

CourseLeaf/CIM Programs Program Deletion

- Login to [CourseLeaf/CIM Programs](https://catalogadmin.okstate.edu/programadmin) (<https://catalogadmin.okstate.edu/programadmin>)
- Select the program and click “Edit Program”
- Select “Program 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 if students are still enrolled in the program.
 - If students are still enrolled in the program, list how many.
- Input the expected graduation date for the last student.
- Indicate if current students will be allowed to complete the degree program.
 - If no, explain why.
- Describe the teach-out plan and how students currently enrolled in the program will be accommodated.
- Indicate the reason or rationale for the requested action.
- Select the effective date for the program deletion.
- 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 Deletions:

- CIM Programs lists each option under a degree separately. If you are deleting a program, please submit a Program Deletion form for each option within the program.