



HOBART AND WILLIAM SMITH  
COLLEGES

## Meal Plan Accommodation Request:

Before submitting a request for meal plan accommodation, please take note of the following deadlines:

- For Spring Semester requests, the deadline is **November 15th**.
- For Fall Semester requests, the deadline is **February 15th**.
- For Incoming First-Year requests, the deadline is **June 15th**.

Requests that are received and approved after these specified dates will experience delays in their processing and implementation.

### To submit an official request, follow the steps below:

1. **Complete the necessary documents.** Review this document to ensure you complete all necessary forms. Requests received without completed forms will not be reviewed.
2. **Log in to Accommodate.** Access the Accommodate portal ([here](#)) using your Peoplesoft login credentials.
3. **Upload your supporting documents.** After logging in to Accommodate, you have two options from the homepage to submit your supporting documents:
  - Use "**Shortcuts**" on the right side of the homepage.
  - Or navigate to "**Documents**" under the Accommodation tab on the left side of the homepage.
  - Forms sent via fax or email will not be accepted.
4. **Submit an accommodation request.**
  - If you are new to Disability Services at Hobart and William Smith (HWS), submit your Accommodation Request Form [here](#).
  - Returning students who have previously received accommodations at HWS must complete a Supplemental Request in Accommodate.

Once completed, Disability Services will present your accommodation request(s) to the Non-Academic Accommodation Committee (NAAC) for review. The NAAC meets monthly and may take up to 30 days to review a completed request.

Contact the NAAC at [naac@hws.edu](mailto:naac@hws.edu) with any questions about your submitted request.



## Policy for Meal Plan Accommodations

### Scope & Purpose

Hobart and William Smith Colleges (HWS) is committed to the full participation of its students in all its programs, services, and facilities. With limited exceptions, all HWS students are required to be on a meal plan. However, HWS recognizes the importance of providing reasonable accommodations for students due to a student's disability related dietary needs. As such, HWS is committed to making reasonable modifications to its policies, practices, and procedures to permit students to fully enjoy the benefits of an HWS meal plan. This policy outlines the steps a student must take to request a meal plan accommodation(s).

### Food Service Options and Nutrition on Campus

HWS is committed to providing its students with healthy options, and providing nutritional information to help students make the best choices for everyone's needs. Sodexo, HWS's food services vendor, is committed to accommodating food allergies or other special dietary needs and is willing to meet one-on-one with any student to ensure that the student's dining experience is safe, delicious, and social. HWS provides the following readily accessible accommodations:

- 1) **My Zone.** My Zone is the HWS campus "pantry" where food items needed by students with Celiac disease or nut allergies are stored and prepared with precautions against cross-contact. This area is free of tree nuts, peanut and gluten-containing ingredients and products.
- 2) **Simple Servings.** Simple Servings is HWS's allergen-safe, dining option for students with food allergies or gluten intolerance. This station offers food free from peanuts, tree nuts, shellfish, wheat, soy, milk products, eggs, and gluten-containing ingredients. Simple Servings staff members are carefully trained to avoid cross-contact with food allergens.
- 3) **Gluten-Free Options.** The Simple Servings Station at Saga was designed to allow students with a gluten dietary restriction to dine comfortably in our Resident Dining Hall. This allows students to make safe choices while still having the freedom to dine in Saga. If you are unsure of the ingredients in an item available in Saga, a staff member can assist you.
- 4) **Mindful Offerings.** All Mindful offerings meet stringent nutritional criteria based on the Dietary Guidelines for Americans. Each Mindful item is limited in calories, has fewer than 30% of calories from fat, fewer than 10% of calories from saturated fat, and is restricted in sodium and cholesterol. HWS is also pleased to provide students with a wide selection of vegetarian and vegan meals.



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## **Meal Plan Accommodations**

If you do not believe your diet can be accommodated as outlined above, students may request a meal plan accommodation. HWS is willing to work with each student and can accommodate almost any individual student's need for a meal plan modification by working with the student and Sodexo. Thus, complete exemption from the mandatory meal plan is rare.

## **Confidential Handling of Disability Records**

All information submitted to HWS related to the diagnosis, documentation, or accommodation of a disability is considered confidential and will not become part of any student record. Individuals on the NAAC will have access to all disability-related records. Access to disability records may be granted to other authorized HWS officials in emergencies or unusual circumstances.

## **Determinations**

Requests for a Meal Plan Accommodation(s) are individually assessed based on documented need and in accordance with standards for reasonable accommodation. Disability Services collects these requests via Accommodate and presents them to the NAAC for official review. Students will receive email notifications from the NAAC about their request status.

## **Appealing Determinations**

A student may appeal the outcome of a NAAC decision to the NAAC Appeals Committee. An appeal must be submitted by the student, with updated documentation, within 14 calendar days of the date of the official notification of the decision. Appeals will be reviewed within 5 business days. Access the NAAC Appeals Form [here](#).

## **Discrimination Protection**

The Colleges have adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging discrimination based on disability, which is prohibited by Section 504 of the Rehabilitation Act of 1973. If a student feels that they have been subjected to discriminatory actions based on disability, they may file a grievance with the HWS 504 coordinator. More information regarding Section 504 can be found on page 37 in the Handbook of Community Standards. [community\\_standards.pdf \(hws.edu\)](#).



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## **PART I Student Form** (to be completed by student)

**Student Name:**

**Student ID:**

**Class Level:**

**Disability:** Identify the disability(ies) and how it/they limit your participation in a meal plan at HWS?

**Meal Plan Accommodation Request:** What meal plan accommodation are you requesting (i.e., reduction, exemption, other)?

**Barrier(s) :** What disability barrier(s) would this meal plan accommodation alleviate or reduce?



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## **Student Consent Form**

I certify that the statements made on this form are true and correct. I grant Hobart & William Smith Colleges (HWS) permission to review all documentation provided along with this form and to share the documentation with the Non-Academic Accommodation Committee (NAAC), staff members in Student Engagement, and other authorized HWS officials to assess whether I have a disability and/or my need for an accommodation. I further grant permission to any healthcare provider submitting documentation on my behalf in support of my request for a meal plan accommodation to speak with a representative of HWS about my request.

**Name:**

**Signature:**



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## **PART II Healthcare Provider Form** (to be completed by student's healthcare provider)

**Provider Name and Degree Type:**

**License/Number/State:**

**Email:**

**Phone:**

**Provider Signature:**

**Relationship:** How long have you known the student and on what date did you last examine the student in person?

**Disability:** What is the student's disability(ies)? How does it/they limit their participation in a meal plan at HWS?

**Recommendation:** What type of meal plan accommodation(s) do you recommend for the student?

**Barrier(s):** What disability barrier(s) would this accommodation alleviate or reduce?

**Alternatives:** Are there alternative accommodations that could address the student's disability need(s)?