

Simmons College Meal Plan Accommodations for Dietary Restrictions: Policy and Procedure

Campus dining is a significant part of the Simmons College experience, and all residential students are required to purchase a campus meal plan. Dining Services offers a variety of options for meals, which are available for review at <http://www.campusdish.com/en-US/CSNE/SimmonsCollege/>. In addition, Simmons College provides accommodations for qualified students with food allergies or other health-related dietary restrictions. Dining Services works with students to help them meet their special dietary needs and will assist students with food allergies to make their own food choices. Some food allergies and intolerances may also be managed independently within the dining locations

Students who have health-related dietary restriction must register with Disability Services and submit appropriate medical documentation. The documentation of the dietary restriction should include specific recommendations from a licensed health care provider who has worked with the student to address the problem and who is not a family member. Students should send the relevant documentation to the Office of Disability Services by email to timothy.rogers@simmons.edu or by fax to 617-521-3079. After registering, students will receive a “Dining Services/Health Center Contact Form”. The form should be completed and returned to Disability Services. Disability Services will review the form, make a determination about the need for accommodations and consult with Dining Services regarding specific recommendations. If Disability Services recommends alternative food preparation or menu items at Dining Services, a staff member will recommend that the student meet with the Director of Dining Services. The form and any related documentation will be kept on file at Disability Services.

Students who would like further assistance with the clinical management of their dietary needs are encouraged to make an appointment with a primary care provider or the nutritionist at the Health Center. The Health Center (<http://www.simmons.edu/offices/health-center/>) is located on the residence campus. Students may call 617-521-1002 to make an appointment.

Procedure Checklist:

- Contact the Disability Services Office at 617-521-2474 to register and to schedule an appointment in person or by phone to discuss the process, arrange to sign a release and receive the Dining Services/Health Center Contact Form.
- Submit documentation from a licensed professional who has worked with the student to address the problem and who is not a family member.
- Once Disability Services has made a determination about the accommodation request, it may recommend that the student schedule an appointment with the Director of Dining Services or a provider at the Health Center. If so, the directors of Dining Services and/or the Health Center will complete a contact form which the student will return to Disability Services.
- Students with any questions or concerns about their accommodation plan should speak with a staff member at Disability Services.

**Simmons College Meal Plan Accommodation for Dietary Restrictions:
Dining Services/Health Center Contact Form**

Dining Services

I, _____, met with _____
on _____ to discuss his/her dietary needs. As a result of our conversation, we
have come to the following determination:

___ We have developed the following plan for her//his dietary needs at Simmons.

___ The student should follow up with the appropriate office to discuss reasonable meal plan
accommodations.

Signature _____

Health Center

I, _____, met with _____
on _____ to discuss his/her dietary needs. As a result of our conversation, we
have come to the following determination:

___ We have developed the following plan for her dietary needs at Simmons

___ The student should follow up with the appropriate office to discuss reasonable meal plan
accommodations.

Signature _____