

# CIM User Guide:

## Proposing a New Major (Degree)



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# Program Information for New Majors

When proposing a new major, the following additional information is required:

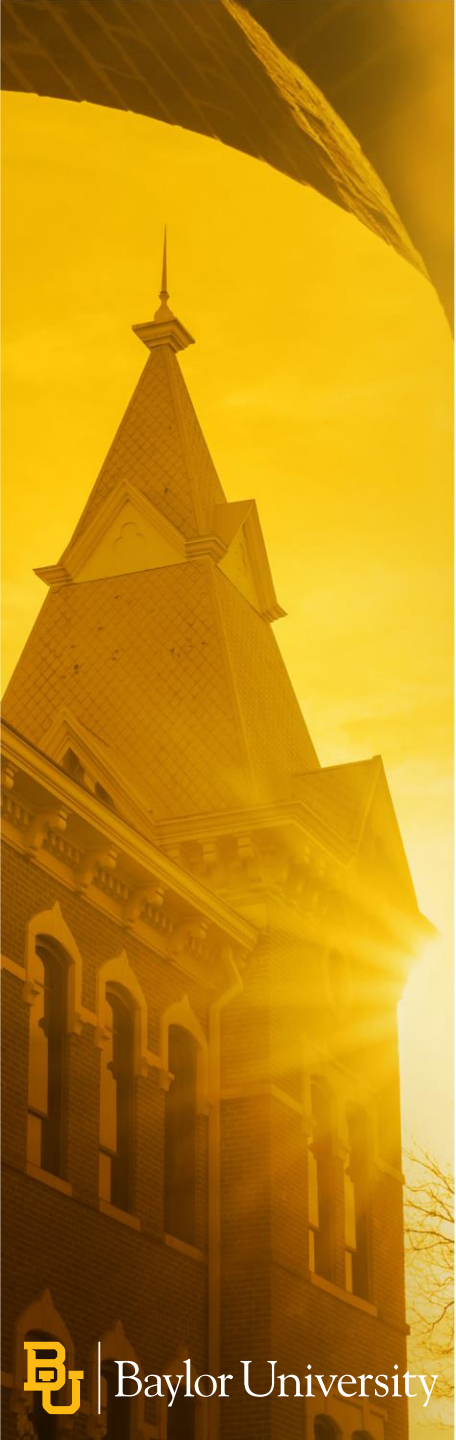
- Degree Code-Name
- Program Name
- Program Major CIP Code
- Does your major have concentrations?
- Will this program be managed by more than one department?

## Program Information

Program Type	<input type="text" value="Major (Degree)"/>
Program Level	<input type="text" value="Select..."/>
Academic Unit	<input type="text" value="Select..."/>
Department	<input type="text" value="Select Department..."/>
Effective Catalog Edition	<input type="text" value="Select..."/>
Effective Implementation Term	<input type="text" value="Select Effective Implementation Term..."/>

Degree Code-Name	<input type="text" value="Select..."/>
Program Name	<input type="text"/>
Program Major CIP Code	<input type="text"/> <a href="#">Find...</a>
Does your major have concentrations?	<input type="text" value="Select..."/>

Will this program be managed by more than one department?  
☐ Yes ☐ No



# Selecting a Program CIP Code

- The ED.gov Classification of Instructional Programs (CIP) code is a 6-digit number required for reporting enrollment and completion for all majors
- 1) Use the “Find...” function to access the CIP code Picker function
  - 2) Enter Search terms to find relevant results, and click on hyperlink to select.

The screenshot displays the 'CIP Code Picker' web application. On the left, a 'Program Information' section contains several dropdown menus: Program Type (Major (Degree)), Program Level (Graduate), College (Graduate School), Academic Unit (School of Education), Department (Curriculum & Instruction), Graduate Program Type (Select...), Effective Catalog Edition (Select...), Degree Code-Name (Select...), Program Name (Learning & Org. Change (EDD) @Online), Program Major CIP Code (130301), and Does your major have concentrations? (Select...). A red box highlights the 'Find...' button next to the Program Major CIP Code field. On the right, the 'CIP Code Picker' window shows a search bar with 'curriculum and' entered. Below the search bar, the 'Results:' section lists two options: [13.0301: Curriculum and Instruction.](#) and [51.3203: Nursing Education.](#) The first result is selected, and its description is shown: 'A program that focuses on the curriculum and related instructional processes and tools, and that may prepare individuals to serve as professional curriculum specialists. Includes instruction in curriculum theory, curriculum design and planning, instructional material design and evaluation, curriculum evaluation, and applications to specific subject matter, programs or educational levels.'

