

GRADUATE ADVANCED STANDING APPLICATION
College of Architecture, Planning and Landscape Architecture
Deadline: 1st Tuesday after Labor Day of 1st 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.

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Submit this form and associated documents as a single PDF attachment to the Graduate Programs Office. Only complete applications will be reviewed. Review of applications should be completed within ten business days of submission. All fields **MUST** be filled out. Please **PRINT** clearly on the form.

Date Submitted: MM/DD/YY _____ Email Address: _____

Applicant: _____
Last Name First Name SID

Program: MArch III Required Transcript where course was completed
 March II Attachments: Course Syllabus
 March I Outcomes (class projects/papers/ etc.)
 MLA Other (please list)
 MS PLG

UA PLG course requesting advanced standing: _____

Non-UA course or work used for substitution: _____ Grade Received: A or B

Instructor of Record (name & email) _____

Official description of non UA substitution course _____

Applicant's Signature: _____ Date: _____

Applicants Email: _____

For Office use only.

Exemption from Core Course

Options Course

Elective

Course Instructor: Please check one of the following boxes, then sign and date.

RECOMMEND NOT RECOMMEND

Course Instructor _____ DATE: _____
Signature

DGS: Please check one of the following boxes, then sign and date.

APPROVED DENIED

DGS _____ DATE: _____
Signature