

M.C.P. CORE COURSE WAIVER 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: _____

CORE COURSE INSTRUCTOR SIGNATURE: _____ Date: _____

TO BE COMPLETED BY MCP PROGRAM COMMITTEE CHAIR

M.C.P. PROGRAM COMMITTEE CHAIR SIGNATURE: _____ Date: _____

APPROVED _____
(Date)

DENIED _____
(Date)

REASONS FOR DENIAL:

Core Course Waivers

Core courses are intended to be foundational - building blocks for more advanced courses. Therefore it is strongly recommended that students complete the core course requirements in their first year in the program. Students who have, prior to entering the MCP Program, already completed coursework that covers the material of a core course may request a waiver by the beginning of the Spring Semester of their FIRST YEAR. No exceptions will be made to this policy.

To request a waiver, the student must submit a Core Course Waiver Form to the MCP Program Committee, via the Graduate Student Affairs Officer along with the syllabus of the course or courses already taken. The MCP Program Committee will forward the request to a regular faculty member who teaches in the core area and to the student's faculty advisor for their advice on whether the previously taken course is indeed similar indeed or equivalent to the core requirement and if a waiver of the core course is in the student's best interest. The MCP Program Committee will make the final decision on the waiver.

Students in joint degree programs may be allowed to substitute a similar course required by the other degree program for a required core course. Should a student desire to make such a substitution, the student must submit a Core Course Substitution Request to the MCP Program Committee the no later than the beginning of their second to the last semester before their intended graduation (or before the last two semesters), along with the syllabus of the proposed substitute course. The MCP Program Committee will forward the request to a regular faculty member who teaches in the core area and to the student's faculty advisor for their advice on whether the proposed substitute course is indeed similar to the core requirement and if a substitution of the core course is in the student's best interest. The MCP Program Committee will make the final decision on the substitution.

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).