



DEPARTMENT of CITY and  
REGIONAL PLANNING

# COURSE SUBSTITUTION REQUEST FORM

Please return to **Student Services Staff** after ALL signatures have been collected.  
Form will be attached to the **MCRP Record of Degree Requirements**.

\_\_\_\_\_  
*Student Last Name*

\_\_\_\_\_  
*Student First Name*

\_\_\_\_\_  
*PID*

\_\_\_\_\_  
*Specialization*

**REQUIRED COURSE**

\_\_\_\_\_  
*Course Number*

\_\_\_\_\_  
*Course Title*

**SUBSTITUTE COURSE**

\_\_\_\_\_  
*Course Number*

\_\_\_\_\_  
*Course Title*

\_\_\_\_\_  
*Instructor*

\_\_\_\_\_  
*Semester and Year*

\_\_\_\_\_  
*Grade*

\_\_\_\_\_  
*Credit Hours*

**REASON FOR REQUEST**

\_\_\_\_\_  
*Student email*

\_\_\_\_\_  
*Date*

I certify that the information above is true and accurate

\_\_\_\_\_  
Faculty Advisor or Specialization Director Name

Approved

Denied

\_\_\_\_\_  
MCRP Director Name

\_\_\_\_\_  
Date

Approved

Denied