UNT EST. 1890 | DEPARTMENT OF INFORMATION SCIENCE College of Information

INFO 5731

Computational Methods for Information Systems

Section: 020

SYLLABUS

Fall 2025

Table of Contents

COURSE INFORMATION

- INFO 5731, Sections 020, 3 Credit Hours
- Title: Computational Methods for Information Systems
- **Meeting Dates (Face-to-face)**: See Table 2
- Meeting Time: **Wednesday 5:30PM - 8:20PM**
- Room: **NTDP E264**

Instructor Contact Information

- **Haihua Chen,** Assistant Professor in Data Science, Anuradha and Vikas Sinha Department of Data Science, University of North Texas.
- Office: DP E298A (By appointment)
- Zoom Meeting ID: 247 728 2245 (By appointment)
- Phone: (940) 268-8589
- Email address: haihua.chen@unt.edu

Teaching Assistant

- **Mehri Sattari,** PhD student in Information Science, Department of Information Science, College of Information, University of North Texas
- Office and office hour: To be announced, E292L, other time by appointment
- Zoom meeting ID: 884 2281 7391 (By appointment)
- Email address: MehriSattari@my.unt.edu

Communicating with Your Instructor

This course will have a website in UNT Canvas (https://unt.instructure.com/login/canvas) for online discussion, assignment submissions, and sharing of reading materials. Students are welcome to make an appointment with the instructor and/or the teaching assistant (TA) to discuss course-related questions (in person or online). If you need to schedule an individual online meeting with the instructor or the TA, please send her/him an email via the course website in Canvas Course Messages to make an appointment.

Course Pre-requisites, Co-requisites, and/or Other Restrictions

- Pre-requisite: Basic programming knowledge and experience (Python), or consent of instructor

Course Format

INFO 5731, Sections 020 hold face-to-face lectures by the instructor. The course uses Canvas, UNT's new learning management system. All course materials will be available at the course site on Canvas that is accessible to all students. And students will submit all assignments through the tools available on Canvas.

Course Description

Introduces computational methods that facilitate information analysis, management, and presentation in information systems. Students learn effective computer programming skills and analytical tools to process real-world data. Problem-oriented and project-based, allows students to explore interesting research ideas or implement useful information management applications.

Course Goals, Learning Objectives

- Master key concepts and components of NLP and linguistics.
- Manipulate large corpora, explore linguistic models, and test empirical claims.
- Design and implement applications that process, manage, and analyze text data.
- Clean and preprocess raw text data using basic natural language processing techniques.
- Demonstrate the ability to extract and analyze information from text data using Python Program.
- Perform NLP tasks with large languge models and prompt engineering
- Build robust systems to perform linguistic tasks with technological applications.
- Document and report on information processing and applications.

Materials

Textbook information (required):

1. Downey, Allen B. (2016). **Think Python: How to Think Like a Computer Scientist**, 2nd Edition. O'Reilly, ISBN-13: 978-1-491-93936-9. Free access link: https://greenteapress.com/thinkpython/thinkpython.html
   Github link: https://github.com/AllenDowney/ThinkPython
   New version: Downey, Allen B. (2024). **Think Python: How to Think Like a Computer Scientist**, 3rd Edition. O'Reilly, ISBN-13: 978-1098155438.
   Github: https://allendowney.github.io/ThinkPython/

2. Hapke, H., Howard, C., & Lane, H. (2021). **Natural Language Processing in Action: Understanding, analyzing, and generating text with Python** (1st Edition). Simon and Schuster. Link: https://www.manning.com/books/natural-language-processing-in-action-second-edition
   Free access link: https://www.nltk.org/book/
   Exercises in the book: https://github.com/STRZGR/Natural-Language-Processing-with-Python-Analyzing-Text-with-the-Natural-Language-Toolkit?tab=readme-ov-file
   Github link: https://github.com/totalgood/nlpia
   New version: Hapke, H., Howard, C., & Lane, H. (2025). **Natural Language Processing in Action: Understanding, analyzing, and generating text with Python** (2nd Edition). Simon and Schuster. Link: https://www.manning.com/books/natural-language-processing-in-action-second-edition

