
How to Request Dietary Accommodations

Step 1: Contact Disability Services

Call or Email Disability Services to begin the process. Ask for a copy of the [Dietary Accommodation Verification Form](#) or find the form on our website.

Ph: 812-488-2663 Email: disabilityservices@evansville.edu

Step 2: Get Documentation from Your Provider

Give your healthcare provider a copy of the practitioner letter and dining accommodation verification form to complete. Please be sure to complete and sign the [Student Authorization to Release Information](#) section on the form before giving it to your provider.

Step 3: Submit Your Documentation and Important Deadlines

Return the completed verification form to Disability Services either in person or email. Dining requests should be submitted by August 1 for the fall semester and November 15 for the spring semester. Submissions after these dates may delay the accommodation review process by up to 30 days.

Step 4: Referral to Dining Services

After we receive sufficient documentation, Disability Services will send a referral email to Dining Services personnel (manager, director, chef) with details about your diagnosis and dietary needs.

Step 5: Schedule Your Meeting

You are responsible for responding to the referral email and setting up a meeting with Dining Services.

Step 6: Dining Services Response Timeline

Dining Services should reply to your email within 3 business days and schedule a meeting within 10 business days, dependent on your availability. Contact Disability Services immediately if you need help scheduling the appointment.

Step 7: Interactive Discussion

Meet with Dining Services to further discuss your dietary needs and explore all available dining options. Students are required to meet with Dining Services and engage in the interactive process. You are welcome to bring a support person with you to the meeting.

Step 8: Notification to Student

Disability Services will email you information regarding Dining Services' decision along with a summary of the tools and programs offered to support your dietary needs. If Dining Services determines that they cannot reasonably accommodate your dietary needs through existing dining options, alternative accommodations such as a reduced or waived meal plan will then be considered jointly between Disability Services, Dining Services, and Residence Life.

****In most cases, Dining Services can accommodate a student's medical dietary needs. Below is a sample of dietary accommodations that Dining Services may offer.**

- Preselecting and preordering meals in advance
- Made-to-order meal requests for readily available food items
- Carry-out meals with a scheduled pick-up time
- Requests for specific preparation methods or ingredient modifications
- Direct communication with Dining Services staff and chef using Text-to-Chat texting system.

DIETARY ACCOMMODATION REQUEST FOR MEDICAL REASONS TREATING PRACTITIONER VERIFICATION FORM

Dear Practitioner:

The University of Evansville (UE) is committed to fostering an accessible and supportive environment for all students. UE is a residential campus with requirements regarding living on campus and participating in a meal plan. Because dining is an integral part of campus life, UE is dedicated to ensuring that students with documented dietary needs have the resources and accommodations necessary to safely and substantially live and dine on campus.

The student listed below has requested a dietary accommodation for medical reasons. Your input on the attached verification form is critical in helping our Dining Services team determine appropriate and reasonable accommodations.

Examples of accommodations that Dining Services can provide include:

- Preselecting and preordering meals in advance
- Made-to-order meal requests for readily available food items
- Carry-out meals with a scheduled pick-up time
- Requests for specific preparation methods or ingredient modifications
- Direct communication with Dining Services staff and chef using Text-to-Chat texting system

Students are required to engage in an interactive process with Disability Services and Dining Services to identify the best solutions. In most instances, dietary needs can be met through the options listed above. The goal of this process is to provide students with the tools they need to actively manage their medical condition within the residential dining program. Reduced meal plans and exemptions are not typical and will be considered if Dining Services determines that they cannot safely or reasonably accommodate a student's dietary needs.

Please complete the attached form and return it to Disability Services at your earliest convenience. Instructions for returning the document can be found at the bottom of the verification form. As noted on the verification form, if clarification of information provided is needed, Disability Services will reach out to the provider listed on the form.

Sincerely,

Debbie Brenton
Assistant Director of Disability Services
disabilityservices@evansville.edu
812-488-2663

AUTHORIZATION TO RELEASE INFORMATION – STUDENT COMPLETES

*** Deadline for submission is August 1st for the fall semester and November 15 for spring semester. Submissions after these dates may delay the accommodation review process by up to 30 days.**

Student Name: _____ UE ID#: _____ Birth Date: _____

I am requesting disability accommodations through Disability Services at the University of Evansville. The school requires current and comprehensive documentation of my disability/medical condition as one of the criteria used to evaluate eligibility for disability-related accommodations. Please respond to the following questions as soon as possible and return to me or send to Disability Services by email. I authorize Disability Services to contact you if clarification is needed.
*I understand that this information will be shared with the Dining Services staff, and I'll be required to meet with Dining Services to discuss the specialized accommodation options available.

Student Signature: _____ Date: _____

INFORMATION BELOW TO BE COMPLETED BY TREATING PRACTITIONER

Today's date: _____

Healthcare provider name (print): _____

Title: _____ Phone: _____

Organization and address: _____

1. Please check all that apply:

- | | | |
|--|---|---|
| <input type="checkbox"/> Corn Allergy | <input type="checkbox"/> Celiac Disease | <input type="checkbox"/> Crohn's |
| <input type="checkbox"/> Dairy Allergy | <input type="checkbox"/> Gluten Intolerant | <input type="checkbox"/> IBS |
| <input type="checkbox"/> Egg Allergy | <input type="checkbox"/> Lactose Intolerant | <input type="checkbox"/> Ulcerative Colitis |
| <input type="checkbox"/> Fish Allergy | <input type="checkbox"/> Diabetes | <input type="checkbox"/> Other |
| <input type="checkbox"/> Peanut Allergy | <input type="checkbox"/> Low Calorie | (specify diagnosis): |
| <input type="checkbox"/> Shellfish Allergy | <input type="checkbox"/> Low Carbohydrate | _____ |
| <input type="checkbox"/> Soy Allergy | <input type="checkbox"/> Low Cholesterol | _____ |
| <input type="checkbox"/> Tree Nut Allergy | <input type="checkbox"/> Low Fat | |
| <input type="checkbox"/> Wheat Allergy | | |

2. Is this student currently under your care? ____Yes ____No

3. Provide a detailed account of the specific diet the student is required to follow, including foods the student can and cannot eat. Feel free to attach additional sheets as needed.

4. Describe the type, severity, and frequency of symptoms as related to the diagnosis, and how the condition interferes with the student's ability to eat in a dining hall.

5. How long is this condition(s) likely to persist (be as specific as possible – e.g., lifetime; 1 academic year; duration of academic program enrollment; 1 month)

6. Please list procedures/assessments used to diagnose this student's condition:

This information is current and accurate to the best of my knowledge based on my recent evaluation of this patient or my review of records of a recent evaluation by a qualified healthcare provider.

Signature of Treatment Provider: _____

License #: _____

Date: _____

Return the completed form to Disability Services at disabilityservices@evansville.edu. Please call 812-488-2663 if you require additional information. Feel free to attach any additional reports or relevant information. All information on this form will remain confidential in accordance with the Family Educational Rights and Privacy Act (FERPA).