

DICKINSON COLLEGE
**DISABILITY ACCOMMODATION REQUEST for MEAL PLAN
PROCEDURES & GUIDELINES**

In compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), Dickinson College has established procedures to ensure that students with documented disabilities have access to reasonable on-campus Meal Plan (dining) accommodations. **According to the ADA, a disability is defined as any mental or physical impairment that substantially limits the individual in a major life activity compared to the average person.** Students must follow these procedures and provide all the required information in order to be considered for Meal Plan disability accommodations.

All students living on campus are required to purchase the Meal Plan. Occasionally students have special needs based on documented health conditions, such as those resulting in certain dietary needs, that may necessitate a Meal Plan accommodation. Meal Plan accommodations are determined on a case-by-case basis, according to documented need, and applicable standards for reasonable accommodations.

Dickinson Dining Services can accommodate many different dietary needs common to college students such as allergies/intolerances, religious guidelines, and chronic health conditions needing dietary modification. Given the ability to accommodate a wide range of dietary needs, complete exemption from participation in the Meal Plan is rare and will only be considered when needs cannot be accommodated by Dickinson Dining Services.

Students should allow adequate time for application review and accommodation considerations.

Procedures for Requesting a Meal Plan Accommodation

- 1. Submit the following to the Office of Disability Services (*address below*)**
 - *Exceptional Student Disability Disclosure Form*
 - *Disability Accommodations Request for Meal Plan Form*

- 2. Send *Disability Documentation Form for College Meal Plan* to health care provider for completion** (available at www.dickinson.edu/disabilityservices -Meal Plan Accommodation, or a Word version available upon request by sending an email to disabilityservices@dickinson.edu)
Note: Health care provider may not be a relative of the applicant.

Ask your care provider to complete and send the following directly to Disability Services:

- *Disability Documentation Form for College Meal Plan*
- Supporting documentation of the disability and treatment recommendations

Documentation must:

- be recent in order to assess the current and substantial impact on a major life activity.
- be sufficient to establish a direct link between the underlying impairment and the requested Meal Plan accommodation.
- otherwise meet Disability Services guidelines for disability documentation (refer to <http://www.dickinson.edu/academics/resources/advising/content/Guidelines-for-Documentation-Guidelines-for-Students-With---%28%29/> for disability documentation guidelines.)

PROCEDURES & GUIDELINES for DISABILITY ACCOMMODATION REQUEST for MEAL PLAN, continued

Students requesting an accommodation to the meal plan are encouraged to first meet with the College Dietitian by calling the Wellness Center at (717) 245-1485.

Before a request for accommodation can be considered, all documents, including the *Disability Disclosure Form*, *Disability Accommodations Request for Meal Plan Form*, disability documentation, and the *Disability Documentation Form for College Meal Plan* must be delivered to:

Marni Jones
Office of Disability Services
PO Box 1773, Biddle House, Dickinson College
Carlisle, PA 17013

Fax: (717) 245-1618
jonesmar@dickinson.edu

Delivery may be made in person, or by sending documents by mail, fax, or e-mail attachment.

Incomplete applications or those without disability/medical documentation will not be considered.

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Requests will be considered by the Meal Plan Accommodations Committee (the "Committee"), which is comprised of staff from the offices of Disability Services, Dining Services, the Wellness Center, and other professional consultants, as needed. Students are informed of the status of their request by the Committee as soon as reasonably possible.

Students who are granted a Meal Plan accommodation will be notified as to whether or not they will need to resubmit a *Disability Accommodations Request for Meal Plan* each year. In some cases, the Committee may ask a student to submit updated forms or documentation.

Deadlines for Requesting a Meal Plan Accommodation

Students are strongly encouraged to submit any requests for meal plan accommodations as soon as such a request is determined to be necessary, however, all requests for meal plan accommodations, along with all of the required documentation and forms referenced above, must be submitted to the Office of Disability Services by the following dates:

- **July 31st for the Fall semester**
- **December 31st for the Spring semester**

While applications submitted after these dates will be accepted and considered, Dickinson College cannot guarantee that it will be able to meet late applicants' accommodation needs, including any needs that develop during the semester.

Questions? Call Marni Jones, Director of Disability Services at (717) 245-1734