the Board and submit a written plan for closure. . .”</p>	<p>Rule 219.3(c) related to <u>Program Development, Closure, and Transfer of Administrative Control</u> requires that “When the decision to close a program or portion thereof has been made, the director must notify the Board and submit a written plan of closure. . .”</p>
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The *Texas Board of Nursing Notification Form for Closing a Nursing Educational Program or an Extension Nursing Educational Program* is provided for this purpose. This notification form is intended to document that the program insures academic provisions for current students to complete a program and provisions for access to and safe storage of vital school records. The *Texas Board of Nursing Notification Form for Closing a Nursing Educational Program or an Extension Nursing Educational Program* requests information including:

1. reason for closing the program;
2. date of intended closure;
3. academic provision for students;
4. provisions made for access to and safe storage of vital school records, including transcripts of all graduates; and
5. methods to be used to maintain requirements and standards until the program closes.

The plan shall include assurances that accommodations will be made for students to complete the program or to transfer into other approved programs.

The plan to close a nursing education program or an extension nursing educational program will be presented to the Board at a regularly scheduled meeting. Submission of the plan to close should be made in sufficient time to allow the Board staff to consider that all necessary provisions have been made prior to closure for students and for maintenance of records.

**Important: Please be aware that references in Rule 214, Rule 215, and Rule 219 are not all inclusive.**

**TEXAS BOARD OF NURSING NOTIFICATION FORM  
CLOSING A NURSING EDUCATIONAL PROGRAM  
OR AN EXTENSION NURSING EDUCATIONAL PROGRAM**

<b>NAME OF NURSING EDUCATIONAL PROGRAM</b>	Program Code: 27- _____
<b>TYPE OF PROGRAM</b>	
<b>NAME OF DEAN/DIRECTOR</b>	Phone No: _____ Email: _____
<b>LOCATION OF NURSING EDUCATIONAL PROGRAM OR EXTENSION PROGRAM</b>	
<b>REASON FOR CLOSURE</b>	<b>BRIEFLY DESCRIBE:</b>
<b>DATE OF CLOSURE</b>	
<b>ACADEMIC PROVISIONS FOR CURRENT STUDENTS OF NURSING EDUCATIONAL PROGRAM OR EXTENSION PROGRAM</b>	<b>BRIEFLY DESCRIBE:</b>
<b>PROVISIONS FOR ACCESS TO AND SAFE STORAGE OF VITAL SCHOOL RECORDS</b>	<b>BRIEFLY DESCRIBE:</b>
<b>METHODS TO BE USED TO MAINTAIN REQUIREMENTS AND STANDARDS UNTIL THE PROGRAM CLOSES</b>	<b>BRIEFLY DESCRIBE:</b>
<b>COMMENTS:</b>	
<b>SIGNATURE:</b>	<b>DATE:</b>

\*Please attach additional pages if needed.

Date Presented at Board Meeting: \_\_\_\_\_