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:

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<th>CRN (if known)</th>
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<th>Course #</th>
<th>Section</th>
<th>Course Title</th>
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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 Registrar’s Office.

For Office Use Only - Processed By: ___________________________ Date: ___________