3. Tunstall, L., Von Werra, L., & Wolf, T. (2022). **Natural language processing with transformers** (Revised Edition). " O'Reilly Media, Inc.". Link: https://transformersbook.com
   Free access link: https://books.google.ch/books?id=7hhyzgEACAAJ
   Code example of the book: https://github.com/nlp-with-transformers/notebooks
   Github link: https://github.com/nlp-with-transformers/notebooks

4. Raymond, S. T. L. (2025). **Natural Language Processing: A Textbook with Python Implementation (2nd edition)**. Springer. Link: https://link.springer.com/book/10.1007/978-981-96-3208-4

5. Xiao, T., & Zhu, J. (2025). **Foundations of large language models**. arXiv preprint arXiv:2501.09223. Github Link: https://github.com/NiuTrans/NLPBook

Supplementary materials and/or readings (recommended):

6. Python Documentation: https://www.python.org/doc/.

7. Python Forums: https://python-forum.io/.

8. Stackoverflow: https://stackoverflow.com/.

9. NLTK Documentation: https://www.nltk.org/.

10. Google Colab: http://colab.research.google.com/.

11. Success Story of Sylvain Gugger: https://www.fast.ai/2019/01/02/one-year-of-deep-learning/.

12. Jacob Eisenstein. (2019). Introduction to Natural Language Processing (Adaptive Computation and Machine Learning series). The MIT Press, ISBN-13: 978-0262042840.

13. Related course: Speech and Language Processing from Standfrod Universtity. Course website: https://web.stanford.edu/~jurafsky/slp3/

14. Related course: Natural Language Processing with Deep Learning From Standford University. Course website: https://web.stanford.edu/class/cs224n/

15. GenAI: Best Practices. Link: https://runawayhorse001.github.io/GenAI_Best_Practices/html/index.html#

Teaching Philosophy

The instructor will take a problem-solving approach and work together with students to understand Natural Language Processing. We will learn how to solve practical data collecting, text processing, information extraction, and text mining problems. He will monitor the progress of students and is open to suggestions from students. Students are expected to study 12-15 hours per week, and to submit their assignments on time to achieve satisfactory class performance. Interaction between the student and the instructor/TA is guaranteed and strongly encouraged. Students who don't have knowledge and experience in python are expected to spend extra hours on this course.

TECHNICAL REQUIREMENTS/ASSISTANCE

UIT Help Desk: http://www.unt.edu/helpdesk/index.htm

The University of North Texas provides student technical support in the use of Canvas and supported resources. The student help desk may be reached at:
Email: helpdesk@unt.edu

Phone: 940.565-2324
In-Person: Sage Hall, Room 330
Hours are:

- Monday-Thursday 8am-midnight
- Friday 8am-8pm
- Saturday 9am-5p
- Sunday 8am-midnight
- Canvas technical requirements: https://clear.unt.edu/supported-technologies/canvas/requirements
- Other related hardware or software necessary for the course: such as headset/microphone for synchronous chats, word processor, etc.

Minimum Technical Skills Needed

Using the Internet and the learning management system Canvas, using email with attachments, creating and submitting files in commonly used word processing program formats, downloading and installing software, using python programs.

Student Academic Support Services

- Code of Student Conduct: provides Code of Student Conduct along with other useful links
- Office of Disability Access: exists to prevent discrimination based on disability and to help students reach a higher level of independence
- Counseling and Testing Services: provides counseling services to the UNT community, as well as testing services; such as admissions testing, computer-based testing, career testing, and other tests
- UNT Libraries
- UNT Learning Center: provides a variety of services, including tutoring, to enhance the student academic experience
- UNT Writing Center: offers free writing tutoring to all UNT students, undergraduate, and graduate, including online tutoring
- Succeed at UNT: information regarding how to be a successful student at UNT

ASSESSMENT & GRADING

Assessments

Class Attendance and Participation will not be directly graded. However, we will take attendance for every class meeting, students who have 3 absences (including excused and unexcused) will receive an F directly.

