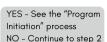# PROGRAM MODIFICATION FLOWCHART

Step 1
Would the action item create an entirely new instructional program at Miramar that includes at least one entirely new award?

YES – See the "Program Initiation" process
NO – Continue to step 2

Step 2
Would the action item eliminate an existing instructional program at Miramar through the deactivation of all awards within that program area?

YES – See the "Program Discontinuance" process
NO – Continue to step 3

Step 3
Would the action item move an active award from one program to another without any other change?
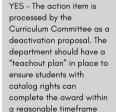
YES – This is a change to Miramar's curricular organization, but is not a program modification. The action item is processed by the dean, VPI's office, Curriculum Committee, and Instructional Program Review/SLOAC Committee

NO – Continue to step 4

Step 4
Would the action item create, eliminate, or modify the major requirements in an award?

NO – This is not a program modification. The action item is processed by the department and the relevant committee(s)
YES – Continue to step 5

Step 5
Would the action item eliminate an active award?

YES – The action item is processed by the Curriculum Committee as a deactivation proposal. The department should have a "teachout plan" in place to ensure students with catalog rights can complete the award within a reasonable timeframe (typically two years)

NO – Continue to step 6

Step 6
Would the action item create a new award, change the intent or purpose of an award, or significantly modify the content that students are required to master within the major?

NO – The action item is processed by the Curriculum Committee as a routine update or "nonsubstantial" change
YES – See "Substantial Change Approval Criteria" on:
https://docs.google.com/document/d/1vxHdvHFi0e62NmWexyP_DKKuWeOgytW5gnlaZXM-1xU/edit

SAN DIEGO MIRAMAR COLLEGE