



# University Store & Text Rental University of Wisconsin-Stevens Point

*Text Rental Completes this Section.*  
Approval: \_\_\_\_\_

## REQUEST FOR EXCEPTION TO TEXT RENTAL GUIDELINES

**REQUEST DEADLINES ARE MARCH 1ST FOR SUMMER AND FALL TERMS, AND OCTOBER 1ST FOR WINTERIM AND SPRING TERMS.**

This request is being submitted before the applicable term deadline. Date \_\_\_\_\_

Requests for course materials are approved or denied in accordance with the Text Rental Guidelines. Occasionally, Faculty and instructional staff may find that the parameters set forth in selecting course materials do not allow for certain course needs to be met. In these instances, Faculty and staff may request an exception to the guidelines with the support of their appropriate Chairperson and Dean.

Faculty, Chairpersons, and Deans are encouraged to be thoughtful in requesting exceptions to the Text Rental Guidelines, keeping in mind that students, through segregated fees, support Text Rental in its entirety. While the fee structure may support occasional exceptions to the guidelines, excessive use of these provisions could lead to an increase in cost for the overall student body.

### PLEASE PROVIDE THE FOLLOWING:

**Instructor:** \_\_\_\_\_

**Course Number and Section:** \_\_\_\_\_ **Term Requested:** \_\_\_\_\_

### Reason for exception request:

- Required term of adoption has not been met
- Cost exceeds limit set forth in guidelines (supplemental/purchase)
- More than one book is requested for rental, and the combined cost exceeds what is set forth in the guidelines
- Other (Please explain): \_\_\_\_\_

### Justification for request:

Signed: \_\_\_\_\_ (Instructor) \_\_\_\_\_ (Date)

I have reviewed the Instructor's request and have determined that the above exceptions are necessary to the success of students enrolled in the course.

Signed: \_\_\_\_\_ (Department Chairperson) \_\_\_\_\_ (Date)

Signed: \_\_\_\_\_ (Dean) \_\_\_\_\_ (Date)