CourseLeaf/CIM Programs
Program Suspension

- Login to CourseLeaf/CIM Programs (https://catalogadmin.okstate.edu/programadmin)
- Select the degree and click "Edit Program"
- Select "Program Suspension"
- 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 when the program will be reinstated or deleted
- Select when the program suspension will become effective
- 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 Suspension:
- The department will need to either reinstate or delete the program within three years
- CIM Programs lists each option under a degree separately. If you suspend a program, please submit a Program Suspension form for each option.