Sequential Combined Undergraduate/Graduate (CUG) Degrees
New Proposal Guidelines

Graduate programs may create a sequential combined undergraduate/graduate (CUG) degree program according to the guidelines outlined in Graduate School Memo 42. New CUG programs must be submitted to the Graduate School for approval. Proposals must follow the guidelines below and must be submitted to the Office of Academic Programs in the Graduate School for each degree combination.

A new CUG proposal will require administrative review from the Graduate School if it is a simple combination of existing undergraduate and graduate degree requirements (i.e., neither the undergraduate nor the graduate program differs from previously approved, existing degree programs in regard to curriculum, credit requirements, etc.). If the proposed program differs from existing programs, a more substantial review may be required and must conform to state Higher Education Coordinating Board guidelines.

Provide information on the following:

1) Title of existing undergraduate degree program/major, including administrative location.
2) Title of existing graduate degree program, including administrative location.
3) Proposed start date.
4) Justification and need for program.
5) Anticipated program enrollment in years 1-5 and at maturity.
6) A ample course of study that includes both undergraduate and graduate requirements and includes a sample timeline for completion.
7) Admissions criteria (including the timeline for admission and minimum admissions criteria). Specifically describe how the program will assure that students have the appropriate background to complete the program successfully.
8) Describe in detail program oversight and admissions process.
9) What additional effort and/or resources will be required from faculty and staff, and how will these resources be secured or how will existing resources be managed?
10) Will admissions criteria to the graduate program differ from the normal process for students not in the CUG program? Describe any differences.
11) Describe advising for students in the program. How will the program identify students in the program and track student progress? How will the program provide coordinated advising, clear expectations about degree program requirements, and create documentation about the plan of study, assuring that both student and advisor sign off on a written plan of study that is kept on file by the program?
12) What is the maximum allowed time between completion of the undergraduate degree requirements and enrollment in the graduate program (not to exceed one calendar year)?
13) How many 400-level and 500-level credits and what specific 400-level and 500-level courses, taken as an undergraduate, will be allowed to apply towards the
graduate degree? The maximum allowed is 12 credits, with a maximum of 6 previously approved credits that may be applied towards both the undergraduate and graduate degree. None of the 6 credits may be applied towards the undergraduate major. (Note that courses numbered 600 [Independent Study or Research], 601 [Internship], or 700 [Master’s Thesis] may not be taken before the student is registered as a graduate student.)

14) What are the minimum requirements for CUG continuation upon completion of the undergraduate degree?

15) Include letters of support from unit and school/college leadership, as well as from any other affected programs on campus.

Revised: January 2015