



Masters of Community and Regional Planning (MCRP)

Request for Course Exemption

The MCRP curriculum begins with a strong core sequence of 18 credits spread across eight courses that 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 that they have already completed relevant coursework covering the material in a required course, they may request an exemption.

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

1. *Complete this form.* 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 ask them to sign this form.
3. *Seek approval from your faculty advisor.* If the course instructor has signed this form, show the signature to your faculty advisor and ask them to sign the form.
4. *Seek approval from the MCRP Program Chair.* If the course instructor and your faculty advisor have signed this form, show the signatures to the MCRP Program Chair and ask them to sign the form.
5. *Submit this form.* If the course instructor, your faculty advisor, and the MCRP Program Chair have signed this form, submit it to the [Graduate Administrator](#) *before the add/drop date* for the course.

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.



STUDENT INFORMATION					
Student Name		Student Number			
Faculty Advisor Name		Entry Year			
EXEMPTION REQUEST COURSE INFORMATION					
Course Code (eg. PLAN 509)	Course Title	Session (eg. 2018W)	Term	Credits	
PREVIOUS COURSEWORK COURSE INFORMATION					
Course Code	Course Title	Session	Term	Credits	Grade
<input type="checkbox"/> I have included the transcript/grade report for this course <input type="checkbox"/> I have included the course outline/ syllabus for this course					
JUSTIFICATION FOR COURSE EXEMPTION					
<p>Please explain how the learning objectives for the course requested for exemption have been fulfilled through previous coursework or other experience. Attach a memo if the space below is not sufficient. All requests for course exemption must be fully justified.</p>					



Requirements Checklist:

- This form completed and signed by the *course instructor, the student’s faculty advisor, and MCRP Chair.*
- 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 the course.

Supporting Approvals

<i>Course Instructor Name</i>	<i>Signature</i>	<i>Date (yyyy/mm/dd)</i>
<i>Faculty Advisor</i>	<i>Signature</i>	<i>Date (yyyy/mm/dd)</i>
<i>MCRP Program Chair</i>	<i>Signature</i>	<i>Date (yyyy/mm/dd)</i>