

CourseLeaf/CIM Programs Change of Program Name and/or Degree Designation

- Login to [CourseLeaf/CIM Programs](https://catalogadmin.okstate.edu/programadmin) (<https://catalogadmin.okstate.edu/programadmin>)
- Select the degree and click “Edit Program”
- Select “Program Reinstatement”
- 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?
- If proposing a degree name change, enter the new degree name
- If proposing a degree designation change, enter the new degree designation
- If the proposed change will affect the curriculum, select yes
 - Be sure to select the “Program Requirement Change” from the top of the form and answer all questions
- 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

Additional Information about Program Name or Degree Designation changes:

- CIM Programs lists each option under a degree separately. If you propose a program name or degree designation change, please submit a Change of Program Name and/or Degree Designation form for each option.