



SIS Configuration – New Credential Request Form

Complete this form to request the configuration of a new credential in SIS (Student Information Systems).

Please ensure that all required approvals have been received before submitting this form.

Specific curriculum submission guidelines can be found on the Vancouver Senate and Okanagan Senate Secretariat websites (<https://senate.ubc.ca/vancouver/curriculum-submission-guide> and <https://senate.ubc.ca/okanagan/curriculum>).

Return completed forms to: student.systems@ubc.ca

Contact for this request (required):

Name: _____

Email: _____

Phone: _____

Faculty and Department: _____

If this request is being submitted on behalf of someone else, please include their details here:

Name: _____

Email: _____

Phone: _____

Faculty and Department: _____

Return completed forms to: student.systems@ubc.ca



SIS Configuration – New Credential

What is the official credential name (50-characters or less including spaces which will be displayed on official documents including parchments and transcripts)? **(required)**

What is the credential description (30-characters or less including spaces which will be displayed in SISC)? **(required)**

What is the credential code (6-character abbreviation of the new credential)? **(required)**

What is the minimum and maximum year level of students in this credential? **(required)**

Maximum: _____

Minimum: _____

Is there any specialization offered in this degree program? **(required)**

Yes

No

(If yes, please also complete and submit a [New Specialization – SIS Configuration Request Form \(pdf\)](#) if the specialization is to be released.)

If yes, what is the maximum number of specializations students in this degree program can apply for:

If yes, is the primary specialization to be printed on the degree parchment for this credential?

Yes

No

N/A



SIS Configuration – New Credential (cont.)

If yes, in what year of this program must students declare a specialization? **(required)**

Is this credential program eligible for Credit/D/Fail grading? **(required)**

Yes No

Is Co-operative Education option available for this program? **(required)**

Yes No

If yes, is Co-operative Education Program designation to be noted on the degree parchment?

Yes No

Is Degree Standing required for graduation adjudication? **(required)**

Yes No Optional

Is Degree Average required for graduation adjudication? **(required)**

Yes No Optional

Which faculty awards this credential? **(required)**

Which faculty administers this credential (e.g. G&PS)? **(required)**

For Graduate programs, what is the program type? **(required)**

Thesis-required Thesis-optional Course-based