



The Office of Student Success  
Egan Hall, Room 105  
Phone: 740-284-5358 / Fax: 740-284-7095

## **Dietary Accommodation Requests**

Franciscan University of Steubenville (FUS) is committed to making reasonable modifications to its rules, policies, and practices as required by law to afford people with disabilities an equal opportunity to access its programs, services, and activities. The policy and procedures below apply to students requesting dietary accommodations for mandatory meal plans.

FUS requires that all resident students have a full meal plan. FUS and Parkhurst Dining are committed to offering a wide range of options for a healthy dining experience. For students who have special dietary and nutritional needs, a variety of options and customized menus are available to address your needs.

### **What Is Available:**

If you have allergies to any of the top 8 FDA recognized allergens; gluten, dairy, soy, peanuts, tree nuts, shellfish, fish, eggs, WE ARE EQUIPPED TO HELP. (No formal Dietary Accommodation is required)

Parkhurst Dining offers a variety of food options for special diets, including guests with food allergies. We provide accurate labeling of food products, prepared by a culinary team that is knowledgeable about food allergies and sensitivities. Our chefs prepare food in an Allergy Safe Zone with dedicated equipment to avoid possible cross-contamination.

In addition, a variety of meats, fish, poultry and vegetables are offered daily that can be specially prepared if needed. If you are unable to find something to eat, please see a manager or supervisor and they will be happy to help you.

*Please Note: While we make every effort to prepare all allergen free menu items as safe as possible, we are a facility that uses allergens in other areas.*

### **Suggestions for Managing Food Allergies:**

- ✓ Read the menus and ingredient information available to be better informed.
- ✓ When in doubt about ingredients in a particular food, direct your questions to a manager or chef.
- ✓ Avoid self-serve and deep-fried dining options.
- ✓ Educate yourself on how to avoid possible cross-contamination.
- ✓ Have proficient knowledge of/carry with you at all times medications to treat an allergic reaction.
- ✓ Remember, you may ask Dining Services employees to change their gloves or use a new utensil/fresh pan at made-to-order stations.

## **Procedures for Requesting Dietary Accommodations:**

**For students with medical conditions requiring very specific and extensive dietary accommodations where available options through Parkhurst Dining Services are not enough to meet your dietary needs, the following procedures should be followed:**

1. Have the Dietary Accommodation Request Form ***completed by your treating physician.***  
*Documentation must come from a licensed medical professional and a diet prescription must be included.*
2. Complete the Application for Disability Services through the myfranciscan portal.  
(Student Support Tab > Students with Disabilities > Application for Disability Services)  
This application allows the student an opportunity to self-report and describe his/her experiences related to the disability.
3. If needed, the information will be forwarded to Parkhurst Dining Services and the student will schedule a meeting with an appointed Parkhurst Dining representative to discuss his/her dietary needs and available options.
4. In consultation with Parkhurst staff, Accessibility Coordinator will determine if/what meal plan accommodations are appropriate to meet the student's needs. One of three decisions will be made:
  - a. Meal plan accommodation request is denied: Student's dietary needs can be accommodated (plenty of food options available);
  - b. Student's dietary needs can be accommodated with modification (reduced meal plan, specially prepared meals, pre-ordered meals, etc.);
  - c. Student's dietary needs cannot be accommodated and the student is therefore exempt from the meal plan requirement.
5. If approved for a dietary accommodation, within 10 working days the Accessibility Coordinator will provide a formal Dietary Accommodation Letter to the student and the FUS Student Life Office detailing the specific dietary accommodation plan.

Dietary accommodations are effective for one academic year. Re-application is necessary to continue accommodations. Please note that a student may be asked to consult with Dining Services at the end of each year to evaluate whether new services put in place might be able to meet the student's dietary needs.

It is the responsibility of the student to contact Parkhurst Dining Services and the Director of Student Academic Support Services if they feel their dietary accommodation needs are not being met.



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### ***DIETARY ACCOMMODATION REQUEST FORM***

The Office of Student Success provides accommodations to students diagnosed with a disability that substantially impacts one or more major life functions. To determine eligibility for services and appropriate accommodations, current and comprehensive documentation of the disability from a licensed professional who is credentialed to perform such evaluation is required. If you have any questions pertaining to documentation needs, feel free to contact **The Office of Student Success at (740) 284-5263 or Email [keasterday@franciscan.edu](mailto:keasterday@franciscan.edu).**

**STUDENT INFORMATION:**      *\*\*\* To be completed by the student \*\*\**

Full Legal Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

FUS ID#: \_\_\_\_\_ FUS Email: \_\_\_\_\_ @student.franciscan.edu

Address: \_\_\_\_\_  
\_\_\_\_\_

**MEDICAL INFORMATION:**      *\*\*\* To be completed by the diagnosing professional \*\*\**

1. What is the diagnosis? When was the student last treated and the expected duration of the disabling condition?
2. Describe the symptoms of the condition.
3. How does this condition interfere with the student's daily living and eating?

4. Is there any potential food and medication interaction? Is the student prescribed an EpiPen?

5. Please list any medically necessary dietary restrictions.

**6. A prescribed dietary plan must be attached.**

**PROVIDER INFORMATION:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

State of License: \_\_\_\_\_ License Number: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Once completed, please return this form back to the student** so that they may upload it with their  
Disability Services Application (found on the FUS website).  
If you have questions regarding this form, please call SASS at 740-284-5263.

**Office Use Only:**

Meal plan accommodation request is denied: Student's dietary needs can be accommodated (plenty of food options available).

Student's dietary needs can be accommodated with modification (reduced meal plan, specially prepared meals, pre-ordered meals, etc.)

Student's dietary needs cannot be accommodated and is therefore exempt from the meal plan requirement.

Description of dietary accommodation:

Date Granted: \_\_\_\_\_

Dietary Accommodation Letter sent to:

Student

Student Life