



WAYNESBURG  
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## Dining Accommodation Policy and Procedure

### Disability Services Office

As a four-year residential University, Waynesburg acknowledges that shared dining is critical for creating a sense of community among its students. As such, residential students participate in a meal plan provided by Aladdin Campus Dining, and commuters may also select meal plan options. Aladdin provides options to meet a variety of schedules, dietary preferences, and common food allergies/sensitivities for all meals, and incoming students are encouraged to [review dining information](#) and/or consult with the [Dining Services Director](#). In many cases, existing options will meet student needs and formal accommodation will not be required.

Though existing dining options meet most student needs, Waynesburg University students may request accommodation when either required religious belief, practice, or observance **or** documented allergies and/or diagnoses limit their ability to participate in the meal plan. Students seeking accommodation for religious reasons should contact the [Dean of Students](#) to discuss [documentation and/or procedures](#) required to consider meal plan adjustment or exemption for religious reasons at least thirty days prior to the start of the semester for which adjustment is requested.

Students requesting accommodations for documented allergies and/or diagnoses may request dining accommodations through the Disability Services Office. The University expects specific modifications will be the result of an interactive process among the student, the Director of Dining Services, and the Disability Services Coordinator. Further, while Dining Services is committed to the dietary health of each student, ***it is the student's responsibility to inquire about ingredients in foods served***. Students may do this by consulting with dining services staff or by reviewing the ingredient kiosk in the dining hall.

Dining accommodations are evaluated on a case-by-case basis. Students interested in requesting dining accommodations should follow the procedure outlined below. While accommodation requests may be submitted at any time, students who anticipate a need for dining accommodations are strongly encouraged to submit requests at least thirty days prior to the start of the semester for which adjustment is requested.

#### I. Dining Accommodation Request Procedure

1. Complete the University's [Disability Accommodation Request Form](#).
2. Students should submit appropriate medical documentation from a licensed third-party provider who is qualified to treat the particular disability/diagnosis and who does not have a personal relationship with the student.

Waynesburg University has created a **Dining Accommodation Information Request Form** to solicit relevant information to inform reasonable accommodation decisions. While students are encouraged to use this form to minimize delays in processing accommodation requests,

practitioners may also provide typed, signed, dated documentation on letterhead that provides the following information:

- a. Diagnosis/disability;
- b. The date of diagnosis and/or most recent assessment, and a description of the diagnostic methodology used;
- c. Severity and likely duration of the impairment (if temporary);
- d. Functional limitations related to the diagnosis/disability;
- e. Current treatments, medications, devices, or services;
- f. *Recommended* accommodations or alternatives.

*Please note that, while provider recommendations are considered, the University reserves the right to approve or deny specific accommodation requests.*

Documentation should be current and up-to-date, typically three years old or less. If the student's disability varies significantly over time, Disability Services may request more recent documentation. Documentation may be uploaded with student's accommodation request forms or submitted to the following address via mail, fax, or email:

**Email:** [dso@waynesburg.edu](mailto:dso@waynesburg.edu) or [sarah.feldberg@waynesburg.edu](mailto:sarah.feldberg@waynesburg.edu)

**Mail:** C/O Sarah Feldberg, Disability Services Coordinator

**Waynesburg University**

**51 West College Street**

**Waynesburg, PA 15370**

**Fax -- 412-218-3705**

*Important: occasionally, Disability Services staff may require further information from a student's treating provider to evaluate a reasonable accommodation request during steps 2 and 3 of the dining accommodation procedure. When this is the case, the student will be notified and requested to either provide further documentation or to complete a release of information form to authorize the Disability Services Coordinator to consult the provider directly.*

3. The Disability Services Coordinator will consult with the Director of Dining Services about the student's request. Information regarding the dietary impacts of the student's medical needs will be shared with the Director of Dining Services on a need-to-know basis.
4. In most cases, the Disability Services Coordinator, Director of Dining Services, and the student will meet to discuss the student's needs as part of the interactive process. If formal dining accommodations are required, the Disability Services Coordinator will document approved accommodations, which will be shared with the student and the Director of Dining Services.
5. Students with dining accommodations will be asked to indicate desire to renew these accommodations on an annual basis.
6. Should concerns with the implementation of an approved dining accommodation arise, the student is expected to notify the Director of Dining Services and the Disability Services Coordinator for further evaluation. In some circumstances, the original accommodation may be modified or adjusted after review of pertinent information, including the student's utilization of dining services.

