



Late 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 justification. **This form must be approved by the department Chair or Director and the College Dean prior to submitting for processing.**

Course Information:

Department: _____ College: _____

Course: _____ 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 Administrative Use Only

Processed: _____ Date: _____

Approved: _____ Date: _____

Submit form with the appropriate signatures to:
Office of the Provost and Vice President of Academic Affairs, MH 331, Attn: Amber Mullens; or
Email to amber.mullens@ucf.edu