A student's grade is composed of the following:

- Assignments (50%)
- Term Project (40%)
- Discussions (10%)
- Extra Credits (5%)

Grading

Class Attendance and Participation. Class Attendance and Participation will not be directly graded. However, students who have 3 absences (including excused and unexcused) will receive an F directly. **Being late once will be counted as 0.5 absence.** Not being present during roll call will be considered as an absence. Arriving within 10 minutes after roll call will be considered late. Beyond 10 minutes, it will be considered as an absence. Students who are late should inform the instructor after class to ensure they are marked as late instead of absent. This semester, you must meet your project instructor at least four times. These meetings will also be counted towards your class attendance and participation grade.

Assignments (50%). The class will have **FIVE assignments**. These assignments are designed to help students understand important concepts and gain hands-on experience in Python programming, data processing, and problem-solving. Assignments must be prepared and submitted using Overleaf in LaTeX format. Diagrams should be created using appropriate graphics software (e.g., PowerPoint, Excel, or similar tools). Code should be written on Google Colab, and students should submit a link to the Colab notebook with their assignment.

Term Project (40%). The term project is structured according to a project-based learning framework. Throughout the semester, students will submit four reports and deliver a final presentation. The first three reports each account for 5% of the total grade (15% in total). The final project submission consists of a final version of the report (15%) and a presentation (10%), making the term project worth 40% of the total course grade.

- First Report (5%): The first report should introduce the project by providing: Background and significance of the chosen topic, a preliminary literature review, and an initial research design, specifying the types of data to be collected and the methodology to be used.
- Second Report (5%): The second report should detail the progress of data collection, including: Data sources and collection methods and challenges encountered and how they were addressed.
- Third Report (5%): The third report should describe the selected models and evaluation metrics, including: the rationale for selecting these models and metrics, an explanation of the implementation process, and any preliminary results obtained during the project.
- Final Submission (15%): The final report (15%) should be a comprehensive document summarizing the entire project, covering all aspects from the background and methodology to results, analysis, and conclusions.
- The final presentation (10%) should concisely and effectively communicate the key components of the project, including the problem definition, methodology, results, key insights, and potential future work.

Discussions (10%). Each week we will post a discussion question for the week in the discussion area. Each question is worth 1% of the grade. Please preview the class readings and prepare the discussion questions.

Extra Credits (5%). Extra credits are divided into three parts: Paper reading notes (10 points), course evaluation (10 points), and attending research presentations (30 points).

- Paper reading notes (10 points): Students can submit one reading note, worth 10 points. A list of related papers will be provided for each lecture, and students should select papers from this list.

- Course Evaluation (10 points): At the end of the semester, students will receive a link to complete the course evaluation. Upon submitting a screenshot showing the completion of the evaluation, students will receive 10 extra points.
- Attending Research Presentations (30 points): Throughout the semester, the instructor will announce relevant research presentations (e.g., online research talks). Students can attend up to 3 such presentations. Each attended presentation, with valid proof of attendance, will earn 10 points, up to a maximum of 30 points.

Total Points Possible for Semester/Grading Scale = 1050

1050-900 = A	*899-800 = B*
799-700 = C	*699-600 = D*
599 and below = F	

Grading Table

Assignment		***Points Possible***	***Percentage of Final Grade***
Assignment	***Assignment 1 –***	*100 points*	*10%*
	Assignment 2 –	*100 points*	*10%*
	Assignment 3 –	*100 points*	*10%*
	Assignment 4 –	*100 points*	*10%*
	Assignment 5 –	*100 points*	*10%*
Term Project	***First Report***	*50 points*	*5%*
	Second Report	*50 points*	*5%*
	Third Report	*50 points*	*5%*
	Final report	*150 points*	*15%*
	Final presentation	*100 points*	*10%*
Discussion	***Each discussion @ 10 points*10***	*100 points*	*10%*
Extra credits	***Readings and presentation @ 10 points***	*10 points*	*5%*
	Course evaluation @ 10 points	*10 points*	
	Attend research meetings @ 10 points * 3	*30 points*	
Total Points Possible		*1050 points*	*105%*

COURSE CALENDAR

The contents of the course are organized into 17 weeks. Please refer to Table 1 for lessons, topics, and readings materials. Table 2 lists the suggested study schedule, assignments, quiz, and term project due dates.

