



## OFFICIAL POLICY

**Subject/Title:** Meal Plans- Residential Meal Plan Requirement, Modifications, and Accommodations

**Policy Number:** FPU-3.0101P

\_New \_Revised \_Technical Revision Only \_Emergency Policy

**Date First Adopted:** December 14, 2015

**Date Revised:** August 29, 2022, May 22, 2024

**Responsible Division or Department:** Auxiliary Enterprises and Student Affairs

**Initiating Authority:** Dr. Allen Bottorff, VP & CFO

**A. APPLICABILITY/ACCOUNTABILITY:** This policy applies to all students who are required to or otherwise elect to purchase a University meal plan.

### B. POLICY STATEMENT:

- 1. Availability of Meal Plans.** The University is committed to ensuring the academic and personal success of its students. Having a dining facility and meal plans at Florida Poly enhances the quality of campus life and helps to increase student involvement on campus. Any University student may purchase a meal plan by choosing a Meal Plan on the student information system and agreeing to the terms and conditions and pay options.
- 2. Residential Meal Plan Requirement.** All students with on-campus housing contracts are required to purchase a Residential Meal Plan during each fall and/or spring semester in which the student resides on campus. Students can change their meal plan until 5:00 pm on the last day of Drop/Add. After this deadline, the meal plan on file is set for the remainder of the semester. Students living in a residence hall need to select a meal plan each semester. If a plan is not selected, the student will be placed in the default meal plan for the semester. The meal plan requirements and default meal plan are available here: <https://floridapoly.edu/housing-and-dining/dining/meal-plans.php>.
- 3. Meal Plan Modification.** The University, in unique circumstances and in accordance with this policy, may approve a modification to the meal plan. A meal plan modification may include a change of the student's selected meal plan after the deadline, a reduced meal plan, meal plan cancellation, exemption from the residential meal plan requirement, or other reasonable modification as determined by the University.
- 4. Meal Plan Reasonable Accommodations Due to a Disability.** The University, through the ODS, facilitates reasonable accommodations for students with disabilities. A reasonable accommodation is a change or exception to a rule or policy that is necessary to provide a student with equal access to University dining. Students with a disability may request a meal plan accommodation due to their disability. To do so, students must register with Office of Disability Services ("ODS") and follow the process outlined in FPU-2.0041AP, Student Requests for Disability Services. The University's ODS, Student Affairs, and Auxiliary Enterprises work with Dining Services to provide reasonable accommodations in campus dining facilities.



## C. PROCEDURES:

### 1. General Requirements and Timeliness.

- a. Requests must be submitted before or within the semester in question.
- b. Submission of a meal plan modification or accommodation request does not guarantee that the request will be approved.
- c. A student may continue to use their meal plan after submitting a request.
- d. If a student's request is denied, the student is obligated to pay for the meal plan in full, and the student is not entitled to receive a credit or refund for any portion of the meal plan that was not used.
- e. If a student's request is approved, modifications and accommodations are not retroactive. Meal plan charges can be prorated from the date the student submitted their request or the last day the meal plan was used, whichever is later. All charges up to that date are valid.

### 2. Meal Plan Modification Request (Non-Disability).

- a. Student Self-Identification. Students requesting a meal plan modification due to extenuating circumstances, religious dietary observance, or other non-disability related reasons should submit the "Meal Plan Modification Request" form found on the Auxiliary Enterprises website. Requests will be reviewed by a committee comprised of representatives from Dining Services, ODS, Auxiliary Enterprises, and other University staff as relevant.
- b. The student may be asked to submit additional documentation, meet with select University staff as relevant, or answer additional questions from the committee.
- c. The committee's decision of the outcome of the request will be provided via email from Auxiliary Enterprises to the student's Florida Poly email address.
- d. The committee may approve the modification request, suggest an alternative solution as a modification, or deny a request.

### 3. Meal Plan Accommodation Request for Students with Disabilities.

Students with a disability may request a meal plan accommodation due to their disability. It is the student's responsibility to self-identify as a student with a disability and register with ODS. To register with ODS, a student must follow the process outline in University policy FPU-3.0041AP Student Requests for Disability Services.

### 4. Renewals.

A student must renew their approved meal plan modification or accommodation every time the student enters into an agreement for on-campus housing. The renewal process must be completed prior to 5:00pm on the last day of Add/Drop as listed on the Academic Calendar. If the renewal process is completed after the published deadline, meal plan charges can be prorated from the date the student submitted their renewal request or the last day the meal plan was used, whichever is later. The student is responsible for all charges up to that date.

- a. Meal Plan Modification Requests. It is the responsibility of the student to complete the Meal Plan Modification form and submit it to Auxiliary Enterprises.

- b. Meal Plan Accommodation Request for Students with Disabilities. It is the responsibility of the student to contact ODS to complete the renewal accommodations process.

**D. APPEAL:**

- 1. Meal Plan Modification Requests.** A student wanting to appeal a denial of a requested meal plan modification must follow the appeal process in University policy FPU-3.0031P: Student Complaint Policy and University Appeals Committee.
- 2. Meal Plan Accommodation Request for Students with Disabilities.** A student wanting to appeal a denial of eligibility or requested accommodation must follow the appeal process in University policy FPU-3.0041AP Student Request for Disability Services.

POLICY APPROVAL Policy No.: <u>  FPU-3.0101P  </u>	
<hr/> <i>Initiating Authority</i>	<hr/> <i>Signature Date</i>
<hr/> <i>Policies Committee Chair</i>	<hr/> <i>Signature Date</i>
<hr/> <i>President</i>	<hr/> <i>Signature Date</i>
<b>FPU-BOT Approval:</b> <input type="checkbox"/> <b>Required</b> <input checked="" type="checkbox"/> <b>Not Required</b>	
<hr/> <i>Date Approved (if required)</i>	
EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE OFFICE OF THE GENERAL COUNSEL	