**Request for the Late Adoption of Textbook and/or Course Materials**

**University of Arkansas at Little Rock**

**Instructions**: The information listed below must be provided by the instructor who submits a late order for textbook and/or course materials after the University’ deadline (March 15th for fall and summer terms and October 15th for spring terms).

**The college dean submits the form to the Bookstore and a copy is sent to the Provost’s Office.**

**1. Current term and year**:

**2. Is this a new textbook adoption (Yes or No)**:

**3. Course Information**

**Course number and section**:

**Course alpha and title**:

**Location (Main campus/Benton/other)**:

**4. Estimated enrollment**:       **5. Continuing Class (Yes or No)**:

**6. Textbook author**:

**7. Title of textbook**:

**8. Edition**:

**9. Publisher and ISBN**:

**10. Required or Recommended**:

**11. Special Instructions**:

**12. Name of instructor responsible for the late adoption**:

**13. Written explanation of the reasons for late adoption request**:

**Late adopted request approved by:**

**Department Chairperson** **Date**

**College Dean**  **Date**

**Book Store Use Only**

**Date Rec’d**: **Date Order Placed**:

**#Ordered**: **Delivery Date**: