



Request for Exception to Disclosure of Course Materials

In accordance with the Higher Education Reauthorization Act, it is expected that all course materials be submitted before students may register for a class, with a few exceptions. The purpose of this form is to document any exceptions to this disclosure. If you are requesting an exception, please indicate the reason for the exception below.

Please check all that apply:

- The course provides individualized instruction and the materials to be used will not be determined until after the first meeting.
- The instructor for this course has not been determined.
- The instructor for this course was newly hired and is not here yet.
- The instructor for this course is on sabbatical and has not returned.
- Other, please indicate the reason below:

Semester: Fall Spring Summer Academic Year: _____

Instructor's Name or Person of Contact: _____

Phone Number: _____ **E-mail Address:** _____

Course Information:

CRN (if known)	Dept.	Course #	Section	Course Title

DEPARTMENT HEAD OR REGIONAL CAMPUS DEAN SIGNATURE: (required) _____ **DATE:** _____

Submit this completed form to your department/campus book coordinator who normally submits textbook adoptions to the Bookstore. The department representatives will return this form to the Bookstore with their book adoptions.

For Office Use Only - Processed By: _____	Date: _____
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