## II. Grievance/Appeal Procedure

If the student disagrees with a decision related to a dining accommodation request, they should follow Waynesburg University's Disability Services Appeal and Grievance Policy.



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## Dining Accommodation Information Request Form

*The health/mental health provider need not use this specific form, but all the information requested here is necessary to consider dining accommodation requests; the form is provided as a convenience.*

Student Name: \_\_\_\_\_

Provider Name: \_\_\_\_\_

Provider Credentials/License No.: \_\_\_\_\_

Provider Practice Name and Address (stamp is acceptable):

The student named above has requested a reasonable accommodation from Waynesburg University because of a disability. A disability is defined under the Americans with Disabilities Act as a “physical or mental impairment that substantially limits one or more major life activities.”

1. Please provide a diagnosis of the student’s current disability/diagnosis or temporary impairment:

2. Method of diagnosis: please be comprehensive and include any assessment criteria including the DSM-V, standardized assessments, etc. (for applicable diagnosis) or attach report.

3. How does the student's disability affect a major life activity?

4. Is this a temporary impairment?

☐ Yes      ☐ No

a. If temporary, the anticipated duration of the condition is: \_\_\_\_\_

5. Date of diagnosis: \_\_\_\_\_ Made by you? \_\_\_\_\_

a. If not, by whom? \_\_\_\_\_

6. Date of most recent evaluation: \_\_\_\_\_

7. Length of time under your care: \_\_\_\_\_ Currently under your care? \_\_\_\_\_

a. If no longer under your care, when did care end? \_\_\_\_\_

8. Please provide a detailed account of any specific/prescribed diet the student is required to follow, including foods, ingredients, and/or preparation methods the student can and cannot eat. Please attach additional sheets as needed.

9. Please describe in detail the type, severity and frequency of symptoms currently experienced by the student, and how they are likely to impact the dining experience. Please use additional pages if needed.

***[Note: for allergy-related requests, please skip this question and proceed to question 10.]***

## 10. Allergen-Specific Information

10.a. Please list all dietary allergens:

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10b. Please identify whether these allergens are triggered by:

- ☐ Airborne particles
- ☐ Skin contact
- ☐ Ingestion
- ☐ Cross-contact
- ☐ Other – please describe

10c. These food allergies can trigger the following symptoms:

- ☐ Anaphylaxis
- ☐ Angioedema
- ☐ Rash
- ☐ Gastrointestinal Symptoms
- ☐ Other – please explain

10d. If exposed to a dietary allergen, for how long is the student affected by this reaction? Please describe.

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11e. Waynesburg University's Dining Services provider, Elinor, provides several options to meet the needs of students with many common food allergies, including an **allergen-aware** station where items prepared without the 9 major allergens identified by the FDA (milk/dairy, eggs, fish, shellfish, tree nuts, peanuts, wheat, sesame, and soybeans) are served at breakfast, lunch, and dinner. However, current food preparation facilities cannot guarantee complete avoidance of cross-contamination.

Please identify recommendations for managing this student's allergy in the campus dining setting described above.

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10g. Please provide any additional comments here.

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11. Please describe and provide rationale for any dining accommodations that you recommend addressing the student's disability and how the accommodations may remove a specific barrier. Please

explain how the modification you recommend would address the functional limitations of the student's condition. Again, please use additional pages if needed.

My signature below verifies that I am or have been this student's treating health care provider and that the contents of this document are true and accurate.

Please sign and date:

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Signature

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Date

*\*Waynesburg University does not discriminate in employment or educational opportunities on the basis of sex, race, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity, veteran status, or any other protected category under federal, state or local law. Waynesburg University is committed to providing equal access and reasonable modifications for qualified students with disabilities in accordance with applicable law. \**