



HORACE H. RACKHAM SCHOOL OF GRADUATE STUDIES
University of Michigan

STUDENT SERVICES: ACADEMIC RECORDS & DISSERTATIONS

915 E. Washington Street • 0120 Rackham Building • Ann Arbor, MI 48109-1070
734-763-0171 • Fax: 734-936-1809 • E-Mail: oard.questions@umich.edu • www.rackham.umich.edu/OARD

Sequential Graduate/Undergraduate Studies Program (SGUS) Election Form Instructions

The Rackham SGUS program was developed to promote greater enrollment of qualified College of Engineering students in the M.S.E. Program by making it possible for students to pursue a five-year combined B.S.E./M.S.E, B.S.E./M.S. All Engineering programs use SGUS except for EECS (Electrical Engineering, Electrical Engineering: Systems, & Computer Science and Engineering), who use CUGS.

The student, in consultation with undergraduate and graduate advisors, develops a program that meets both the requirements for the master's degree and those for the awarding of the bachelor's degree. This program must be recorded on the SGUS Election Form in an attempt to avoid any difficulties before the student enrolls in the SGUS program. Any changes in course elections or substitutions of course requirements, should be approved by both advisors, and a new SGUS form should be sent to Rackham. Rackham Academic Records and Dissertations (OARD) reviews and approves the final copy of the SGUS Election Form.

Applicants submit the Rackham application (for students who have never enrolled in Rackham), the application fee, required credentials and SGUS Election Form. International applicants are also required to submit financial resource information. The minimum g.p.a. must be at least 3.2 and may be higher in some programs.

ENROLLMENT INFORMATION

- 1) SGUS students do **not** dual register.
- 2) Students will enroll in Rackham for any term within 12 months of graduation with the approval of the program. In a few instances students may have up to 6 credits of the undergraduate program outstanding upon enrollment in Rackham in accordance with Rackham rules. The undergraduate degree can be awarded as soon as the degree requirements are met.
- 3) Must be registered a minimum of 2 full (9 credit) terms, paying full tuition in Rackham only with no other U of M registration.

DOUBLE-COUNTING AND TRANSFER OF CREDIT INFORMATION

- 1) Each SGUS program will determine the number of credit hours of prior approved course work that can be double counted with the maximum being 9 credit hours (if 9 are being double counted, a maximum of 6 could be transferred). A maximum of 15 credit hours taken outside the Rackham career may be allowed. This includes credits that are double counted, transferred from the UM undergraduate program, transferred from outside of UM.
- 2) Courses that count towards Rackham degree are graduate level and taken Junior or Senior year.
- 3) Required undergraduate courses will not be double counted, but courses elected to meet technical or free elective B.S.E. requirements may be double counted.



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Sequential Graduate / Undergraduate Studies (SGUS) Election Form

Student Name _____ ID # _____

Rackham Degree Program _____

Degree Expected _____ Date/Year to be Awarded _____

Hours Required _____ Total Hours of Double-Count & Transfer _____

Course number, Title, Credit hours <u>of Double-Count</u>	Course number, Title, Credit hours <u>of Course(s) to be Transferred</u>	Course number, Title, Credit hours <u>Rackham Elections Only</u>
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SIGNATURES:

Student _____
(signature) (name printed) (date)

Undergraduate Advisor _____
(signature) (name printed) (date)

Graduate Advisor _____
(signature) (name printed) (date)

Rackham Graduate Approval _____
(signature) (name printed) (date)