

PROCEDURE FOR REQUESTING DISABILITY RELATED DINING ACCOMMODATIONS

Otterbein University considers campus living and dining an integral part of a student's development and is committed to providing successful residence and dining hall experiences for all students. The Director of Residence Life works with the Director of Dining Services to determine the most appropriate dining accommodations for students with documented disabilities on a case-by-case basis in consultation with the Office of Disability Services.

Please complete the following procedures to request dining accommodations:

1. Meet with Tracy Benner, Director of Residence Life, to review the accommodation request process and discuss your needs. If you follow a specialized diet, the specialized meal plan request will be discussed too.
2. Complete the appropriate meal plan request forms and submit to Tracy Benner, Director of Residence Life, as all students seeking to have a meal plan must follow general dining/housing requirements. Returning students must sign up for the appropriate type of dining by completing the required applications by the deadline on those applications.
3. If you follow a specialized diet, complete and submit the "Specialized Meal Plan Request for Medical Reasons Treating Practitioner's Disability Verification Form". Assure the "Treating Practitioner" section has been completed by your **qualified, current treating physician/diagnosing professional and have the professional fax the form back to Tracy directly.** Qualified professionals are licensed or otherwise properly credentialed and possess expertise in the disability for which modifications or accommodations are sought.
4. Meet with the Director of Dining Services to discuss the specialized meal plan options available and/or to walk through the dining services venues to determine accommodations in each area.

Remember:

- The "Treating Practitioner's Disability Verification Form" must be received by the Director of Residence Life by the deadline listed below.
- Late submissions may limit the availability of the requested accommodations or the timing of when accommodations can begin.
- Decisions may be delayed if further communication is required with the student after the initial meetings and/or medical professional.
- If your dietary needs change, you need to contact the Director of Dining Services to request changes be made to your specialized meal plan.
- If you have any questions or concerns, please feel free to contact Tracy Benner (contact info below).

Deadlines for Dining Accommodation Request Submissions

August 1st – Requests for fall semester (encouraged to be submitted by June 1).

December 1st – Requests for spring semester (encourage to be submitted by November 1).

[Note: Please submit requests early, even if you are not officially declared as an Otterbein student, to allow us to prepare your accommodation request.]

Return to: Tracy Benner, Director of Residence Life
1 South Grove Street, Student Affairs Office
Westerville, OH 43081

Email: TBenner@otterbein.edu
Phone: 614-823-1250
Fax: 614-823-3299