

**GRADUATE ADVANCED STANDING APPLICATION**  
**College of Architecture, Planning and Landscape Architecture**  
**Deadline: 1<sup>st</sup> Tuesday after Labor Day of 1<sup>st</sup> Year**

To request advanced standing or exemptions from program course work, a Graduate Advanced Standing Application must be electronically submitted as a single PDF to Program Coordinator. Please follow the procedures as indicated below. Only complete electronic PDF applications and checklists will be reviewed for exemption. See checklist below. NOTE: You may not add supplementary documentation after submitting the application for review.

When submitting your Graduate Advanced Standing Application as a PDF, please use the following naming protocol: LASTNAME.FirstInitial\_Course\_Semester. For the semesters, please use the following abbreviation: Fall- F, Spring – S or Summer – SS followed by the year. For example, SMITH.J\_ARC101\_F2013.

Please check all attached:

- Fill out the Graduate Advanced Standing Application. Please PRINT neatly.
  
- Attach supporting electronic PDF documentation:
  - Transcripts from the Institution where the course was completed  
(Only courses in which of grade of A or B was earned will be considered)
  - Course Syllabus
  - Outcomes (class)
  - Projects/papers/etc.)
  - Other (specify):

Routing:

1. **Student** submits their Graduate Advanced Standing Application to the Program Coordinator
2. **Course or Stream Coordinator** makes recommendation; returns application to Program Coordinator
3. **Director** or his/her designee for final decision; returns application to Program Coordinator
4. **Graduate office** notifies student and course instructor by email of final decision. Application filed in student's program record

