

CIM User Guide: Program Types and Naming Conventions



Topics Covered in this Module

- What is CIM?
- Program Types
- Standardized Terminology
- Program Definitions and Naming
 - Degrees, Majors, and Concentrations
 - Secondary Majors and Minors
 - Accelerated, Dual, and Joint Programs
 - Certificates: Embedded & Standalone

What is CIM?

- Baylor's Curriculum Inventory Management (CIM) System is part of an application called CourseLeaf. Baylor uses three CourseLeaf products: Catalog (CAT), Class Scheduling (CLSS), and CIM.
- Advantages of using CIM
 - Eliminates paper processes
 - Streamlines approval process with automated workflow
 - CAT and CIM integrate our academic catalogs with Banner
 - Provides real time status information

Program Types

- CIM has specific categories for “Program Types” that have proposal forms and approval workflows.
- The 10 Program Type categories listed in CIM may use terminology that is somewhat different than what certain units have used in the past

Program Information

Program Type ⓘ

Program Level

Academic Unit

Department

Effective Catalog

Edition

Effective

Implementation

Term

Program Name

Select...

Select...

Accelerated UG-GR

Certificate-Embedded

Certificate-StandAlone

Concentration

Degree/School Core

Dual Degree

Joint Degree

Major (Degree)

Major-Secondary

Minor

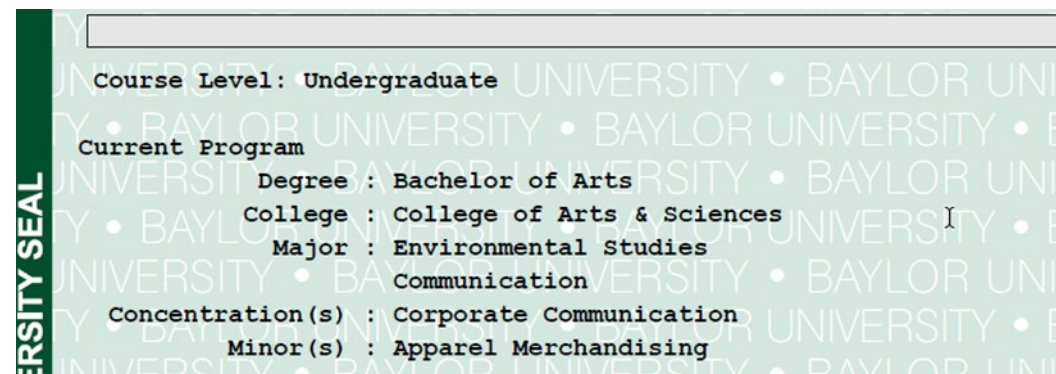
Select Effective Implementation Term...

Standardized Terminology

- The following program categories will be defined moving forward as follows:
 - **Concentration-** This is the official category name printed on the transcript. Some units may have used *option*, *specialization*, or *track*.
 - **Combined Degrees-** We now have 3 different types of combined degrees, which were often called “Joint Degrees” previously
 - **Joint Degree-** Moving forward this will refer only to programs that confer a single degree and diploma in a collaborative agreement with another institution per federal definitions.
 - **Dual Degree-** This program type includes two graduate programs with a combined degree plan which results in conferring two graduate degrees at the same time.
 - **Accelerated-** This program type combines an undergraduate program and a graduate program (previously 4+1, 3+2, etc.). It also results in two degrees being conferred.

Program Names

- Baylor has grown to have over 250 majors and 650 total programs within the 10 program type categories in CIM
- “Program Names” must follow specific naming conventions to provide consistency in the CIM program list for faculty, and to match what students will see in the catalog and on their transcript.



UNIVERSITY SEAL

Course Level: Undergraduate

Current Program

Degree : Bachelor of Arts

College : College of Arts & Sciences

Major : Environmental Studies
Communication

Concentration(s) : Corporate Communication

Minor(s) : Apparel Merchandising



Degrees, Majors, and Concentrations

- **Degree/School Core**
 - A degree (e.g., BS) is a credential that is always tied to a major field of study
 - Undergraduate degrees often have a “Core” list of courses tied to the degree that are shared among several different majors
 - Example: Bachelor of Business Administration (BBA) Core
- **Major (Degree)**
 - Majors are always tied to a degree and have the degree code reflected in (parentheses)
 - Examples: Accounting (BBA); Anthropology (PHD)
- **Concentrations** (*Previous labels: option, specialization, track*)
 - Always tied to a major, and reflects focused coursework within the major
 - Concentrations are represented in [brackets] after the major
 - Example: Anthropology [Archaeology] (BA)



