



Alternative Format Request

INSTRUCTIONS: Please complete the form in its entirety and attach a syllabus for the course. Failing to turn in a completed form may result in the form being returned. Requests will be processed in the order in which they are turned in. Preferences will be honored based on availability, reasonableness of request and counselor approval (when applicable). **Please submit a separate form for each class, you may list all conversion requests for a single class on one form.** Return the completed form to Books.ODA@unt.edu or in person Sage Hall Room 167.

Name: _____ Student ID: _____
 Date: _____ Semester of Request: _____
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Course Information

Course (i.e. ENGL 1300.001): _____ Instructor: _____

Alternative Format Request #1 (List one book/document per section, use a separate form for each class)

Title of book/document(s): _____
 Publisher: _____ Author: _____
 Edition: _____ Copyright Year: _____ Number of pages in entire text: _____
 ISBN #: _____ NOTE: if your request is a bundle or group of items with only one ISBN number on the outer packaging, please provide the specific ISBN that is **inside** the textbook. Cost of Book: _____

Select Preferred Format:

Braille: ___ PDF: ___ Word File/Text Only: ___ Enlarged Print: ___ Font Size of Enlarged Print: ___

I need the entire book/document Yes ___ No ___

If no, please specify which chapters, sections, modules etc. you do need:

If you need more than just the text, please check only the items that are essential from the following:

Table of Contents: ___ Introduction: ___ Footnotes: ___ References: ___ Indices: ___ Glossary: ___

Appendices: ___ Figures: ___ Diagrams: ___ Pictures: ___

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Alternative Format Request #2 (List one book/document per section, use a separate form for each class)

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I need the entire book/document Yes ____ No ____

If no, please specify which chapters, sections, modules etc. you do need:

If you need more than just the text, please check only the items that are essential from the following:

Table of Contents: ____ Introduction: ____ Footnotes: ____ References: ____ Indices: ____ Glossary: ____

Appendices: ____ Figures: ____ Diagrams: ____ Pictures: ____

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If no, please specify which chapters, sections, modules etc. you do need:

If you need more than just the text, please check only the items that are essential from the following:

Table of Contents: ____ Introduction: ____ Footnotes: ____ References: ____ Indices: ____ Glossary: ____

Appendices: ____ Figures: ____ Diagrams: ____ Pictures: ____

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Select Preferred Format:

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If no, please specify which chapters, sections, modules etc. you do need:

If you need more than just the text, please check only the items that are essential from the following:

Table of Contents: ___ Introduction: ___ Footnotes: ___ References: ___ Indices: ___ Glossary: ___

Appendices: ___ Figures: ___ Diagrams: ___ Pictures: ___

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Please provide any additional comments, preferences, or feedback relating to your requests above:

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Syllabus Received Yes ___ No ___ Book/Document Received Yes ___ No ___ Request Cancelled _____
Course # _____ Assigned to _____ Date _____

Student Contacted Date _____

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NOTES
