



## Special Dining Services Request General Information and Application

### General Information:

Muhlenberg College students with a documented medical condition that may significantly and directly impact the ability to fully utilize or access dining services may submit a **Special Dining Services Request**, along with supporting medical documentation, to the Office of Disability Services. Students making application are encouraged to review all components of the application and documentation process. The **Diagnostician Form** should be presented to the medical professional who will be providing written documentation of the condition.

Special Dining Services Request applications and documentation are individually considered by the Directors of the Office of Disability Services and Student Health Services. The medical conditions documented through this process must rise to the standards of a disability under the Americans with Disabilities Amendments Act (ADAAA) (revised 2008). Decisions about Special Dining Services accommodations are made based on the severity of the condition and the critical medical necessity of the request. The accommodations requested through this process must be an integral component of a treatment plan prescribed by a medical professional qualified to treat the particular condition.

For students who have been determined eligible through this process, a **Special Dining Services Accommodation Plan** will be individually developed in a collaborative process that includes the student, Director of Health Services, Representatives of Dining Services, the Director of the Office of Disability Services and other campus representatives, as appropriate.

It should be noted that documentation of a medical condition **does not** guarantee that a request will be approved. Further, situations such as diets for weight loss and personally elected dietary restrictions (vegetarian, gluten free, etc.) generally do not warrant special dining services accommodations through this process, as these are considered lifestyle choices and not conditions consistent with a determination of disability.

### Procedures:

- ▶ To initiate the process, students should submit the completed **Special Dining Services Request Form Application** to the Office of Disability Services.
- ▶ The treating medical professional must complete the **Diagnostician Form** and submit a report and statement of medical necessity to support the Special Dining Services Request. (Please note that students need to re-apply for accommodations through the Special Dining Services Request process **every** year that the request is being made)
- ▶ Students must schedule an in-person or phone interview with the Directors of the Office of Disability Services and Student Health Services to discuss the request.

### Deadlines for 2021-22 academic year:

- ▶ **Continuing Muhlenberg College students must submit the application for Special Dining Services Request, with the supporting documentation, by March 15, 2021 for the 2021-2022 academic year. Incoming, first year students must submit the Special Dining Services Requests, with the supporting documentation, no later than June 18, 2021 for the 2021-2022 academic year. Transfer students must submit Special Dining Requests, with the supporting**

**documentation, no later than August 2, 2021 for the 2021-2022 academic year; or December 1, 2021 for the spring semester 2022.**

▶ **Current semester off -deadline requests:** Students should submit the application with supporting medical documentation as soon as possible after the diagnosis and recommendations have been obtained from the medical professional with whom the student is working. **Late requests may delay the implementation of requests through Special Dining Process.**

**Please provide the following information.**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Class Year: \_\_\_\_\_

**If you are a current student:** Residence Hall \_\_\_\_\_ Current Meal Plan: \_\_\_\_\_

▶ Special Dining Services Request: \_\_\_\_\_

▶ Briefly describe how your medical condition warrants the accommodations requested (including medical diagnosis, date of onset, and symptoms)

▶ Do you feel your medical condition will impact your residential services needs and/or assignment? Yes No

**If the request is dietary in nature, please complete:**

▶ Did your health care professional recommend a specific diet due to your medical condition? Yes No

If yes, please list recommended diet and the reason for the recommendation. \_\_\_\_\_

▶ Tell us about your dietary history:

What specific foods do you eat due to your condition? \_\_\_\_\_

What specific foods do you **not** eat due to your condition and why? \_\_\_\_\_

Have you had any unintentional weight gain or loss in the past 6 months? If yes, please explain? \_\_\_\_\_

Are you responsible for any of your own food preparation? Please describe: \_\_\_\_\_

**I understand that I must complete the Special Dining Services Request Application and provide supporting documentation to the Office of Disability Services in order to be considered for this request. The completed application includes a Report of Evaluation and statement of medical necessity from the appropriate diagnostician to support my request.**

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

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

Questions or concerns may be directed to:  
Muhlenberg College Office of Disability Services  
2400 Chew Street Allentown, PA 18104  
(484) 664-3825