# CourseLeaf/CIM Programs Option Addition

- Login to <u>CourseLeaf/CIM Programs</u> (https://catalogadmin.okstate.edu/programadmin)
- Click "Propose New Program"
- Click "Propose New from Existing"
- Select a similar option from the drop-down menu and click "Copy Program"
- Select "Option Addition" from the Program Type drop-down menu
- Select the appropriate Academic Level
- Choose the implementation date
- Select the appropriate Level II degree designation
  - Level II - degree designation listed on the transcript
    - Example: Bachelor of Science in Business Administration
- Edit the Level III - Title of Degree Program (include major and option)
  - Example: Accounting Systems: Cybersecurity, BSBA
- Input the CIP Code
  - NOTE: All options under a degree program should share the same CIP Code
- Leave the Program Code blank. This will be assigned after acknowledgement from OSRHE is received.
- Select the appropriate Academic Unit/Department
- Select the appropriate College
- Provide a rationale as to why the option addition is needed and objectives of the proposed option
- Input the Option Name
- Select the mode of delivery
  - NOTE: Online delivery is approved at the degree level. To offer an option online, the department needs to ensure the degree has been approved for online delivery or submit a program modification requesting online delivery for the main degree
- Input the reason the option is being requested
- Enter the common core requirements for the major
  - NOTE: All options should share approximately 50% of common courses across all options
- Edit the Specific Curricular Information as needed for the proposed option
- Click "Save and Start Workflow"
  - You can click "Save Changes" if you need to save and come back to finish the form at a later date.