

University of Montevallo

Documentation Guidelines: Dietary Requests

The University has developed reasonable documentation guidelines as allowed by Section 504/ADA/ADAA. It is hoped that the guidelines will assist current and prospective students, and their medical or treatment professionals, in gathering information that will be used by DSS in the process of determining appropriate accommodations. The guidelines are designed to provide flexibility to the DSS office in reviewing each student's request on a case-by-case basis, while also ensuring consistent and effective services.

Approval for accommodations at the University does not assure the sufficiency of the documentation for transfer to another institution, or for the standards of various professional/graduate school testing agencies. Documentation will be reviewed on a case-by-case basis. If the documentation provided is deemed insufficient, additional documentation may be requested. The University has no responsibility for the cost of obtaining such documentation. If documentation is acceptable, but the University wishes to obtain another opinion, the University reserves the right to request such at its expense. Final determination of appropriate and reasonable accommodations rests with the University.

Documentation should come from an appropriate professional. The type and recency of documentation is reviewed on a case-by-case basis. Information is also gathered through the DSS Application and the intake interview with the student. DSS reserves the right to request updated documentation as appropriate, based on factors such as the age of the student (currently and at the time of the evaluation/diagnosis), and/or the type of accommodations being requested.

To determine eligibility for services, the University requests the following information about the disability and how it impacts major life activities:

- Describe the disability, medical condition, allergy, or dietary concerns.
- Severity of the disability, medical condition, allergy, or dietary concern.
- If it is allergy related describe risks related to cross contamination.
- Provide a recommendation for the meal plan accommodation, indicating those that be preferable versus items that are medical necessary.

Due to the high incidence of requests based on asthma or allergies, the following information is also required:

- Describe severity of condition, and any specific triggers (such as heat or exercise-induced asthma, results of allergy testing as relate to foods, or other substances, etc.).
- Indicate if any of the following conditions have occurred: prior intubation for asthma, past hospital admission for asthma, history of asthma exacerbation requiring emergency care, anaphylactic allergic reactions.