

UNIVERSITY OF WASHINGTON
The Graduate School
Guidelines for Combined Undergraduate/Graduate Program Proposals

A new CUG proposal will require 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 \(progprop@uw.edu\)](mailto:progprop@uw.edu) early in the development process and must submit a draft CUG proposal for review and comment prior to final submission. A staff liaison will be assigned once a draft document has been submitted. Submission of the final, signed proposal is by email to the assigned staff liaison.

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. An 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 500-level credits and what specific 500-level courses, taken as an undergraduate, 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.)
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.