



# **CONCURRENT UNDERGRADUATE/ GRADUATE STUDIES (CUGS)**

## **Procedures and Guidelines**

A guide for prospective CUGS students going through the application process

Updated Fall 2024

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## PROGRAM OVERVIEW

The Concurrent Undergraduate/Graduate Study (CUGS) option offers advanced University of Michigan LSA undergraduates the opportunity to combine their senior year with the first year of the Master of Urban and Regional Planning program at Taubman College. This is done by double counting up to 15 credits toward both degrees.

The CUGS program is overseen by Rackham Graduate School, in which the MURP program is housed. According to the Rackham website: “Early admission to a graduate program serves a useful purpose for the exceptional student who virtually completes an undergraduate program in three or three and one-half years with an outstanding record and who, in the judgment of both graduate and undergraduate faculty, is ready to enter a graduate program. Evaluation of the quality of students granted early admission must, of course, be based upon several admission criteria including breadth of program, course grades, commitment to the field, degree of motivation, academic ability, and other factors regularly considered by a graduate admissions committee. The decision of both faculties will provide the student an opportunity to accelerate progress and to gain more intensive knowledge of a discipline at a pace uniquely appropriate to the individual.”

**Students interested in CUGS should consult both their undergraduate advisors and the Taubman College Urban and Regional Planning Program in their sophomore year.**

## ELIGIBILITY

To be eligible for the CUGS program, you must:

- Have a GPA of 3.5 or higher at the time of application to M.U.R.P.
- Have completed at least six courses within the core requirements of your major by the time your dual enrollment would begin.
- Have completed all the LSA undergraduate degree requirements, except for the major and any required independent study/practical experience, by the time your dual enrollment would begin (i.e., these must be completed by the end of your third undergraduate year).

### [LSA Undergraduate Degree Requirements:](#)

- First Year Writing & Upper Level Writing
- Quantitative Reasoning
- Race & Ethnicity
- Language
- Area Distribution

You are automatically *ineligible* if you are obtaining a dual bachelor's degree.

## STEPS TO APPLY

1. Determine if you are eligible to apply for the CUGS admission by consulting your program advisor and LSA Advising at Newnan Academic Advising Center.
2. Meet with a Taubman College advisor to obtain confirmation to go over program expectations. In some cases, an interview may be required.
3. Submit a written request for entering CUGS to the appropriate advisor in LSA Newnan, LSA Honors or the Residential College.
4. Receive an approval letter from the Dean's office.
5. Fill out the [Accelerated Master's \(Undergraduate-Graduate\) Degree Election Form](#) and have it reviewed by both a Taubman and an LSA advisor.
6. Start your online admission application at [rackham.umich.edu/admissions/applying](http://rackham.umich.edu/admissions/applying).
7. Write/obtain these in any order:
  - Personal Statement
  - Academic Statement of Purpose
  - 3 letters of recommendation
  - Your official transcript after the completion of your second year of undergraduate
  - Your updated resume
8. Deliver all necessary forms to the institutions that must have a copy on file.
9. Consolidate all your application materials.
10. **Submit your online CUGS admissions application through the Rackham Application Portal and pay the application fee by January 15.**

## **CUGS APPLICATION**

### **WRITTEN REQUEST**

This is a formal, one-page letter addressed to the Dean of LSA and emailed to the appropriate advisor proxy in LSA Newnan, LSA Honors or the Residential College for approval to apply to the CUGS program with Taubman College

### **RESPONSE FROM THE DEAN**

This is a written approval from the Dean of LSA (written on behalf of the Dean by the appropriate advisor proxy in LSA Newnan, LSA Honors or the Residential College) that permits you to apply for CUGS admission to Taubman College. If you are in the Honors College, this letter would be from the Dean of LSA Honors. The response certifies that you are on track to graduate 1 or 2 semesters early, fulfill the undergraduate degree requirements, the independent study (if required), and your major.

Once you have received written approval, submit copies to:

- Taubman College: email the letter to [taubmancollegeadmissions@umich.edu](mailto:taubmancollegeadmissions@umich.edu) Attn: MURP Admissions Rep.
- Rackham: visit the Rackham admissions office in the East Wing of Rackham and drop off a copy of your letter so your admissions officer can put it on file.
- Your Program: email or deliver your letter to your program advisor so it can be added to your LSA undergraduate file.

