



"Creating an excellent
college experience"

Date Issued: December 2013	Policy Number: 321
Revised: April 2014	
Section: Administration	
Subject: Change of Residential Meal Plans Exemptions	

Change of Residential Meal Plan Exemptions:

Dining Services makes every effort to accommodate requests for changes / exemptions to meal plans if there are valid reasons for such. This policy addresses what valid reasons there are and the procedure for requesting changes or exemptions.

Policy and Procedure:

Changes:

Changes to Residential meal plans are made by contacting the Housing offices and requesting the change as long as the following conditions apply:

1. The minimum meal plan requirement is met.
2. If requesting a decrease, this is the first time that a decrease in meal plan has been requested this semester.

If these conditions do not apply, then there is a need to request an exemption.

Exemptions:

The person requesting an exemption to the meal plan requirement must provide the following documentation:

1. Change of Meal Plan / Exemption Application (see policy 321a)
2. Written essay that details why they are requesting an exemption.
3. Written documentation as applicable or required (see below), supporting their reason for application.
 - a. Medical Requests: (both are required)
 - i. Diagnosis: A letter on letterhead paper from a MD is required stating their medical diagnosis. In event of food allergies, the doctor must state specifically which food(s) the resident cannot consume and what the allergy reactions(s) are. Your doctor can fax the documentation directly to Dining Services, Attn: Executive Director at (435)797-1739.
 - ii. Diet: A diet you are to follow for your medical condition. This includes a sample menu for meals/snacks for 3 days, foods you are to avoid and foods you can eat.
 - b. Non-Medical Requests:

- i. Religious Documentation: A letter evaluating your particular situation from the religious leader, or student association advisor must accompany your application. Your religion and any dietary guidelines must be stated clearly in this letter.
 - ii. Employment Documentation: Supply documentation from your employer on letterhead paper stating your schedule (days and hours are to be included). Indicate if your employer provides free or discounted meals. Your employer must also provide their contact information as well as signing the letter.
 - iii. Other: Provide a personal statement that explains how the food in the dining operations does not meet your dietary needs and provide a 3 day sample menu of foods eaten regularly.
4. Requests without appropriate documentation will not be considered.
5. Applications are reviewed as necessary by the Exemption Committee.
 - a. Dining Services may need to have the documentation reviewed by medical professionals or dieticians.
 - b. Dining Service may require a personal meeting as appropriate.
6. The Applicant will be notified via e-mail within two business days after the committee meets.
7. If approved, The Executive Director will notify Housing by e-mail authorizing the exemption or change in meal plan.
8. If denied, and the request was based on a medical condition, the request will be reviewed by the Disability Resource Center, namely David Pruden.
9. Housing will prorate the resident's bill as appropriate and within Housing policies and procedures.