

GPC COURSE AND PROGRAM PROPOSAL SUBMISSION GUIDELINES

Deadlines for the 2025-2026 Graduate Catalog

- New Programs and Major Program Revisions: October 1
- Stand-alone Course Proposals and Minor Program Revisions: February 1

Correspondence and Submissions

Direct all email correspondence concerning GPC matters and proposal submissions to the current GPC chair, Dr. Daniel Rowe darowe@nmu.edu.

Instructions for Proposal Submission

1. All submissions must use official GPC forms (links provided below).
2. The forms below are read-only; make a copy of the needed form, rename files as appropriate.
3. Save everything in a single, organized Google folder. Ensure to organize the course files and supporting documents in separate subfolders.
4. The “Summary of Proposal” form must be included with all submissions.
5. When everything is complete, share the folder (with editing privileges) with the GPC chair.
6. Ensure to maintain a separate, backup copy of the folder for yourself.

GPC Forms

- [Intent to Submit a Program Proposal](#)
(Submit this form at least 5 months prior to formal program proposal submission)
- [Proposal Summary Form](#)
(Submit this form with all proposals)
- [New or Substantially Revised Graduate Program, Part 1](#)
- [New or Substantially Revised Graduate Program, Part 2](#)
- [Minor Program Change](#)
- [Program Deletion](#)
- [New Course \(graduate or 400-level for graduate credit\)](#)
- [Course Change \(all courses 400-level and above\)](#)
- [Course Deletion \(all courses 400-level and above\)](#)