

# CourseLeaf/CIM Programs Option Deletion

- Login to CourseLeaf/CIM Programs (<https://catalogadmin.okstate.edu/programadmin>)
- Select the program and click “Edit Program”
- Select “Option Deletion”
- 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?
- Indicate the reason or rationale for the requested action
- List the number of students currently enrolled in the option
- List the expected graduation year for the last student enrolled in the option
- Describe the teach-out plan and how students in the deleted option will be accommodated
- Click “Save and Start Workflow”
  - You can click “Save Changes” to save the form and come back to finish it later