

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:

<p>For questions related to dietary accommodation requests and Disability Services support please contact:</p> <p>Debbie Brenton Coordinator/Disability Services 1800 Lincoln Avenue Evansville, IN 47722</p> <p>db132@evansville.edu Office - UC 205 Phone 812-488-2663 Fax 812-488-2156</p>	<p>For questions regarding general meal plan options please contact:</p> <p>Michael Tessier Assistant Vice President for Student Affairs Director of Residence Life 1800 Lincoln Avenue Evansville, IN 47722</p> <p>mt28@evansville.edu Office - UC 227 Phone 812-488-2956 Fax 812-488-2156</p>
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There are also several links on our main dining webpage for general questions related to Chartwells Dining Services. <https://www.evansville.edu/residencelife/dining/>

