PETITION FOR EXEMPTION FROM THE MEAL PLAN

All students who live in residence at Carleton College are required to take the board plan associated with the building in which they reside unless they choose to select a meal plan with more meals. All freshmen must take the traditional 20 meal plus dining dollars plan their first term at Carleton. This is grounded in both principle—that a major feature of living at a residential college is table sharing—and economic practicality: because we equip and staff a full dining program, we need students to participate in the program to pay for this service.

Exemptions from the board plan are rare. They are made solely on documented health conditions that require special diets that cannot be accommodated by Carleton Dining Services.

If you have not successfully achieved a dietetic accommodation with Dining Services, you may petition for a meal plan exemption using this form to do so. Documentation from a medical doctor or licensed professional with expertise in the area of diagnosis must accompany the form. Documentation must be in writing and can be sent in letter form or faxed in.

In order for your documentation to be as complete as possible, the following questions should be answered:

- What is the problem/diagnosis?
- What is the history? How long has this been going on?
- How long will it continue?
- How does the problem manifest itself?
- What aggravates the problem?
- What makes it better?

These commonly heard reasons ARE NOT grounds for exceptions:

- I don’t like the food.
- The meal schedule does not fit my personal schedule.
- I am a vegetarian or vegan.
- I can save money by being off board.
- I have more meals than I can use.
- I don’t eat all my meals.

Requests stating these reasons will be denied. However, we will assist you in making the board plan work when your situation involves one of the above stated reasons. We will also work with you to obtain a room change to a different board option location, if appropriate.

Procedure for petitioning for a meal plan exemption:

Step 1 Pick up this form and read it thoroughly.

Step 2 Fill out the form and obtain supporting documentation. Please have your physician complete the Medical Documentation form.

Step 3 Submit the form and all supporting documentation together to the Office of Disability Services two weeks prior to the first day of the term for which you are applying for an exemption. You may FAX the documentation to 952-479-5305.

Step 4 The Director will review the request and decide if more information is needed. The Director may consult with the Nurse Practitioner at the Wellness Center or with the Director of Dining Services. You may be contacted for more information regarding your request.

Step 5 The Director will schedule a time to meet with you. The meeting will also include the Executive Chef and/or the Dietician of Dining Services. Following the meeting, they will make a decision regarding your request and the Associate Director will email you their decision.
MEAL PLAN EXEMPTION REQUEST FORM

NAME: ________________________________ CLASS YR: ____ DATE: ______________

CURRENT HOUSING ASSIGNMENT: _______ PHONE #: ______ EMAIL: _____________

CURRENT MEAL PLAN:  ____ 20 Meal Plan  ____ Block 130 plan  ____ 12 Meal Plan  ____ 5 Meal Plan

REQUEST: ________________________________________________________________

________________________________________________________________________

REASON:  ____ Medical  ____ Kosher  ____ Dietary  ____ Other ____________________

PLEASE EXPLAIN: (be as specific as possible)

PLEASE ATTACH ANY SUPPORTING DOCUMENTATION (SUCH AS LETTERS FROM PHYSICIANS) AND SUBMIT TO: THE OFFICE OF DISABILITY SERVICES.
CARLETON COLLEGE
ONE NORTH COLLEGE ST.
NORTHFIELD, MN 55057
507-222-5250 PHONE
952-479-5305 FAX