

CourseLeaf/CIM Programs

Program Requirement Change

- Login to CourseLeaf/CIM Programs (<https://catalogadmin.okstate.edu/programadmin>)
- Select the degree and click “Edit Program”
- Select “Program Requirement Change”
- 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.
- Indicate if this is a course requirement change
 - “Yes” if you are adding or removing general education, major, or elective courses
- Indicate if this is a degree requirement change
 - “Yes” if you are changing the required GPA or removing the GRE
- Indicate if the total credit hours for the degree will change
 - If “yes,” include the current total credit hours and what the updated total will be
- Provide a summary of the proposed changes
- Include the reason or rationale for the proposed change

Additional notes:

- If the program has been previously modified, the last approved modification will be visible. Remove any text from a previous submission and replace it with the current information.
- Any text listed in the summary should correspond with changes made in the “Specific curricular information” section
- The reason or rationale should clearly articulate why the changes are being requested

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- To update the degree requirements
 - Double-click anywhere inside the “Course List” box under “Specific curricular information”
 - In the course list box on the right side, click on the course you want to remove, then click on the left double-arrow
 - To add a course, type the prefix and number into the “Quick Add” box and click “Add Course”
 - To add a text comment, click on “Add comment entry,” input your text, and click “Ok”
 - Use the “Move up” and “Move down” buttons to reorder courses
 - If you need to enter a footnote for a course or section, enter the corresponding number into the “Footnote” box
 - Click “Ok” when done
- To add the text for a footnote,
 - Go to the bottom of the course list box and click in the right corner
 - Click on the red arrow that appears
 - Place your cursor below the course list box
 - Click on the table icon and select “Footnotes”
 - Enter the corresponding number in the “Symbol” box
 - Enter your text in the “Footnote comment” box
 - Click “Ok”
- If the admission or graduation requirements are changing, include the current requirements and the proposed requirements in the appropriate sections
- Click “Save and Start Workflow”
 - You can click “Save Changes” to save the form and come back to finish it later