

Educational Policies and Curriculum Committee | Undergraduate Modified Course Submission Form |

Compete for a revision(s) to a currently offered undergraduate course at Pitt Public Health

General Instructions:

1. Faculty submitting a new undergraduate course must consult with Ada Youk (ayouk@pitt.edu) and/or Mara Koperwas (mkoperwas@pitt.edu) prior to presenting at EPCC.
2. Faculty are asked to submit this form, EPCC syllabus checklist, and final course syllabus to epcc@pitt.edu prior to the deadline for EPCC meeting submissions.
3. Proposals are due *at least one week prior to the next scheduled EPCC meeting*. If this target date is not met, the proposal will be deferred for consideration at the next scheduled meeting.
4. Initiating faculty will be contacted by EPCC staff to schedule a presentation and discussion of your modified course proposal with the Committee.

Name:

Department/ Program:

E-mail:

About the course

Course Title*:

Modified Course Title:

[NOTE: a significant change to the title may result in a new course number per University Registrar Office policy]

Course Subject:

Course Number:

Course Modifications:

Please select the box(es) of all items that you are changing:

Credits* | current credits: _____ modified credits: _____

[1 credit = 1 hour of in class time, 2 credits = 2 hours of in class time, 3 credits = 3 hours of in class time.]

Cross-Listing

Cross-listed dept:

cross-listed school:

cross-listed course number:

[Cross-listed course sections must be offered at the same level and course titles, descriptions, credits, and grade options must be identical for all cross-listed course sections. And should there be financial implications with cross-listing with other schools, contact and arrangements must be approved by the Associate Dean(s) in charge of academics and financials]

^ denotes minor revision: see next steps below
* denoted major revision: see next steps below

Course Description^

- Enter revised course description:

- Enter previous course description:

Course Permissions^* | instructor department

[Departmental Consent: if you would like the student to seek Department consent before being able to register.
Instructor Consent: if you would like the student to seek instructor consent before being able to register.]

Grading* | select revised grading option for course:

[For further information on grading options please refer to: www.registrar.pitt.edu/faculty-staff/grades]

Letter grade (LG)

Letter grade and HSU

Letter grade and SU

HSU

Satisfactory/ No Credit

Non-graded component

Other (list & provide rationale):

Typical Course Offering (check all that apply) | Fall Spring Summer

Primary Course Director/ Instructor:

Secondary Instructor(s):

Student Enrollment Cap | revised cap:

Enrollment Requirement(s) ^

Pre-requisite course(s)

- Enter revised pre-requisite course(s):

- Enter previous pre-requisite course(s):

Co-requisite course(s)

- Enter revised co-requisite course(s):

- Enter previous co-requisite course(s):

Course revisions will take effect:

Fall term

Spring term

Summer term

Year:

Please read before submitting this form and accompanying documents.

Major revisions include: revisions to the course title (if the title changes significantly, as determined by the Office of the Registrar, a new course number will be issued), course credits, course description beyond minor clarifications, and grading. Please send a memo to the EPCC chair and staff liaison along with this form stating why the revision is needed.

Minor revisions include: revisions to clarify course titles and/ or course descriptions, changes to the number of maximum or minimum students in the course, or cross-listing the course with another school. Note: should the committee feel that the changes are significant enough to warrant a review of the course syllabus and/or meet with the course instructor(s), the course instructor(s) will be contacted to attend the next EPCC meeting to present the modification proposal.

Final Approval & Signatures

Faculty Signature: _____ Date: _____

Dept Chair Signature: _____ Date: _____

BSPH Faculty* Signature: _____ Date: _____

*Ada Youk or Mara Koperwas

Please note: you must submit this form, EPCC syllabus checklist, and the final course syllabus prior to the deadline for EPCC meeting submissions. Completed proposals are due one week before the next EPCC meeting ([View EPCC meeting Schedule](#)).

If you have questions or concerns, please contact epcc@pitt.edu.