



Request for Exception to Established Textbook Ordering Deadline

Pursuant to the Florida Board of Governors' Regulation 8.003 Textbook Adoption, textbook orders must be completed and posted at least 30 days prior to the first day of classes for each term. Any request for exception to the deadline must be submitted in writing and include extremely strong justification for an exception (below). **This form must be approved by the department chair or director, and the college dean prior to submitting it to the provost for final approval.**

Course Information:

Department: _____ College: _____

Course Prefix: _____ Section Number: _____ Term: _____
Semester and Year

Instructor Contact Information:

Instructor: _____
First Name Last Name Middle Initial

Telephone Number: _____ Email Address: _____ Campus Location: _____

Reason for requesting textbook ordering deadline exception:

Signatures:

Approved Disapproved

Dept. Chair or Director: _____ Date: _____

College Dean: _____ Date: _____

Provost: _____ Date: _____

**Submit form with the appropriate signatures to:
Office of the Provost, MH 338; or Fax to 407-823-5407**