Special Request Form

Deficiency Waiver Request: _____   Course Transfer Request: _____

Courses that have been assigned to a student as deficiencies must be taken before the student may take graduate classes. Deficiency courses may be waived or transfer courses may be accepted at the discretion of the Graduate Coordinator if all of the following conditions are satisfied:

1. The material was covered by a prior university course (or courses) taken by the student.

2. This prior course was taken for credit, and the student made an A or B (or equivalent).

3. An official course description is included with the waiver application. An official description can be a course description photocopied from the official course catalog (include a copy of the cover of the catalog), or a letter from the other university on official university letterhead with a course description. Student-written descriptions will *not* be accepted.

4. The official transcript documenting this course must be on file in the Computer Science office.

Note specifically that a deficiency will *not* be waived because a student audited the required course, nor will it be waived because a student took a class listing the required course as a prerequisite.

Please use a separate form for each course waiver or course transfer requested, and attach official course descriptions to this form.

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Contact Information

Name: _____   SSN: _____
     Last Name, First Name
E-Mail Address: _____   Phone: _____

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Course Information

Waiver/Transfer requested for UNT course number: _____
            Taken previously at what university: _____
What was the name and course number of the class: _____
            What semester and year was it taken: _____
                               Final Grade: _____
           Official course description attached?: _____ Yes _____ No

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Please read the following statement carefully, and then sign and date in the space provided.

The information I have supplied is accurate, and I understand that misrepresenting prior work on this form is grounds for immediate expulsion for the UNT Computer Sciences program.

Signature: _____ Date: _____

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│           To be filled in by the Graduate Coordinator only        │
│                                                                   │
│  Waiver:              _____ Approved _____ Denied                  │
│  Notes:               _____         │
│                       _____         │
│                                                                   │
│  Initials and Date:   _____         │
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