**Program Information**

Program Type Major (Degree) ▼

Program Level Graduate ▼

College Graduate School ▼

Academic Unit School of Education ▼

Department Curriculum & Instruction ▼

Graduate Program Type Select... ▼

Effective Catalog Edition Select... ▼

Degree Code-Name Select... ▼

Program Name Learning & Org. Change (EDD) @Online

Program Major CIP Code 130301

Does your major have concentrations? Select... ▼

**CIP Code Picker**

To select a CIP code either enter a search term to the right or select a CIP family from the list below to get a subset of CIP Codes to choose from.

Search  Search

Select CIP Family

**Results:**

[13.0301: Curriculum and Instruction.](#)

A program that focuses on the curriculum and related instructional processes and tools, and that may prepare individuals to serve as professional curriculum specialists. Includes instruction in curriculum theory, curriculum design and planning, instructional material design and evaluation, curriculum evaluation, and applications to specific subject matter, programs or educational levels.

[51.3203: Nursing Education.](#)


A program that prepares registered nurses to teach in academic and clinical settings, including staff development.





# Proposing a New Major (Degree)

## Program Length

Credit Hour Type 

Select...

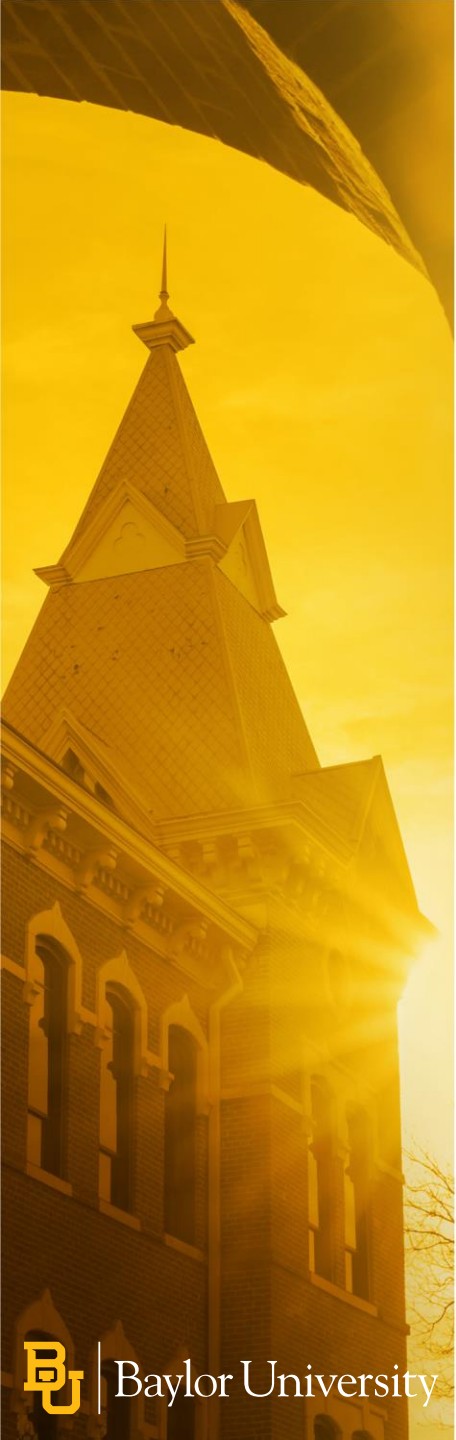
# total credit hours  
required for entire  
degree

# total credit hours  
required in the  
major

Does this program have an accelerated option designed for students with prior learning?

☐ Yes

☒ No




# Proposing a New Major (Degree)



## Program Content

Describe alignment with Baylor Mission and Goals

External Program Demand/Market Analysis

New Content: What percentage of courses must be created for this program?

