

CourseLeaf/CIM Programs Program Reinstatement

- Login to CourseLeaf/CIM Programs (<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?
- Indicate the reason or rationale for the requested action
- Select the curriculum will change
 - If yes, please also select “Program Requirement Change” and answer the appropriate questions
- Select when the effective date of the reinstatement
- 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 Reinstatement:

- CIM Programs lists each option under a degree separately. If you reinstate a program, please submit a Program Reinstatement form for each option.
- The Program Reinstatement form is also used to reinstate a previously suspended option.