



## Late Textbook Adoption/Change Justification Form

Pursuant to the Florida Board of Governors' Regulation 8.003 Textbook Adoption, textbook orders must be completed and posted at least 45 days prior to the first day of classes for each term. Any courses not meeting this deadline or making changes after this deadline require a justification for reporting purposes. **This form must be approved by the department Chair or Director, and the College Dean prior to submitting it Student Learning and Academic Success for processing.**

### Course Information:

Department: \_\_\_\_\_ College: \_\_\_\_\_

Course Prefix: \_\_\_\_\_ Section Number: \_\_\_\_\_ Term: \_\_\_\_\_  
*Semester & Year*

### Instructor Contact Information:

Instructor: \_\_\_\_\_  
*First Name Last Name Middle Initial*

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_ Campus Location: \_\_\_\_\_

### Justification for Late Textbook Adoption/Change:

### Signatures:

**Approved Denied**

Dept. Chair or Director: \_\_\_\_\_ Date: \_\_\_\_\_

College Dean: \_\_\_\_\_ Date: \_\_\_\_\_

### For SLAS Use Only

Processed: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_