

Masters of Community and Regional Planning (MCRP) Request for Course Exemption

The MCRP curriculum begins with a core sequence of 18 credits spread across eight courses, which address a range of fundamental topics in planning. These courses are necessary for meeting accreditation standards for the Professional Standards Board in Canada and the Planning Accreditation Board in the United States.

All MCRP students are required to complete the 18-credit core sequence. If a student believes they have covered the material in a required course through previous coursework and/or experience, they may request an exemption.

To request an exemption from a required course, you should:

1. Complete the form on the following pages. Fill in the requested information below, including the "Justification for Course Exemption" section.
2. Seek approval from the course instructor. Provide the course instructor with course syllabi and grade transcripts from your previous relevant coursework, and/or evidence of previous relevant experience, and ask them to sign this form.
3. Submit this form. If the course instructor has signed this form, submit it to the [Graduate Administrator](#) no later than Friday on the first week of SCARP courses.

Important considerations:

- You should not expect to automatically receive an exemption. Exemptions are granted only in exceptional cases. At a minimum, you must have received at least an A- standing in your previous coursework to be considered for an exemption.
- You need to be registered in the course you are requesting an exemption for. Do not drop the course. An approved exemption will show as 'EX' on your academic record. Dropping the course will indicate failure to meet graduation requirements.
- You will need to make up credits if you are exempted from a required course. Exemptions from required courses do not reduce the total number of credits required to earn the MCRP (48 credits). If you are exempted from a 3-credit required course, for example, you will need to complete an additional 3 credits of coursework to compensate.



Masters of Community and Regional Planning (MCRP) Request for Course Exemption Form

STUDENT INFORMATION

Student Name:	Student Number:
Faculty Advisor Name:	Entry Year:

EXEMPTION REQUEST COURSE INFORMATION

Course Code: <small>(eg., PLAN 509)</small>	Course Title:	Session <small>(eg., 2018W)</small>	Term:	Credits:
--	---------------	--	-------	----------

I have included the transcript/grade report for this course

I have included the course outline/ syllabus for this course

PREVIOUS COURSEWORK COURSE INFORMATION

Course Code	Course Title	Session	Term	Credits	Grade

JUSTIFICATION FOR COURSE EXEMPTION



Masters of Community and Regional Planning (MCRP) Request for Course Exemption Form (Continued)

REQUIREMENTS CHECKLIST

Form completed

Form **signed** by the course's instructor

Enclosed copies of the **transcript/grade report** for the previous coursework

Enclosed copy of the **course outline/syllabus** for previous coursework

Justification for course exemption

STUDENT DECLARATION

I have read and understood the "Important Considerations" on the first page of this form

I am submitting this form to the [Graduate Administrator](#) before the add/drop date for this course

SUPPORTING APPROVALS

Course Instructor Name

Course Instructor Signature

Date (yyyy/mm/dd)

