

## **CONCURRENT GRADUATE/UNDERGRADUATE STUDIES (CUGS) ELECTION FORM INFORMATION (LS&A Only)**

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 conferral of the bachelor's degree. This program must be recorded on the CUGS Election Form in an attempt to avoid any difficulties before the student enrolls in the CUGS program. It is expected that the bachelor's degree will be awarded within one calendar year after initial enrollment.

The Election Form for CUGS students must be filled out with the understanding that there may be changes based on course offerings. Both advisors and the student should retain a copy of the approved Election Form. The original copy should be forwarded to Academic Records & Dissertations, before the end of the student's first term in the Graduate School. Communication among the student, graduate advisor, and undergraduate advisor is strongly recommended throughout the CUGS program. Both advisors must approve changes in the recorded program.

Applicants submit the Rackham application, the application fee, and required credentials. International applicants are also required to submit financial certification. The minimum cumulative G.P.A. must be at least 3.7 and may be higher in some programs.

At the time of Admission, the department **must** submit the completed CUGS Election Form to Rackham Academic Records and Dissertations (OARD). A new form must be submitted if any changes in elections are made.

### **ADMISSIONS PROCEDURES**

The applicant must submit a written request for entering CUGS to the Dean of LS&A Undergraduate College. If the applicant's request is granted, a letter expressing this approval must be provided to the student and must be included in the application materials submitted to Rackham. The student must submit the application, application fee and letter of approval from the Dean of LS&A to Rackham.

Students earning a dual bachelor's are **not** eligible for CUGS.

### **ENROLLMENT AND DOUBLE COUNTING INFORMATION**

- 1) CUGS students **must** dual enroll for the courses that are being double counted towards both the undergraduate and graduate degree. Students **must not** dual enroll for courses that are not being double counted.
- 2) The maximum number of graduate level credit hours that can be double counted in any CUGS program is 15 hours, but must not exceed half the minimum required hours for the degree
- 3) Students must be registered for a minimum of half the master's program in Rackham only with no other U- M registration.
- 4) CUGS students enrolled in both the Undergraduate and Graduate School will be assessed graduate tuition and fees.

