



SIS Configuration – New Specialization Request Form

Complete this form to request the configuration of a new specialization 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: _____

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SIS Configuration – New Specialization

What is the credential name or abbreviation? **(required)**

What is the specialization description (50-characters or less including spaces which will be displayed on transcripts, e.g. Major in Mathematics)? **(required)**

What is the primary program type (e.g. major, minor, honour, option, concentration, combined honour, combined major, etc.)? **(required)**

What is the primary subject area (4-character subject code if available, e.g. MATH - Mathematics, ENGL - English)? **(required)**

If this is a new subject area please include a new subject code (4-characters) and subject area description (30-characters including spaces) (optional):

New subject code: _____

New subject area description: _____

If there is a secondary program type and subject please include them here (e.g. Combined Major in Computer Science and Physics) (optional):

Is this specialization to be printed on the degree parchment? **(required)**

Yes

No



SIS Configuration – New Specialization (cont.)

What is the effective start session for this specialization (e.g. 2020 Winter)? **(required)**

What is the minimum and/or maximum year level in which students can be in this specialization? (optional)

Can students declare this specialization through the SSC? **(required)**

Yes – self-declared No – application-based entry

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

Which department administers this specialization? (optional)

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

Thesis-required Thesis-optional Course-based

Will this specialization be published on the online course schedule? **(required)**

Yes No

Is this specialization valid with other specializations (i.e. can students complete more than one specialization)? (by default yes unless specified here)

Yes No

Are students required to be in a program version to enroll in this specialization? (by default no unless specified here)

Yes No