REQUEST FOR DIETARY ACCOMMODATION

Resources for Students

Documentation Guidelines

Resources for Students

Chartwells Dining Services offers a variety of options related to dietary needs and interests. Standard food selections are offered that meet the needs of students seeking vegetarian, vegan, or gluten free diets (to name just a few). During the academic year, students may speak with any of the Chartwells Management Team to discuss these options and/or refer to the Chartwells Website to identify nutritional content:

You can find link to weekly menus and the Chartwells Nutrition page here - https://www.evansville.edu/residencelife/dining/dietaryServices.cfm

At any point in the semester students can schedule an informal dietary consultation with a member of the Chartwells management or chef staff. This consultation can address questions regarding food preparation, discuss standard ingredients and provide an orientation of what is offered at the various stations.

If students have questions at any time regarding available options, ingredients, or cooking methods, it is import that they ask a member of the management or chef’s team.

Documentation Guidelines

Students who have dietary needs or food allergies may request reasonable accommodations related to their meal plan. To do so, please use the Request Form on page 2 of this sheet. Dining services will work jointly with the Office of Disability Services, the Office of Residence Life and the student to develop a reasonable and individualized plan to address accommodation needs. Choices within this plan will be nutritionally comparable to the food choices offered to other students to the extent that it is reasonably possible.

Documentation: Professional recommendations are accepted from medical doctors as well as dietitians, nutritionists, and allergists who are appropriately licensed. This documentation should describe:

- the condition requiring the accommodation
- the current impact and severity of the condition
- a listing of types of food the student is to avoid with corresponding severity of reaction
- a listing of acceptable food options

This information should be forwarded to the Coordinator of Disability Services listed below. This documentation will be reviewed jointly by Disability Services, Residence Life, and Chartwells Dining Services. Upon receipt of all documentation, a follow-up meeting may be scheduled to discuss specific needs and establish a plan. Due to the severity of some allergic reactions, it may be necessary to inform appropriate staff of dietary restrictions.

Contact information is listed below:

<table>
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<tr>
<th>For questions related to dietary accommodation requests and Disability Services support please contact:</th>
<th>For questions regarding general meal plan options please contact:</th>
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| Debbie Brenton  
Coordinator/Disability Services  
1800 Lincoln Avenue  
Evansville, IN 47722  

db132@evansville.edu  
Office - UC 205  
Phone  812-488-2663  
Fax  812-488-2156 | Michael Tessier  
Assistant Vice President for Student Affairs  
Director of Residence Life  
1800 Lincoln Avenue  
Evansville, IN 47722  
mt28@evansville.edu  
Office - UC 227  
Phone  812-488-2956  
Fax  812-488-2156 |

There are also several links on our main dining webpage for general questions related to Chartwells Dining Services. https://www.evansville.edu/residencelife/dining/
REQUEST FOR DIETARY ACCOMMODATION
Request Form

To request a dietary accommodation, fill out the information below as completely as possible. Be sure to include documentation from a medical physician or other approved professional as outlined under Resources for Student Documentation Guidelines on page 1 of this sheet. Submit your request with supporting documentation to the Office of Disability Services.

Your request and supporting documentation will be reviewed by Residence Life, Disability Services, and Chartwells Dining Services. A follow-up meeting may be scheduled to discuss specific needs and establish a plan.

Written requests should be submitted as early as possible to allow adequate time to make arrangements as appropriate.

Student Name: ___________________________ Date: ___________________________

Home Address: ___________________________

Phone Number: (_____) ____________________ E-mail Address: ___________________________

SPECIFIC DIETARY REQUESTS:

OFFICE USE ONLY

Date Application Received: __________

Action to be Taken:

Disability Services: ___________________________

Chartwells Rep ___________________________

Residence Life ___________________________

Date ___________________________

Be sure to attach supporting documentation