CIM User Guide:
Program Types and Naming Conventions
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CAT and CIM Alignment

- The Courseleaf platform is an integrated suite of applications for curriculum, catalog, and class schedule management.
- The Curriculum Inventory Management (CIM) module is designed to update and publish course information and program requirements to the Catalog (CAT) module.
- Because there is a one-to-one connection between a CIM program requirements block and a CAT requirement page, program requirement types should appear on only one catalog page.
CIM Publishes to CAT
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 may be a change for some units:
  - **Concentration**- This is the official category name printed on the transcript. Some units have used *option, specialization, or track*.
  - **Combined Degrees**- We now have 3 different types of combined degrees, which were often previously called “Joint Degrees”
    - **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.
    - **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 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 major
  • Concentrations are represented in [brackets] after the major
  • Example: Anthropology [Archaeology] (BA)
Secondary Majors and Minors

- **Secondary Majors**
  - Shortened number of required 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 - minimum nine hours.
  - Grade point average - a minimum of 2.00 (“C”) on all courses in the certificate taken at Baylor. Some departments require a “C” or better in every course or may require a higher overall GPA for the certificate.
  - Example: Spanish for Healthcare Professions Certificate.
Certificates: Stand-Alone

• **Stand-Alone Certificates**
  • Currently only exist at the Graduate Level
  • Example: [Certificate in Cyber Security](#)