

## Meal Plan Release Petition

A Meal Plan Petition is not required for the following reasons:

- The student is accepted in a UHCL approved study abroad program with verification.
- The student is academically dismissed with verification from the Dean of Students office or the student's graduate program.
- The student is required to withdraw due to medical reasons. Verification must be received from the Dean of Students office.
- The student is called to serve the country.

Meal Plan Petitions are considered by the Meal Plan Release Committee for a well documented extraordinary circumstances. While completing the petition, student will need to have documents available to submit based on specific reasons for petitioning:

- Medical: Medical Release Form and healthcare Provider Assessment Form.
- Religious: Document demonstrating proof of practice.
- Other verification of circumstance.
- Send the Meal Plan Release Petition information (see section below) to [foodservicefeedback@uhcl.edu](mailto:foodservicefeedback@uhcl.edu).
- For special diets, dining services has a staff dietitian available for private consultation, nutrition questions and meal planning. Email or set up an appointment [foodservicefeedback@uhcl.edu](mailto:foodservicefeedback@uhcl.edu)

(Students who are submitting a meal program petition due to special dietary needs are required to submit documentation to verify eligibility. UHCL Dining Services will make every attempt to reasonably accommodate campus diners. Documentation must indicate a substantially limited ability to eat in the on-campus dining facility. Diagnosis, limitations, and severity, along with other specific information, should be documented according to the guidelines below.

Students with special dietary needs must meet with the Campus Dietitian as part of the meal program petition process. In the case of missing appointments with the dietitian, students are required to reschedule before the final ruling is made. Failure to meet with the Campus Dietitian will result in an automatic petition denial.

### Petition Process

- Students may request one change to their Declining Balance Meal Program by the Official Reporting Day (12th class day). Any additional change after the Official Reporting Day (12th class day) must be requested by submitting a Meal Program Petition.
- All petitions will be reviewed by a committee comprised of University of Houston-Clear Lake staff members and UHS Dining Services staff members.
- Students will be notified of the decision within 15 business days after submitting their petition.
- Approved meal program petitions may be effective for the full academic year as determined by the appeals committee. Petitions for subsequent years must be submitted annually.

### Petition Guidelines

- Students submitting a meal program petition due to special dietary needs must meet with the UHCL Dining Services Registered Dietitian after submitting applicable medical documentation. During the private counseling with the Campus Dietitian, foods routinely consumed and avoided as well as symptoms associated with the stated condition will be discussed. The UHCL Dining Services Registered Dietitian has

a responsibility to maintain confidentiality of the evaluation. The dietitian, UHS Dining Services Executive Chef, and UHCL Dining Services management team will meet with the student to determine the extent to which the student can be accommodated in the dining facility.

- An Auxiliary Services representative will contact the student via email to coordinate a meeting with the UHCL Dining Services Dietitian. If the student does not respond to the meeting request within 5 business days or fails to attend a scheduled meeting without notifying Auxiliary Services, the meal program petition will be denied.
- Medical Documentation (if applicable)

Medical professionals conducting assessments, rendering diagnoses, and making recommendations for appropriate accommodations for students must be qualified to do so.

- Examples of qualified medical professionals include board certified allergists, medical doctors, physician assistants, and/or nurse practitioners. Please note that documentation acceptance is at the discretion of the dietitian and documents from other health professionals may not be accepted.
- Medical or clinical diagnosis that requires a special dietary need must be identified by a licensed professional in the appropriate area of specialization.
- Clearly define the impact of the condition on the student's dietary needs.
- Severity factors of the dietary need must be stated.
- Meal program petitions must be directly related to the individual's substantial limitation.
- All documents should be on official letterhead, typed, dated, signed and otherwise legible.
- Documentation that is incomplete, does not specifically follow the guidelines above, or not specific may result in the denial of the student's request.

#### d. Meal Plan Release Petition Required Information

- Send following information to [foodservicefeedback@uhcl.edu](mailto:foodservicefeedback@uhcl.edu)
  - Full Name,
  - UHCL ID number,
  - Phone number,
  - Email address,
  - Reason for petition request

#### e. Report to Auxiliary Services

- After all of the proper documentation has been received, the Campus Dietitian with UHCL Dining Services will provide final recommendations to Auxiliary Services.

For more information regarding Mandatory Hunter Hall Residential Students and Voluntary Commuter Meal Programs, contact Dining Services @ [foodservicefeedback@uhcl.edu](mailto:foodservicefeedback@uhcl.edu)

*These Terms and Conditions are subject to change without notice.*

*Created: August 2019*