CourseLeaf/CIM Programs Option Suspension

- Login to CourseLeaf/CIM Programs (https://catalogadmin.okstate.edu/programadmin)
- Select the program and click "Edit Program"
- Select "Option Suspension"
- Enter or update the Contact Person and contact details (phone number and email address)
- Choose the implementation date
- Select "Yes" for the question: Is this a non-substantive change?
- Indicate the reason or rationale for the requested action
- Indicate when the option will be reinstated or deleted
- Click "Save and Start Workflow"
  - You can click "Save Changes" to save the form and come back to finish it later

Additional Information about Option Suspension:
- The department will need to either reinstate or delete the option within three years