

CourseLeaf/CIM Programs

Option Name Change

- Login to CourseLeaf/CIM Programs (<https://catalogadmin.okstate.edu/programadmin>)
- Select the degree and click “Edit Program”
- Select “Option Name Change”
- 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?
- Enter the current option name
- Enter the proposed option name
- 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