

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

Complete for a new, never 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 new course proposal with the Committee.

Name:

Department/ Program:

E-mail:

About the course

Proposed title of new course:

Course Number:

(if known; if not XXXX will be utilized as a placeholder)

[Note: A new catalog number will be assigned by the Office of Student Affairs in conjunction with your department.]

Course Description:

[Note: This description will be included verbatim in the University course catalog. Course catalog descriptions are infrequently updated; therefore, please describe the course in general terms that will not change from year to year and avoid detailing specific aspects of the course that may change, such as assignments/assessments, readings, and tools/software.]

Credits:

[NOTE: 1 credit = 15 hours of in class time across the semester, 2 credits = 30 hours of in class time, 3 credits = 45 hours of in class time. 1 hour of class time = 50 minutes]

Length of class session:**Number of sessions per week:****Number of hours per week that the class will meet:****What is the planned student enrollment cap (limit):**

[Note: This will affect the classroom where the course is scheduled to be taught.]

Check all that apply about the course:

- School Core
- Practicum/field placement/internship
- Special Topics
- Cross-listed
- Other (please specify):

Enter in percentages the class time spend in various instructional areas, listed below.

(NOTE: percentage total must equal 100)

Lecture:**Seminar:****Recitation:****Lab:****Other:****Initial offering term & year:****Course offered (check all that apply):**

- Fall term
- Spring term
- Summer term

Grading (select one option only):

- Letter grade (LG)
- Letter grade and HSU
- Letter grade and SU
- HSU
- Satisfactory/ No Credit
- Non-graded component
- Other (list & provide rationale):

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

Will the course have any (check all that apply, if applicable):

Pre-requisite course(s) (list if applicable):

Co-requisite course(s) (list if applicable):

Course permission(s) (check all that apply, if applicable):

By degree program (list if applicable):

[PeopleSoft restriction to student enroll in certain degrees]

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.]

Online course delivery/use of Canvas (select all that apply):

Use Canvas management features (i.e. grade book or announcements)

Use Canvas interactive features (i.e. discussion board or wiki)

Use other Web tools for this course - list and briefly explain tools

Course is designed for remote off-site learning with little or no classroom attendance

Relevance of course to academic programs and curricula:

- Please describe how this course contributes to the competencies specified for the BSPH curriculum. Also, indicate whether the course is required for any specified undergraduate certificate.

- Please provide specific examples of how this course addresses public health issues involving diversity (gender, race, ethnicity, culture, disability, or family status), equity, and inclusion.

[Note: All Pitt Public Health courses are expected to incorporate diverse perspectives and promote equity and inclusion within the context of the material covered.]

About the course instructor(s)

Primary course Instructor:

Primary Instructor Appointment:

If applicable, name the secondary instructors:

1) Instructor | Name:

Dept/ Program:

2) Instructor | Name:

Dept/ Program:

3) Instructor | Name:

Dept/ Program:

4) Instructor | Name:

Dept/ Program:

5) Instructor | Name:

Dept/ Program:

6) Instructor | Name:

Dept/ Program:

Final Approval & Signatures

[NOTE: Please obtain signatures using DocuSign at my.pitt.edu]

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.