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

Instructions:

1. Faculty should submit this form by e-mail to Jim Fabisiak, Chair (fabs@pitt.edu) and Kimberly Rehak, EPCC Staff Liaison (rehak@pitt.edu).
2. The initiating program/ department is asked to submit one electronic copy of this completed form with the proper signatures and other materials (see below) 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:

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 academics 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.*