

UNT Office of Disability Accommodations  
Alternative Format Request

Date: \_\_\_\_\_ Semester Requesting For: \_\_\_\_\_  
Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

ALL REQUESTS WILL BE PROCESSED ON A FIRST COME, FIRST SERVED BASIS.  
Submission of the course syllabus, proof of text & signature of this form  
must occur BEFORE conversion process will begin.

*Course Information:*

Course (i.e. ENGL 1300.001): \_\_\_\_\_ Instructor: \_\_\_\_\_

*Book Information:*

Publisher: \_\_\_\_\_ Number of Pages in Entire Text: \_\_\_\_\_  
Title of Book: \_\_\_\_\_  
Author: \_\_\_\_\_ Edition: \_\_\_\_\_  
Copyright: \_\_\_\_\_ ISBN: \_\_\_\_\_

The UNT Office of Disability Accommodations works to ensure that appropriate accommodations are provided for students who are eligible for services. In order to maintain the integrity of the services offered, the following policies and procedures apply regarding requests and use of books in alternative formats:

1. The student must qualify as having a disability that is covered by the 2 U.S.C. § 135a; 46 Stat. 1487. A Student's disabilities shall be verified by a competent authority.
2. The student must own a physical copy of the textbook they are requesting in an alternative format.
3. The student must currently be registered for a course requiring the text at the University of North Texas. If you are completing a course by audit or have a letter "I" you will need to contact your ODA Counselor.
4. The student will not copy or reproduce any of the specialized format texts, nor allow anyone else to do so.

I have read and understand the procedures listed above and will at all times adhere to these responsibilities.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
ODA Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For ODA use only

ODA Counselor: \_\_\_\_\_ Assigned Text Conversion G.A. \_\_\_\_\_

Alternative Format Preference Details

Student name:

Format preferred:

Kurzweil 3000  Kurzweil 1000  Text format  Enlarged  Braille  Other \_\_\_\_\_

(Format contingent upon availability, reasonableness of request and counselor approval)

Preference checklist:

Table of Contents:  Yes  No

Introduction:  Yes  No

Footnotes:  Yes  No

If yes,  As they occur  Separate page

References:  Yes  No

If yes,  As they occur  Separate page

Indices:  Yes  No

Glossary:  Yes  No

Appendices:  Yes  No

If yes,  As they occur  Separate page

How do you want figures, diagrams, and pictures described?

Described in detail  Described in summary  No description

Other comments:

Scan/Read Entire Book/Article: \_\_\_\_\_

Scan/Read only these pages/chapters/sections: \_\_\_\_\_

Preferred delivery of files: CD  Email  Transfer to my flash drive  other

For Office Use Only

Date Syllabus Received: \_\_\_\_\_

Date Book Received: \_\_\_\_\_

Student name: \_\_\_\_\_

Book Title: \_\_\_\_\_

Course #: \_\_\_\_\_

Assigned to: \_\_\_\_\_

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

Alt. Formats assistant Picked-up: (sign and date) \_\_\_\_\_

Alt. Formats assistant Returned: (sign and date) \_\_\_\_\_

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Student Contacted: (sign and date) \_\_\_\_\_

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Student Picked-up: (sign and date) \_\_\_\_\_