

Interdisciplinary Distinction Proposal Form

This form is to be used by administrators to propose a new Interdisciplinary Distinction. It is intended to capture the rationale, structure, academic and co-curricular components, assessment methods, and administrative support plan for the proposed Distinction. Please complete each section thoroughly and in consultation with relevant stakeholders.

For detailed information on structure and oversight of Interdisciplinary Distinction, please visit: <https://www.undergradstudies.pitt.edu/academics/interdisciplinary-distinctions>

1. Proposed Name of the Distinction

Provide the intended title of the Distinction. The name should clearly reflect an interdisciplinary focus and be meaningful to prospective undergraduate students across all schools.

2. Background and Primary Motivations

Describe the rationale for creating the Distinction. What needs, trends, or opportunities does it respond to? How does it align with institutional priorities and student learning outcomes?

3. Project Lead (s) and Advisory Committee

List the primary project lead (s) responsible for overseeing the development and implementation of the Distinction. Include names, titles, and departments of all advisory committee members.

4. Faculty and Staff Support

Identify faculty and staff members who will support the development, implementation, and ongoing support of the Distinction. Include contributors from:

- Academic departments: faculty oversight, dedicated advising support, student outreach and enrollment
- Office of the Provost (OTP)
- Pitt Outside the Classroom Curriculum (OCC)
- Registrar's Office
- Other relevant units

5. Academic Coursework Requirements

Detail the coursework students must complete (typically 6–9 credits). Ideally, these are courses regularly offered and available to all undergraduate students. We rarely

recommend developing new courses to fulfill the requirements of this micro-credential.

Include:

- Specific courses or list of course options
- Whether these courses are already in regular rotation
- Justification if any new courses are being proposed (note: new courses are strongly discouraged)

6. OCC Alignment (if applicable)

Describe co-curricular connections to OCC competencies or initiatives. If applicable, explain how these were developed in partnership with OCC staff.

7. High-Impact Practices

Outline the co-curricular requirements students must complete as part of the Distinction.

Include:

- Expected number and types of activities
- Required hours of student engagement

8. Capstone Requirement

Describe the culminating capstone task or assignment students will complete. Include:

- How it will prompt reflection on academic and co-curricular experiences
- How students will be supported in articulating the value of the Distinction (e.g., language for resumes, interviews, grad school)

9. Student Learning Outcomes and Assessment Measures

Define what students should learn or demonstrate by completing the Distinction. Include:

- Clear, measurable learning outcomes
- Tools or methods that will be used to assess student learning

10. Academic Advisement, Tracking, and Certification in PeopleSoft

Explain how the Distinction will be reflected in the Academic Advisement Report (AAR) within PeopleSoft. Describe:

- Have you identified an advisor who will support tracking and completion?
- How students' progress will be tracked
- Graduation certification process

This should be completed in consultation with the Office of the Registrar and the Office of the Provost.

11. Student Declaration Process

Detail how and when students will declare their intention to pursue the Distinction.

Include:

- Sample enrollment form
- Any eligibility requirements
- How students will be added to tracking systems

12. Communications and Promotion Plan

Provide a strategy for promoting the Distinction to students. Include:

- Outreach to *all* undergraduate student populations
- Messaging and branding ideas and needs
- Communication channels (e.g., websites, advisors, social media)
- Outreach and engagement opportunities

14. Letters of Impact or Support

Attach two letters of support:

- **Curricular Support Letter:** From a dean or representative of the academic unit(s) providing course-based components.
- **Co-Curricular Support Letter:** From a representative supporting the outside-the-classroom components.
- **Additional Impact Letter** (optional): From units who may have an interest in this micro-credential, but are not formally named as partners or project leads (i.e. College of Business Administration or Career Services, if proposing a career-related Distinction)

Each letter should acknowledge the commitment of necessary resources, such as staffing, scholarships, and administrative support.

For additional information on support provided by the Office of the Provost, please visit:

<https://www.undergradstudies.pitt.edu/academics/interdisciplinary-distinctions>