

## Meal Plan Exemption Request

Name:		ID:	
Email: :		Cell #:	
Current Building		Current Meal Plan	

Gonzaga University believes living and interacting with others outside of the classroom enhances the education of the whole person. On-campus dining offers a great opportunity to serve this purpose. On-campus dining fosters a more vibrant, tight-knit community. It provides opportunities for students to develop close and supportive relationships, meet new people, and interact with faculty and staff in a non-classroom setting. In addition, on-campus dining promotes healthy and informed dietary habits. Therefore, Gonzaga University requires student who are subject to the on-campus living residency requirement [1] to participate in a meal plan.

In recognition of the differing needs of the individual, the university offers several meal plans designed to meet the needs of a diverse population. The university offers a wide variety of dining venues, menus, hours of operation, and meal plans. Further, University Dining offers nutritional information and guidance, vegan and vegetarian selections, as well as, special assistance with medically prescribed diets.

***However, the university recognizes three circumstances when participating in a meal plan may not be advisable: 1) a severe financial burden which, without some relief, may result in the student having to withdraw from GU; 2) medically diagnosed condition with prescribed dietary restrictions which the meal plan options are unable to reasonably accommodate; 3) religion-based dietary restrictions which the meal plan options are unable to reasonably accommodate.***

Reason for Exemption Request (check only one)

- Severe financial burden** which, without some relief, may result in the student having to withdraw from GU.  
*Note: This form (Meal Plan Exemption Request Form) is submitted at step 2.*

Process:

1. Student meets with a Financial Aid Counselor, X6582, to review their financial needs. If the Financial Aid Counselor concurs that the student faces a severe financial hardship, the counselor will submit a letter in support of a meal plan exemption to the Office of Housing and Residence Life.
2. Student submits the Meal Plan Exemption Form (this form) to the Office of Housing and Residence Life, 704 E. Sharp (lower level), X4103.
3. If a letter of support is received from the Financial Aid Counselor, the Chair of the Meal Plan Exemption Committee will consider the request and render a decision in writing.

- Medical condition** with prescribed dietary restrictions which University Dining is unable to accommodate.  
*Note: This form (Meal Plan Exemption Request Form) is submitted at step 3.*

Process:

1. The student should consult with the University Health Center (UHC), X4066, with respect to his/her condition and dietary needs. The Health Center Staff may: 1) collect medical information and consult with the student's health care provider, 2) refer the student to the General Manager of University Dining Services (UDS), X5874, for the development of an action plan or 3) refer the student to Disability Resource, Education, and Access Management (DREAM), X4134, for consideration of a meal plan exemption as a disability accommodation—refer to step 3.
2. If the student is referred to the General Manager of UDS, the student must prepare a summary of dietary needs and schedule a meeting. The purpose of the meeting will be to develop and implement an action plan to address the dietary needs of the student. The General Manager may include the Registered Dietician and Executive Chef in the discussions. The student is required to actively participate in the implementation of the action plan. If, after a reasonable trial period, the student continues to display the symptoms of their underlying illness or condition, he/she should consult again with the UHC. The UHC may: 1) collect additional medical information and consult with the student's health care provider, 2) refer the student to the General Manager of UDS for modification of the action plan or 3) refer the student to DREAM for consideration of a meal plan exemption as a disability accommodation—refer to step 3.

3. If the student is referred to DREAM, the student will submit the Meal Plan Exemption Request Form (this form) to DREAM. A representative of DREAM will interview the student and obtain documentation to support a meal plan exemption as a disability accommodation.
4. The MPEC will consider the request for a meal plan exemption as a disability accommodation after the prior three steps (as applicable) are completed. The MPEC may consider all relevant information when rendering its decision. The MPEC may grant or deny the request for an exemption, modify the meal plan requirements, or refer the student back to the General Manager of UDS for additional consultation or modification of the action plan.

**Religion-based restrictions which the established meal plan options do not accommodate.**

*Note: This form (Meal Plan Exemption Request Form) is submitted at step 2.*

Process:

1. The student must prepare a summary of religious-based dietary needs and meet with the General Manager of University Dining Services (UDS), X5874. The purpose of the meeting is to develop an action plan to address the student’s religious-based dietary needs and to reasonably accommodate these needs. The General Manager may include the Registered Dietician and Executive Chef in the discussions.
2. If an action plan is developed by UDS, the student is required to actively participate in implementing the action plan. If, after a reasonable trial period, the student feels that the action plan does not meet his/her religious-based dietary needs, he/she may submit the Meal Plan Exemption Form (this form) to the Office of Housing and Residence Life, 704 E. Sharp (lower level), X4103. Along with the form, the student must prepare a letter that: 1) identifies his/her religious affiliation; 2) specifies the religious-based restrictions; and 3) explains how the action plan does not address the religious-based needs.
3. The MPEC Chair will consider the request for a meal plan exemption and may grant or deny the request for an exemption, modify the meal plan requirements, or refer the student back to the UDS General Manager for additional consultation or modification of the action plan. The University may request information on religion-based dietary guidelines from qualified sources if necessary.

Additional policies:

- The Meal Plan Exemption Committee (MPEC) is composed of representatives of Housing and Residence Life, Disability Resources, Education and Access Management (DREAM), and University Dining Services.
- Exemptions for other reasons, such as vegetarian diet, work or class schedule, access to a kitchen, or personal preferences are not considered by the MPEC.
- Typically, meal plan exemptions are granted for an academic year or the portion of an academic year that remains when the exemption is granted, although the committee may recommend other durations. Meal plan exemptions do not automatically “roll over” to the next academic year.
- The MPEC will consider the request when all applicable steps are completed—the requested documentation has been provided (in sufficient detail) and the meetings/interviews have occurred.
- Any required documentation must be from a recognized expert (M.D., D.O., Financial Aid Counselor).
- Meal plan exemption requests may be granted, denied, or the meal plan requirements may be modified.
- Appeals at the conclusion of the meal plan exemption process outlined above will be accepted in writing:

<u>Reason:</u>	<u>Appeal Officer:</u>
Severe Financial Burden	Director of Housing and Residence Life
Medical Condition	Director of DREAM, then formal grievance process
Religious Based Restrictions	Dean of Students

By signing below, you affirm and agree that: 1) all information provided by you is true and accurate; 2) any information provided in support of your request may be reviewed by members of the MPEC; 3) the MPEC may access additional information including but not limited to dining history, class schedule, and employment schedule.

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

[1] Students who are less than 21 years of age and have less than 4 terms of on-campus living experience at the beginning of the semester must reside on-campus and participate in a university meal plan.