

Policy Statement

Students who live on-campus at Terra State Community College (TSCC) are required to have a campus meal plan.

This policy establishes the guidelines and procedures for students requesting an exemption from the campus meal plan program.

Policy Details

The Meal Plan Exemption Policy covers meal plans for all students required to purchase a meal plan, typically students living in campus housing.

The College, in unique circumstances, may exempt a student from the required meal plan for documented medical conditions or religious dietary observance. The meal plan exemption will only be granted when the Terra State Community College food services vendor cannot meet the needs of a student. Before requesting an exemption, students are required to meet with the Executive Chef to inquire about all the dining options available before requesting an exemption. Please call 419-559-2323 to schedule an appointment.

Students who practice a recognized religion or who have a documented medical condition, of which requiring a specific diet that cannot be accommodated by Terra State Community College food vendor, may be exempt from the meal plan requirement. An approved meal plan exemption shall last for an academic year; students must re-request the meal plan exemption each academic year with current documentation.

Students requesting a meal plan exemption must provide supporting documentation on the appropriate exemption request form by contacting the Dean of Student Success at 419-559-2416. It is the responsibility of the student to obtain all required approvals or necessary documentation. All required documentation must be submitted to the Dean of Student Success, Building B, Room 105 within two weeks of the request. Incomplete applications will NOT be considered and will be returned to the student.

The Dean of Student Success will notify the student of the decision regarding their exemption request. This will be done via letter to the student's TSCC email account. The decision will be sent within seven business days of receiving all required documentation.

The following important details apply to the Meal Plan Exemption policy.

- Exemptions for the following reasons will not be considered: financial, vegan/vegetarian, work/class/practice schedules, access to a kitchen, or personal preferences.
- A written statement from a licensed health care provider does not guarantee that the student will receive a meal plan exemption.
- Students will be notified of the decision of your exemption request via your Terra State Community College e-mail account within ten days of submission to the Dean of Student of Success or his/her designee.
- Requests received after the deadline (the first day of the semester) will not be considered until the following semester unless a medical condition or a disability arises.
- Students must pay for their meal plan until the exemption request is approved.

- Students are responsible for meeting all payment deadlines. If the student's request is approved, the account will be credited on a pro-rata basis determined by the date the exemption is approved.
- Students are responsible for all prior debts associated with the meal plan.
- Students should keep a copy of the documentation submitted for their files.
- Appeals of the meal plan exemption decision can be made to the Senior Vice President of Innovation and Strategic Planning within two weeks of receiving the exemption decision and should include a written letter summarizing of the basis for their appeal. Appeals should be submitted in Building B, Room 105.
- It is a violation of the Student Code of Conduct to furnish false information to Terra State Community College. A student who provides incorrect or misleading information to the College will be required to make restitution and may face student conduct sanctions as appropriate.

Procedures

Students seeking an exemption shall complete the appropriate form and submit to the Dean of Student Success who will schedule the student meeting with the Executive Chef. Students will meet with the Executive Chef to determine if the College can meet their specific needs. If it is determined that the College cannot meet their needs, or the suggestions made in the consultation are not working, students will proceed to meet with the Dean of Student Success about pursuing an exemption request.

Exemption forms can be picked up from the Dean of Student Success, at which time the process will be covered and the appropriate form given to the student. There are two types of Exemption Forms:

- Requests based on a medical condition: Physicians Form (pdf)
- Requests based on religious observance: Religious/Spiritual Leader Form (pdf)

The student will need to complete the exemption forms and submit these to the Dean of Student Success. The Dean of Student Success will review the exemption request and supporting documentation. The Dean of Student Success will notify the student in writing to their Terra email of the outcome of the exemption request within 7 business days of receiving the exemption request and all supporting documentation.

If the student is not satisfied with the decision delivered after review by the Dean of Student Success, the student may submit an appeal to the Senior Vice President of Innovation and Strategic Planning with 7 business days of receiving the decision from the Dean of Student Success. Appeals may be submitted to the Academic Service Center, Building B, Room 105.

The Senior Vice President of Innovation and Strategic Planning will notify the student in writing to their Terra email within 7 business days of the appeal decision.

Resources

- 1. Physicians Form (pdf)**
- 2. Religious/Spiritual Leader Form (pdf)**
- 3. Tree Tops Café / Executive Chef**
419-559-2323
- 4. Dean of Student Success**
Building B, Room 105
419-559-2416
tshaal01@terra.edu

Documentation

Definitions

Term **Definition**

Approval History

<i>Date</i>	Policy/Procedure or Entire Document	Notes (Types of Actions)	**Approved by
05/21/2020	Policy Issued	Policy Issued	Kristen Lindsey and Todd Long
11/16/2023	Updated Template	Updated to new template	Tim Shaal, Dean of Student Success

**Full name of CASA Committee Chair, signatory, or designee

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