

CourseLeaf/CIM Programs

Other Degree Program Modification

Only use the “Other Degree Program Modification” form if the change you are requesting is not captured on one of the other forms. An example is requesting a CIP Code change.

- Login to CourseLeaf/CIM Programs (<https://catalogadmin.okstate.edu/programadmin>)
- Select the degree and click “Edit Program”
- Select “Other Degree Program Modification”
- Enter or update the Contact Person and contact details (phone number and email address)
- Choose the implementation date
- If the proposed changes are substantive, select “No” for “Is this a non-substantive change. If the proposed changes are non-substantive, select “Yes” for this question.
- Provide a summary of the proposed changes
- 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