



## **Special Dietary Meal Plan Accommodation Procedure**

St. Norbert College is committed to the full participation of students in all aspects of college life, including dining experiences. Students residing in traditional residence halls are required to be on a resident meal plan based on their class standing. In certain situations, students may need to request special dietary accommodations. Students needing an accommodation must complete the following procedure.

### **Procedure**

Students seeking special dietary accommodations should complete the following steps:

- Register as a student with a disability and provide appropriate documentation to the Director of Academic Support Services. Documentation must come from a licensed professional, establish that the student has a disability, and necessitates a special diet (a *diet prescription must be included*). Please note that the Director may ask for additional information from the student and/or their practitioner.
- If you wish to determine if you are eligible for special dietary accommodations for your disability, please submit your application/request in a timely manner.
- Obtain and complete the "Special Dietary Accommodation Form". This form can be obtained from Academic Support Services, Wehr Hall 211, or online at [www.snc.edu/academicsupport](http://www.snc.edu/academicsupport).
- Student's documentation and "Special Dietary Accommodation Form" should be returned to the Director of Academic Support Services.

Upon receipt of this information the following will happen:

- Director will review the completed "Special Dietary Accommodation Form" he/she will determine if additional information is needed to support requested accommodation(s). The Director may consult other professionals to determine appropriate accommodations.
- Once the Director has sufficient information and completed "Special Dietary Accommodations Form" he/she will review the material and disclose the appropriate information to Dining Services
- The Registered Dietician and the Director of Academic Support Services will work together to determine what accommodation(s) would be appropriate to meet the student's needs.
- The submission of the "Special Dietary Accommodation Form" and supporting documentation DOES NOT guarantee a specific request will be granted, but rather, will assist in evaluating accommodations.
- Student will need to meet with the Registered Dietician to complete the accommodation process.