

CourseLeaf/CIM Programs

Online Delivery of Existing Program

- Login to CourseLeaf/CIM Programs (<https://catalogadmin.okstate.edu/programadmin>)
- Select the degree and click “Edit Program”
- Select “Existing Program Online Delivery”
- Enter or update the Contact Person and contact details (phone number and email address)
- Choose the implementation date
- Select “No” for the question: Is this a non-substantive change?
- Respond to the IPEDS questions
 - Can all, some, or none of the courses in the program be completed online
 - Does the program have a mandatory onsite component
 - Does the program have a non-mandatory onsite component
- Include the reason or rationale for the proposed change
- Click “Save and Start Workflow”
 - You can click “Save Changes” to save the form and come back to finish it later