Table 1. Lessons and Readings

Lessons	Topics	Readings
Lesson 1	Introduction to Python and NLP, Google Colab, GitHub.	Downey: Chapter 1

	Course Orientation and Overview Core Concepts Related to NLP	Hobson: Chapter 1
Lesson 2	Python Basic (1): Integers, Floats, Booleans, Strings, Lists, List Operations, Tuples, Dictionaries, Sets, List Comprehensions, Files, Functions, I/O	Downey: Chapter 2-3, 8, 10-14
Lesson 3	Python Basics (2): Python Modules, Packages, Functions, Conditionals, for Loops, Recursion, Selections, Exceptions, Classes and Objects, Regular Expression	Downey: Chapter 4-7, 9, 15-18
Lesson 4	Accessing Text Copra and Lexical resources	PPT
Lesson 5	Raw Text Preprocessing and Cleaning: Removing Stop Words, Stemming, Segmentation, and POS-Tagging	Hobson: Chapter 2, 3
Lesson 6	Analyzing Sentence Structure	PPT
Lesson 7	Extracting Information from Text	Hobson: Chapter 6-10, PPT
Lesson 8	Semantic Analysis of Sentences	Hobson: Chapter 4
Lesson 9	Sentiment Analysis of Text	PPT
Lesson 10	Text Classification and Clustering	PPT
Lesson 11	Large language model & Generative AI-Powered NLP applications	PPT

Study Schedule and Due Dates

(Assignments and the Project first submission will due on Sunday midnight of the specified week. Quizzes will be available online from 6:00 pm on Monday to 6:00 pm on Friday of the specified week. Term project final report will due on December 6 midnight). The time of the invited talk might be changed based on the speakers' schedule.

Table 2. Study Schedule and Due Dates

Week	Dates	Meeting Date	Study Focus	Individual tasks	Group tasks
1	Aug 18 - Aug 24	Aug 20	Syllabus, Lesson 1		Student Grouping
2	Aug 25 - Aug 31	Aug 27	Lesson 2	**Assignment 1** **Discussion 1**	
3	Sep 1 - Sep 7	Sep 3	Lesson 3	**Discussion 2**	
4	Sep 8 - Sep 14	Sep 10	Lesson 4	**Discussion 3**	
5	Sep 15 - Sep 21	Sep 17	Lesson 5	**Assignment 2** **Discussion 4**	
6	Sep 22 - Sep 28	Sep 24	Lesson 6	**Discussion 5**	
7	Sep 29 - Oct 5	Oct 1	Lesson 7	**Assignment 3** **Discussion 6**	Choosing research topic
8	Oct 6 - Oct 12	Oct 8	Lesson 8	**Discussion 7**	Work on **First Report** (Term Project Proposal). **Meet** with each group separately to discuss the term project.
9	Oct 13 - Oct 19	Oct 15	Project Topic Presentation		**Peer Review**

10	Oct 20 - Oct 26	Oct 22	Lesson 9	**Discussion 8**	
11	Oct 27 - Nov 2	Oct 29	No classes **(Meet your Instructor)**	**Discussion 9**	**Second Report**
12	Nov 3 - Nov 9	Nov 5	Lesson 10	**Assignment 4** **Discussion 10**	**Peer Review**
13	Nov 10 - Nov 16	Nov 12	Lesson 11		
14	Nov 17 - Nov 23	Nov 19	Invited Talk from Industry (To be updated)	**Assignment 5**	**Third Report (Meet your Instructor)**
15	Nov 24 - Nov 30	Nov 26	Thanksgiving Break - No classes	**All the extra credit submissions due**	**Peer Review**
16	Dec 1 - Dec 7	Dec 3	Class Summary Term Project Presentation		Slides of the **Project Presentation** Due Apr 29 Midnight **Term Project Final Report** Due at May 02 Midnight (Before your Presentation **Meet your Instructor)** **Peer Review**
17	Dec 8 - Dec 14	Dec 10	No Classes	Instructor will work on the grading	

