



Guidelines for Combined Undergraduate/Graduate Program (CUG) Proposals

The intent of a sequential combined undergraduate/graduate (CUG; sometimes called a “4+1”) program is to allow exceptional University of Washington undergraduate students a seamless transition from undergraduate education into graduate education at the University of Washington. CUG programs must adhere to requirements found in [Graduate School Policy 1.6](#).

A new CUG proposal requires only administrative review from the Graduate School’s Office of Academic Affairs 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.

Units are encouraged to contact the [Office of Academic Affairs](#) (progprop@uw.edu) early in the development process and must submit a draft CUG proposal for review and comment prior to final submission.

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CUG PROPOSALS SHOULD ADDRESS THE FOLLOWING:

1. Title and degree code of existing undergraduate degree program/major, including administrative location.
2. Title and degree code of existing graduate degree program, including administrative location.
3. Proposed start date.
4. Justification for CUG program.
5. Anticipated CUG program enrollment in years 1-5 and at maturity.
6. Curriculum requirements for both the undergraduate and graduate program, including a sample timeline for completion.
7. Admissions criteria and process (including the timeline for admission). Indicate any differences between admissions criteria for standard admission to the graduate program vs. admission via the CUG.
8. Program oversight, including who will act as GPA/GPC, who will vote on program changes, etc.
9. Additional effort and/or resources that will be required from faculty and staff, and how these resources will be secured or how existing resources will be managed.
10. Student advising, including how the program will identify students in the program, track student progress, and provide coordinated advising with clear expectations about degree program requirements.
11. Maximum time allowed between completion of the undergraduate degree requirements and enrollment in the graduate program (not to exceed one calendar year).
12. Number and type of 400- and 500-level credits taken as an undergraduate that will be allowed to apply towards the graduate degree. The maximum allowed is 12 credits. (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.)
13. Minimum requirements for CUG students to continue to graduate portion of the program upon completion of the undergraduate degree.
14. School/college leadership approval. Indicate approval via signature from relevant school/college chair/director and dean, as well as from any other affected programs on campus.