**Educational Policies and Curriculum Committee   
| New Course Submission Form |**   
*Complete for a new, never 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*  
**Proposed title of new course:**

**Program/ Department offering course:**

**Course Number:**   
*(if known; if not XXXX will be utilized as a placeholder)*  
[Note: A new catalog number will be assigned at a later date by the Office of Student Affairs in conjunction with your departmental student services staff.]

**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 on option only):***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)]

**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 whether and how this course contributes to the competencies specified for the curriculum of one or more Pitt Public Health degree or certificate programs. Also, indicate whether the course is required for any specified degree or 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 / Director:**

**Primary Instructor/ Director Departmental Appointment:**

If applicable, name the secondary instructors:

**1) Instructor | Name: Dept/ Program:  
  
2) Instructor | Name: Dept/ Program:**

**3) Instructor | Name: Dept/ Program:**

*Advertising the course*  
Would you like this course advertised to Pitt Public Health program directors and in the Things to Know e-newsletter?

Yes No  
  
*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](mailto:john.r.shaffer@pitt.edu) (regarding EPCC policies & procedures)  
[Kimberly Rehak, EPCC Staff Liaison](mailto:rehak@pitt.edu?subject=EPCC%20Questions) (Regarding EPCC logistics and questions about this form and the requirements)