Please use a separate form for each course waiver or course transfer requested, and attach official course descriptions to this 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 (s) taken by the student.
2. This prior course was taken for credit and the student made equivalent to an A or B.
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. The official transcript documenting this course must be on file in the Computer Science & Engineering office.

Note: 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.

Student Information

☐ **CSCI** ☐ **CMPE** ☐ **Masters** ☐ **PhD**

Name:_____ ID #: _____
Last Name, First Name

E-Mail Address:_____ Phone:_____

Course Information

Waiver/Transfer requested for which UNT course number: CSCE _____

Taken previously at what university:_____

What was the name and course number of the class: _____

What semester and year was it taken: _____Final Grade:_____

Is the official course description attached? ☐ Yes ☐ No

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 from the UNT Computer Science & Engineering program.

Signature: _____Date: _____

To be Completed by the Graduate Coordinator

☐ **Approved** ☐ **Denied**

Initials and Date:_____

Notes: _____