Secondary Majors and Minors

- **Secondary Majors**
 - Require shortened number of hours from a primary major
 - Allow a student from one degree program to earn a secondary major from a participating department within a different program
 - Student earns one baccalaureate degree and transcript will reflect a secondary major in a second area of study
 - Example: Anthropology - Secondary Major
- **Minors**
 - A minor is an area of study outside of the major that encourages students to pursue a secondary field. Students may not earn a minor in the same field as their major. Typically, a minor includes at least 15 SCH of coursework, with 9 SCH at the 3000/4000 level.
 - Examples: Anthropology Minor

Accelerated, Dual, and Joint Programs

- **Accelerated UG-GR** (*Previous labels: 4+1, 3+2, or joint programs*)
 - Two Baylor degrees are awarded, but with a reduction in total credits
 - Some graduate coursework counts toward fulfillment of their undergraduate requirements
 - Example Name: Accelerated Biology (BS) >> Teaching (MAT)
- **Dual Degree** (*Previous labels: combined programs, joint programs*)
 - Two Baylor graduate degrees are awarded, but with a reduction in total credits for the combined degree plan
 - Example: Dual Degree: Law (JD) + Business Administration (MBA)
- **Joint Degree**
 - A single degree conferred by Baylor and a partner university
 - Issues one diploma with the seals and signatures of both institutions
 - Example: Joint Degree from Baylor & HKBU: Global Ethics (MA)



Certificates: Embedded

- **Embedded Certificates**
 - Certificates must be pursued in conjunction with a degree program
 - Offers students the opportunity to choose from a select group of courses focused on developing a practical/professional skill
 - Twelve hours minimum required
 - Residence - minimum nine hours, six hours advanced
 - Advanced work (3000/4000 level) - minimum nine hours
 - Examples:
 - Certificate in Spanish for Healthcare Professions
 - Certificate in Business Analytics



Certificates: Stand-Alone

- **Stand-Alone Certificates**
 - Certificates do not have to be pursued in conjunction with a degree program
 - Currently only exist at the graduate level and have a degree code of (CERTG) at the end of the program name.
 - Examples:
 - Certificate in Cyber Security (CERTG)
 - Certificate in Marketing (CERTG)

For More Information

- For a 1-page summary of Program Naming, click graphic below:

Program Type	Format Description	Program Examples
Major and Degree	Major (Degree)	Anthropology (BA) Theology (MDV)
Major with alternate location	Major (Degree) @ Location	Nursing (BSN) @ Dallas Computer Science (MS) @ Online
Pre-majors	Pre-Major (pre Degree)	Pre-Business (Pre BBA) Pre-Engineering (Pre BSE)
Major – Secondary	Major - “Secondary Major”	Anthropology - Secondary Major Recreation and Leisure Services - Secondary Major
Minor	Minor name “Minor”	Archaeology Minor Poverty Studies and Social Justice Minor
Concentration	Major [Concentration] (Degree)	Anthropology [Archaeology] (BA) Business Administration [Business Analytics] (MBA)
College/Degree Core	College/Degree Name (Degree) “Core”	Arts and Sciences (BA, BFA, BS, BSAS) Core Bachelor of Business Administration (BBA) Core
Certificate- Embedded	“Certificate in” Field of Study	Certificate in Spanish for Healthcare Professions Certificate in Business Analytics
Certificate- Stand Alone	“Certificate in” Field of Study (Cert Type)	Certificate in Cyber Security (CERTG) Certificate in Marketing (CERTG)
Accelerated UG-GR	“Accelerated” Major (Degree) >> Major (Degree)	Accelerated Accounting (BBA) >> Taxation (MTA) Accelerated Anthropology (BA) >> Museum Studies (MA)
Dual Degree	“Dual Degree:” Major (Degree) + Major (Degree)	Dual Degree: Law (JD) + Business Administration (MBA) Dual Degree: Theology (MTS) + Social Work (MSW)
Joint Degree	“Joint Degree from” Institutions: Major (Degree)	Joint Degree from Baylor & HKBU: Global Ethics (MA)

- For additional CIM Resources for Faculty and Staff
 - <https://registrar.web.baylor.edu/courses-catalogs/cim-curriculum-management-resources-facultystaff>