SEQUENTIAL UNDERGRADUATE/GRADUATE STUDIES (SUGS) ELECTION FORM INSTRUCTIONS

The Rackham SUGS program was developed to promote greater enrollment of qualified undergraduate students in certain master's programs by making it possible for students to pursue a five-year combined undergraduate/graduate degrees.

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 SUGS Election Form in an attempt to avoid any difficulties before the student enrolls in the SUGS program. Any changes in course elections or substitutions of course requirements, should be approved by both advisors, and a new SUGS form should be sent to Rackham. Rackham Academic Records and Dissertations (OARD) reviews and approves the final copy of the SUGS Election Form.

Applicants submit the Rackham application (for students who have never enrolled in Rackham), the application fee, required credentials and SUGS Election Form. International applicants are also required to submit financial certification. The minimum cumulative G.P.A. must be at least 3.2 and may be higher in some programs.

In those rare cases where the student decides to apply to the SUGS program during the last semester of the undergraduate program, the undergraduate program's responsibilities will be limited to confirming that the listed classes can be double-counted and transferred.

Students earning dual bachelor's degrees are NOT eligible for SUGS.

ENROLLMENT INFORMATION

1) SUGS 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 for a minimum of **2 full (9 credit hour) terms, paying full tuition** in Rackham only with no other U-M registration.

DOUBLE-COUNTING AND TRANSFER OF CREDIT INFORMATION

1) Each SUGS program will determine the number of credit hours of prior approved coursework that can be double counted with the maximum being 9 credit hours for a program with a minimum credit hour requirement of 30. A maximum of half the minimum required credit hours taken outside the Rackham career may be allowed (if 9 are being double counted, a maximum of 6 could be transferred). This includes credits that are double counted, transferred from the U-M undergraduate program, transferred from outside of U-M.

2) Courses that count towards a 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 bachelor's. requirements may be double counted.

RACKHAM GRADUATE SCHOOL
UNIVERSITY OF MICHIGAN

SEQUENTIAL UNDERGRADUATE/GRADUATE STUDIES (SUGS) ELECTION FORM

Student Name: _____   Program Name: _____

Degree Expected: _____   Student U-M ID: _____

Date to Be Awarded: _____ _____   Minimum Hours Required: _____   Total Hours of Double-Count & Transfer: _____
　　　　　　　　　　(Term)　(Year)

Course Number, Title, Credit Hours of Double-Count *e.g., RACKHAM 998 1 HR*	Course Number, Title, Credit Hours of Course(s) to Be Transferred *e.g., RACKHAM 998 1 HR*	Course Number, Title, Credit Hours Rackham Elections Only *e.g., RACKHAM 998 1 HR*
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____   _____   Date: ____ ____ ____
Student Signature   Student Name Printed   (MM) (DD) (YY)

_____   _____   Date: ____ ____ ____
UG Advisor or UG Course Auditor Signature   UG Advisor or UG Course Auditor Name Printed   (MM) (DD) (YY)

_____   _____   Date: ____ ____ ____
Graduate Advisor Signature   Graduate Advisor Name Printed   (MM) (DD) (YY)

_____   　　　　　　　　　　　　　　Date: ____ ____ ____
Rackham Approval Signature   (MM) (DD) (YY)

1.14