

**TEXAS BOARD OF NURSING**  
**3.1.5.a. EDUCATION GUIDELINE**  
**Closing a Nursing Education Program or an Extension Site/Campus**

**Revised: 01/02/2013**

Rule 214.3 sets forth the requirements for closure of a vocational nursing education program and closure of an extension site/campus. Rule 215.3 sets forth the requirements for closure of a pre-licensure professional nursing education program and closure of a pre-licensure professional nursing education extension site/campus.

**Closing a Nursing Education Program or an Extension Site/Campus of a Nursing Education Program:**

Notification of closure of a nursing education program or an extension site/campus of a nursing education program should be submitted four (4) months prior to closure of the program.

Rule 214.3(b)(6) related to <u>Program Development, Expansion and Closure</u> requires that "A program intending to close an extension site/campus shall (A) Notify the Board office at least four (4) months prior to closure of the extension site/campus."	Rule 215.3(b)(5) related to <u>Program Development, Expansion and Closure</u> requires that "A program intending to close an extension site/campus shall (A) Notify the Board at least four (4) months prior to closure of the extension site/campus."
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The *Texas Board of Nursing Notification Form for Closing a Nursing Education Program or an Extension Site/Campus* 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 form 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 site/campus 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 and Rule 215 are not all inclusive.**

**TEXAS BOARD OF NURSING NOTIFICATION FORM  
CLOSING A NURSING EDUCATION PROGRAM OR AN EXTENSION SITE/CAMPUS**

<b>NAME OF NURSING EDUCATION PROGRAM</b>	Program Code: 27- _____
<b>TYPE OF PROGRAM</b>	
<b>NAME OF DEAN/DIRECTOR</b>	Phone No: _____ Email: _____
<b>LOCATION OF NURSING EDUCATION PROGRAM OR EXTENSION SITE/CAMPUS</b>	
<b>REASON FOR CLOSURE</b>	<b>BRIEFLY DESCRIBE:</b>  
<b>DATE OF CLOSURE</b>	
<b>ACADEMIC PROVISIONS FOR CURRENT STUDENTS OF NURSING EDUCATION 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: \_\_\_\_\_