COURSE EVALUATION

Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the SPOT website at http://spot.unt.edu/ or email spot@unt.edu.

COURSE POLICIES

Assignment Policy

Students should submit the assignments and term project reports via Dropbox at class site in canvas.unt.edu: PDF files with the code link on GitHub included in the file, also with the code uploaded on GitHub, details will be included in each assignment.

Examination Policy

There are no exams for this course.

Instructor Responsibilities and Feedback

- Helping students grow and learn
- Providing clear instructions for projects and assessments
- Answering questions about assignments
- Identifying additional resources as necessary
- Providing grading rubrics
- Reviewing and updating course content
- The instructor and TA will respond to students' emails and questions posted to the discussion boards within two days except for the weekends
- Assignments grades and feedback will be returned to the students within one week after the submission deadline.

Late Work and Missed Work

Students are expected to submit discussion assignments and projects on time. **The due dates are Monday 11:59 pm of the week specified in Table 2. Study Schedule and Due Dates**. If an extenuating circumstance such as a medically diagnosed illness or a family emergency arises, which prevents you from submitting your assignments, you should contact the instructor and the TA as soon as possible before the due date. Late work without the permission of the instructor will receive a grade with a 10% penalty (or 10 points out of 100) per day after the due date. A student who is having trouble with assignments is strongly encouraged to contact the instructor and the TA as early as possible for personal advising.

Course Incomplete Grade

The UNT Graduate Catalog (http://catalog.unt.edu/index.php?catoid=16) describes and explains grading policies. A grade of Incomplete (I) will be given only for a justifiable reason and only if the student is passing the course. The student is responsible for meeting with the instructor to request an incomplete and discuss requirements for completing the course. If an incomplete is not removed within the time frame agreed to by the instructor and student, the instructor may assign a grade of F.

Withdrawal

The UNT Graduate Catalog (http://catalog.unt.edu/index.php?catoid=16) describes and explains withdrawal policies and deadlines. The UNT semester course schedule lists specific deadlines regarding withdrawal. A grade of Withdraw (W) or Withdraw-Failing (WF) will be given depending on a student's attendance record and grade earned. Please note that a student who simply stops attending class and does not file a withdrawal form may receive an F.

Attendance Policy

Attending the class meeting is required, students who miss more than 3 class meetings will receive an F directly. Prior to the meeting, please preview the readings for the class and prepare your questions for discussion. You will miss in-class exercises, or quizzes if you do not attend the class.

Students' Responsibility for Their Learning

The students are required to follow course schedule and finish the classwork, assignments, quizzes, and term projects. Students are expected to study 12-15 hours per week to achieve satisfactory class performance. Students do not have programming experience are required to find extra materials to study.

UNT POLICIES

Academic Integrity Policy

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

ADA Policy

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time; however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website at disability.unt.edu.

Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Blackboard for contingency plans for covering course materials.

Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Blackboard online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual records; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum

at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at deanofstudents.unt.edu/conduct.

Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail: eagleconnect.unt.edu/**.**

Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

Important Notice for F-1 Students taking Distance Education Courses

Federal Regulation

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website at http://www.ecfr.gov/. The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).
The paragraph reads:
(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.
If such an on-campus activity is required, it is the student's responsibility to do the following:
(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.
Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

Student Verification

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.
See UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses.

Use of Student Work

A student owns the copyright for all work (e.g., software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- The use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.
Download the UNT System Permission, Waiver and Release Form