

M.C.P. CONCENTRATION COURSE SUBSTITUTION REQUEST
Department of City and Regional Planning

STUDENT NAME: _____ DATE: _____

1ST YEAR OR CONTINUING: _____ DUAL DEGREE PROGRAM: _____ EMAIL: _____

UNDERGRADUATE MAJOR: _____

COURSE TO BE WAIVED / SUBSTITUTED:

SUBSTITUTE COURSE TAKEN or TO BE TAKEN IN PLACE OF WAIVED COURSE:
Attach course description and syllabus, or other documentation as appropriate to justify waiver / substitution request.

REASON FOR REQUEST:

M.C.P. ADVISOR SIGNATURE: _____ Date: _____

TO BE COMPLETED BY MCP PROGRAM COMMITTEE CHAIR

APPROVED _____
(Date)

DENIED _____
(Date)

MCP PROGRAM COMMITTEE CHAIR SIGNATURE: _____ Date: _____

REASONS FOR DENIAL:

Concentration Substitutions

It is preferred that students choose another course from the recommended courses/ electives in their concentration if they have taken and done well in a similar course during their graduate or undergraduate studies. If the additional courses/ electives listed under the concentration do not fit the academic interest of the student, they may petition to substitute another DCRP course.

Students should complete the Concentration Substitution Form and obtain their advisors approval. Once their advisor has signed off on the form, they should submit it to the chair of the MCP Program Committee with the appropriate documentation necessary for approval (course syllabi, etc). Concentration Course Substitution Forms should be submitted the semester prior to the start of the course. Retroactive petitions will not be accepted.

If a student's petition is approved, they will have to make up the units through elective courses to complete the 48 unit minimum (or 36 units for dual degree students).