



Policy for Meal Accommodations:

This protocol describes the process for the University's accommodation of a medically restrictive diet. The process for initiating these accommodations is the responsibility of the student and is an interactive collaboration between the student and Dining Services. Students are encouraged to begin this process before arriving on campus for the semester or as soon as a new diagnosis is made during the school year.

Students seeking dietary accommodations are required to register with the [Disabilities Services Office](#) and provide the appropriate [documentation](#) to receive meal accommodations.

The Assistant Dean for Students with Disabilities will refer any students seeking meal plan or dining facility accommodations to the Administrative Dietitian. The Administrative Dietitian serves as the point of contact in Dining Services for students seeking accommodations or who have questions or concerns regarding nutrition or dietary needs. To make an appointment with the Administrative Dietitian, Kate Sweeney, email her at: sweenekz@bc.edu. The manager-on-duty in any dining hall can assist the student in arranging appropriate meals pending an appointment with the Administrative Dietitian.

Responsibility of Dining Services:

- Actively engage with students in a collaborative process to establish a plan for safely meeting a student's needs for a medically restrictive diet in the form of reasonable accommodations. Steps to begin this collaborative process are initiated by the student registering with the Disability Services Office as outlined in this protocol.
- Introduce any student actively engaged in this process to key culinary staff who will assist the student in the day-to-day management of the medically restricted diet. These students will be apprised of Dining Services' staff culinary process for handling special dietary requests, communications strategies, arrangements for special meal orders, and procurement of special dietary products as available. Designate specific staff to answer customer questions regarding medically restricted diets or food ingredients. At Boston College, the manager of the dining hall or the Administrative Dietitian may answer these questions. Servers and other culinary staff are directed to refer any dietary questions to the manager-on-duty.

- Provide appropriate signage as mandated by the State of Massachusetts that advises customers to self-identify their food allergies at the point-of-service to the server. The server will refer questions to the manager-on-duty per this protocol.
- Train appropriate staff in allergy awareness as mandated by the State of Massachusetts.

Responsibility of the Student:

- Initiate the request for accommodations for a medically restricted diet by registering with the Disabilities Services Office and then scheduling and attending an appointment with the Administrative Dietitian as outlined in this protocol under the heading ‘Arranging accommodations for a medically restricted diet.’
- Provide appropriate documentation regarding medically restricted diets when requested.
- Be knowledgeable and proficient in the management of their medical nutrition needs. The Administrative Dietitian is available to provide nutrition education to students who have newly diagnosed conditions with prescribed dietary treatment. Proficiency includes the following, with additional specifics presented for those with food allergies:
 - Avoidance of foods to which the student is allergic, intolerant, or are otherwise unsafe for the condition.
 - Recognition of symptoms of dietary nonadherence or, in the case of a food allergy, an allergic reaction.
 - Knowledge of how and when to tell someone that the student may be having an allergy-related problem, including how to access emergency services.
 - Knowledge of proper use of medications to treat a food allergy, if appropriate.
 - Carrying epinephrine in the form of an EpiPen if prescribed for treatment of an allergic reaction.
 - Considering providing education to the student's Resident Assistant, roommates, and friends about a food allergy, including how to seek help for an allergic reaction and any information on medications used to treat an allergic reaction.
 - Read the menus and ingredient information that is made available.
 - When in the dining hall, direct specific questions about ingredients or dietary needs to the manager only.
 - Avoid areas/foods known to be high risk for cross-contact if food allergies or gluten intolerance has been diagnosed. Examples including self-serve and made-to-order menu items, fried food, and items prepared in the campus bakery. Packaged bakery items are available and students may use their judgment in deciding whether to consume these items after reviewing the label.
 - Maintain communication with the Administrative Dietitian or dining hall manager to keep Dining Services apprised of the student’s needs so that modifications or adjustments can be made as needed.

Reviewed 2019