**Educational Policies and Curriculum Committee
| New Program Submission Form |**
*Complete for a new degree or certificate program at Pitt Public Health*

Instructions:

1. Faculty are asked to submit this form and other materials (see below) to epcc@pitt.edu *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 meeting scheduled.
2. Initiating faculty will be contacted by EPCC staff to schedule a presentation and discussion of your new program proposal with the Committee.

Name:

Department/ Program:

e-mail:

Title of program:

Degree type:

Program length:
*Number of years that a typical student will take to complete the new program.*

Proposed effective start term:
Proposed effective start year:
*First term when students can be admitted into the newly named program.*

**Rationale and Description**
Rationale for the new program:
*Include the following details: how the program aligns with the University/School’s long-range plan and how external/internal influences or trends justify the new program.*

Description:
*Provide a brief description of the new program, including its major components. If approved, this description will be published and appear in the University Catalog.*

Describe Potential Pool of Students:

Detailed Admissions Requirements:

 **Curriculum/ Degree Requirements**Number of credits for the program:

List of courses required for the program:

**IMPORTANT:** *- The list of courses must be categorized by school required or core courses, departmental core courses, program core courses, etc.
- Syllabi for all required courses must be submitted separately for the formal submission process of the new program.*

Will the program also include (select all that apply):
[ ]  internship
[ ]  comprehensive exam
[ ]  thesis/dissertation
[ ]  other program requirements:

**Faculty**Faculty Availability and Qualifications:

**IMPORTANT:** *A list of all departmental or programmatic faculty must be submitted separately for the formal submission process of the new program.*

**Impact**Impact on students enrolled in existing programs:

**IMPORTANT:** *Upon approval of this proposal the school will be required to fill out a fees and tuition form.*

Tuition and Student Support:

Projected enrollments and degrees to be granted over each of the first five years:

Documented employment opportunities for graduates of the program:

Student and faculty affirmative action plans for the new program:

Impact on other University programs:

Impact on staff and faculty personnel:

 **Budget**Does the program require the hiring of (select all that apply):
[ ]  Faculty
[ ]  Staff
[ ]  Graduate Students
[ ]  None
If yes, please provide details including rank/title, estimated salary:

Will this program require new (select all that apply):
[ ]  Equipment
[ ]  Classrooms
[ ]  Labs
[ ]  Office Space
[ ]  Office Facilities
[ ]  None
If yes to any item above, please provide details, including estimated cost:

Will this program require renovations to:
[ ]  Classrooms
[ ]  Labs
[ ]  Offices
[ ]  Other Facilities
[ ]  None
If yes, please provide details, including estimated cost:

Will these costs be covered within you exiting operating budget:
[ ] Yes [ ] No
If not, what is your plan for funding:

If significant new costs are expected, a detailed budget must be included that includes revenue and expenditure projections for at least three years. The Provost’s budget template must be utilized, it is accessible here ([www.provost.pitt.edu/sites/default/files/APPBudgetTemplate.xlsx](http://www.provost.pitt.edu/sites/default/files/APPBudgetTemplate.xlsx)).

Additional budgetary information:

**Assessment**A description of quantitative and qualitative evaluation procedure to assess the attainment of the objective of the proposed program including outcome criteria and a time frame for completion.

Assessment description:

An assessment matrix with the first three columns completed for the proposed program.
[www.pitt.edu/~provost/matrix.pdf](http://www.pitt.edu/~provost/matrix.pdf)

For assistance with and/ or examples of learning outcomes assessment, please contact the staff within the educational programs area of the Office of Student Affairs.

*NOTE: After EPCC, PBPC, and Council approval occurs the department/ program chair or director the Dean will attach a letter of support for the submission of this program.*