Student Learning  
Outcome List 

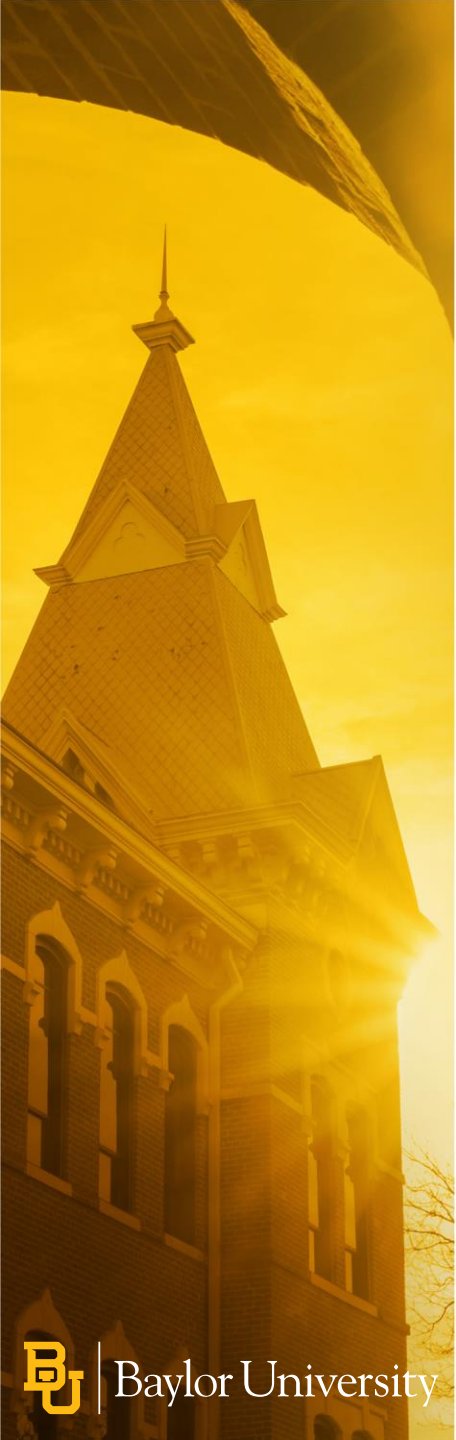
Outcome(s) 	
<input type="text"/>	

Is this program reviewed by an external program accreditor?

☐ Yes ☐ No

Does this program lead to professional licensure?

☐ Yes ☐ No




# Proposing a New Major (Degree)

## Instruction Locations

Are you adding an instructional location for this program?

☐ Yes ☐ No

Enter all instructional location(s) and Percentage of Program Offered at each:

Location	Percentage	
Select... ▼	Select... ▼	

Are you adding a new location that is not listed as an option on the location drop down menu above?

☐ Yes ☐ No

Do you need to close an instructional location?

☐ Yes ☐ No

# Proposing a New Major (Degree)

## Instructional Delivery Methods

Are you adding an instructional delivery method for this program?

☐ Yes ☐ No

Check all instructional delivery methods for this program:

☐ 100% In Person

☐ 100% Online

☐ Competency-based

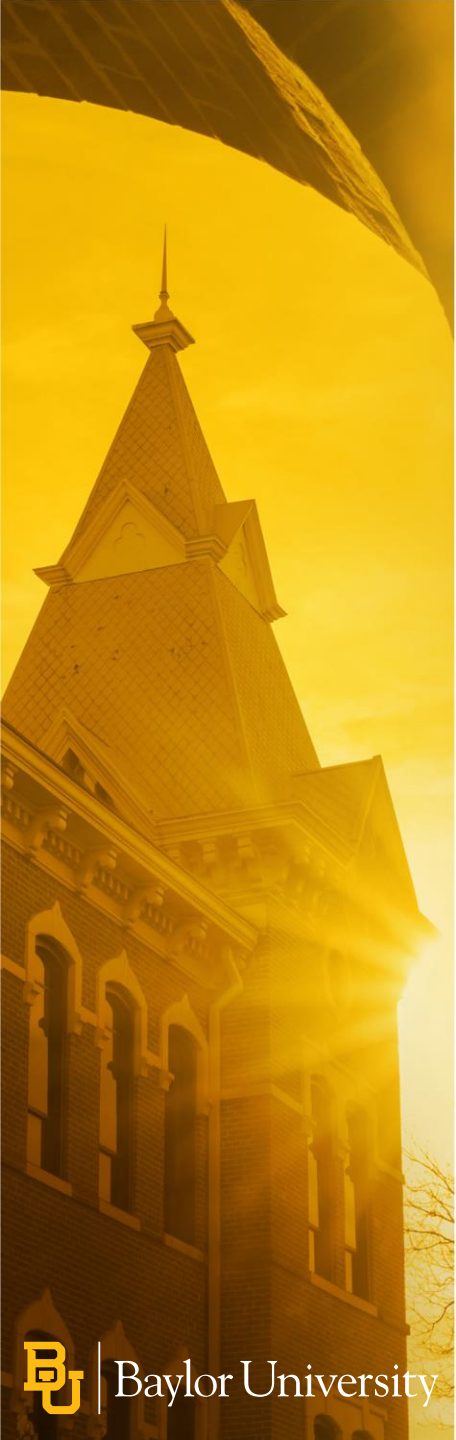
☐ Hybrid

*See the SACSCOC Policy on Direct Assessment Competency-based Educational Programs*

*(<https://sacscoc.org/app/uploads/2019/08/DirectAssessmentCompetencyBased.pdf>)*

Do you need to close a method of delivery?

☐ Yes ☐ No





# Proposing a New Major (Degree)

## Cooperative Academic Agreements

Does this program have a cooperative academic agreement with an external institution or entity that includes their involvement in student recruitment, curriculum development, or instructional delivery of the program?

☐ Yes ☐ No

## Additional Attachments and Information

Required Proposal  
Forms

Attach File

Uploaded Files:

Files To Be Uploaded:

Additional Information