CIM User Guide:
Program Types and Naming Conventions
Topics Covered in this Module

• What is CIM?
• Program Types
• Standardized Terminology
• Program Definitions and Naming
  o Degrees, Majors, and Concentrations
  o Secondary Majors and Minors
  o Accelerated, Dual, and Joint Programs
  o 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.
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.
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:

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