**Educational Policies and Curriculum Committee
| Modified Course Submission Form |**
*Compete for a revision(s) to a currently offered course at Pitt Public Health*

General Instructions:

1. Faculty should submit this form and the associated syllabus following the Pitt Public Health Syllabus Guidelines and the Syllabus Checklist (on pages 4 and 5) by e-mail to John Shaffer, Chair (john.r.shaffer@pitt.edu) and Kimberly Rehak, EPCC Staff Liaison (rehak@pitt.edu). If you choose not to include all the information detailed on the Syllabus Guidelines in your course syllabus for distribution to students, please attach this information to the proposal.
2. The initiating program/ department is asked to submit one electronic copy of this completed form with the proper signatures, syllabus and other materials (if any) to Kimberly Rehak, in the Office of Student *Affairs 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.
3. You will be contacted by the EPCC Chair or the EPCC Staff Liaison to schedule a presentation and discussion of your program/course proposal with the Committee, if possible, at the next scheduled EPCC meeting.

**Name:

Department/ Program:

e-mail:**

*About the course*
**Course Title\*:**[if title change is requested, list above current title change and below new title request
NOTE: a significant change to the title may result in a new course number per University Registrar Office policy]

 **Course Subject:

Catalog 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]

[ ] 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:
*GRADUATE COURSES ONLY:*
[ ]  Letter grade (GLG)
[ ]  Letter grade and HSU (G01)
[ ]  Letter grade and SU (G02)
[ ]  HSU (GS3)

*UNDERGRADUATE COURSES 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](http://www.registrar.pitt.edu/faculty-staff/grades)]

[ ] Primary Course Director/ Instructor:

[ ] Secondary Instructor(s):

[ ] Student Enrollment Cap | revised cap:

Course revisions will take effect:
[ ]  Fall term
[ ]  Spring term
[ ]  Summer term

Year:

 *About course modifications*
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*[NOTE: electronic signatures are completely acceptable.]

Signature and date of principal faculty member making request:
Name/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Signature and date of endorsement of department chair/ program director:
Name/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

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](https://www.publichealth.pitt.edu/epcc)).

If you have questions or concerns, please contact:
John Shaffer, EPCC Chair (regarding EPCC policies & procedures)
Kimberly Rehak, EPCC Staff Liaison (Regarding EPCC logistics and questions about this form and the requirements)