

## Dining Services Accommodation Documentation Guidelines

ADA Dining Services are provided to ensure equal access to and equal opportunities in regard to the University's programs and services. Students with documented disabilities can apply for these accommodations at Stetson University.

The Accessibility Services Center (ASC) approves these accommodations based on **need, not availability**. If an accommodation is approved but not currently available in the Dining Commons, the Dining Services Office will work collaboratively with the student and the Accessibility Services Center to determine alternatives.

Dining Services Documentation must include **ALL** the following in order for the process to move forward:

- Be in the form of a letter or report from a physician, psychologist, psychiatrist or other medical provider who is qualified to make the diagnosis and is currently treating you for the disability for which you are requesting a dining services accommodation.
- The documentation must state how long you have been under the provider's care.
- The documentation must be on official letterhead.
- The documentation must include the treating provider's signature and license number.
- **All documentation requires the following:** definition of the disability/diagnosis/condition, the functional limitation(s) it causes, and the severity of the limitations in comparison to someone without the impairment.
- Explain how the condition relates to your request for dining accommodations. **There must be a direct link established between the condition and your requested dining services accommodation.**
- Clearly state a specific dining services recommendation because of the condition.
- Include possible alternatives if the requested accommodation is not available.

**Documentation must be uploaded by the student to the Accommodation portal with their application for accommodations.**