### **CLASS ELECTION FORM**

This worksheet is to plan out your CUGS enrollment class-by-class. CUGS allows students to count up to 15 graduate-level credits toward both their undergraduate degree and graduate certificate. You must have completed at least 105 LSA credits before dual-enrollment begins and can use the 15 (or less) shared credits to complete your undergraduate degree. Beyond these 15 (or less) shared credits, CUGS students must count their remaining graduate credits exclusively toward their graduate degree and cannot share them with their undergraduate degree.

In special circumstances, CUGS students may also transfer some undergraduate credits to graduate credits. This depends on if you took cross-listed courses between Taubman and LSA as an undergraduate before dual-enrolling in CUGS.

Use the CUGS worksheet at

<https://www.rackham.umich.edu/downloads/oard-cugs-electionform.pdf> to plan out which classes you would share between your undergraduate degree and graduate degree, which you would count exclusively toward your graduate degree, and which you would transfer. To find out what courses are required for a MURP degree, visit <http://taubmancollege.umich.edu/policies/degree-requirements>.

Where to Submit:

- Taubman College: email the election form to the director of admissions.
- Your Program: email or deliver your election form to your program advisor so it can be added to your LSA undergraduate file.

- LSA Dean's Office/Auditing Department: email or deliver the form to your auditor.

## **TAUBMAN COLLEGE APPLICATION**

### **PERSONAL STATEMENT**

This is a 1- to 2-page document (500 words maximum) that explains how your background and life experiences, including cultural, geographical, financial, educational or other opportunities or challenges, motivated your decision to pursue a graduate degree at the University of Michigan. This document is brief and should be different from the Academic Statement of Purpose.

### **ACADEMIC STATEMENT OF PURPOSE**

This is a 2- to 3-page document that is a concise, well-written statement about your academic and research background, your career goals, and how the graduate program will help you meet your career and educational objectives.

### **RESUME**

This is a 1- to 2-page document that describes your education, work experience, research, professional activities, volunteer activity, community engagement, honors and awards.

### **LETTERS OF RECOMMENDATION**

You are required to have three letters of recommendation, at least two of which should be from faculty who know you well and can speak to your readiness for graduate-level studies. Although most graduate applications allow you to upload letters of recommendation after the application, CUGS requires that you have them completed and submitted at the time of application. This is necessary because the review process for CUGS is very short.

Recommenders submit their letters directly through the Rackham Application Portal after you send them an "invitation" with instructions. Details about the process can be found at <https://rackham.umich.edu/admissions/applying/letters-of-recommendation/>.

### **TRANSCRIPT**

You must order an official U-M transcript to attach to your application. It must include all of your completed classes and grades for the first two years of undergraduate and show the classes in which you are currently enrolled.

You can obtain a copy of your official transcript on [Wolverine Access](#) < Student < Student Business < Academic Records < Order Transcript. It will take 1-2 days of processing before arrival.

## **RACKHAM APPLICATION**

The CUGS application is submitted online through the Rackham Application Portal, exactly like a Rackham graduate application. When submitting your CUGS application to Rackham, you must upload the following materials:

- Personal statement
- Academic statement of purpose
- Resume
- Written response from the LSA Dean expressing approval
- Class Election Form
- Invitations to 3 recommenders
- Scanned copy of official transcript
- Rackham application fee

In addition, you must request your official transcript be sent to the Rackham Graduate School.

Rackham provides a helpful application checklist at

<https://rackham.umich.edu/admissions/checklist-for-completing-the-application-process>.

## **REVIEW PROCESS**

Once submitted, it will be reviewed by the Taubman College Admissions Committee. You will receive a response in early to mid-November. If admitted, you will have until April 15 to make your decision whether to accept or decline the offer of admission.

## CUGS PROGRESS WORKSHEET

| Document(s)  | Completion Status | Submitted at Time of Application |
|--|-------------------|----------------------------------|
| Written Request to the Dean of LSA Undergraduate College |                   | N/A                              |
| Written Response from the Dean Expressing Approval       |                   |                                  |
| Class Election Form                                      |                   |                                  |
| Personal Statement                                       |                   |                                  |
| Academic Statement of Purpose                            |                   |                                  |
| Resume   |                   |                                  |
| Official Transcript of Years 1&2 of Undergraduate        |                   |                                  |
| Letter of Recommendation 1                               |                   |                                  |
| Letter of Recommendation 2                               |                   |                                  |
| Letter of Recommendation 3                               |                   |                                  |
| Rackham Application Fee                                  |                   |                                  |
| Full Application to Rackham                              |                   |                                  |



## CONTACTS

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