



RESIDENTIAL AND HOSPITALITY SERVICES
CULINARY SERVICES

We strive to nourish, inspire and enrich our Spartan community!

Procedure: Dietary Accommodations - External

Purpose: To outline for Michigan State University (MSU) students the procedures for accommodating those with documented food allergies or medically documented dietary restrictions or needs.

Policy: All on-campus students at MSU are required to have a meal plan, with the exception of those living in Van Hoosen Hall, Williams Hall, Owen Hall, 1855 Place Apartments, or University Village Apartments. Culinary Services (CS) will work with those students who have documented food allergies or medically documented dietary restrictions or needs to assist them in finding safe meals.

Student Responsibilities:

1. Contact the CS Registered Dietitians at dietitians@rhs.msu.edu to disclose your dietary restriction(s) and to discuss menu options, available accommodations and how to find dining options on campus that fulfill needs based on your dietary restriction(s).
2. Carry any needed medication and emergency contact information at all times in case of a reaction. Culinary Services does not stock epinephrine or other medications.
3. Review the menus and ingredient information [online in MSUtrition](#), as well as the allergen information at the points of service to help guide your selections.
4. Contact the CS Registered Dietitians or the Executive Chefs and/or Manager of the dining location if there are questions or concerns throughout the school year and when you are dining with us. Please be sure to ask for an Executive Chef or Manager so you interact with a leader of our culinary team.
5. If special dietary accommodations outside of the daily menus is needed:
 - a. Visit [MSU's Resource Center for Persons with Disabilities \(RCPD\) website](#) to acquire the desired form(s) for documenting a disability. Once the appropriate form(s) are completed by your qualified treating medical professional, submit them to the RCPD. The qualified medical professional must be a Doctor of Osteopathy (DO) or Doctor of Medicine (MD); applications from a naturopathic doctor or chiropractor will not be accepted.
 - b. Upon approval, a collaborated and agreed upon plan will be developed between you and the CS team. If you don't fulfill your end of the agreement (e.g., don't show up when expected for your meal, don't communicate your menu needs in time), the plan will be cancelled after three occurrences. You will need to contact CS Dietitians, Executive Chef, and Manager(s) to set up a meeting to reconvene and redevelop a plan for it to begin again.
6. MSU makes every effort to thoroughly train staff and label food allergens in their dining venues; however, ingredients and nutritional content may change from time to time without their knowledge due to manufacturing changes, recipe substitutions and other outlying factors. Be aware food items are prepared in a shared kitchen and do pose a risk for cross-contact.

Procedures are effective on the date of revision. All effective procedures are in the procedures share drive folder. In all matters and at all times, team members are expected to act in an ethical, practical and fiscally responsible manner.



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7. You are ultimately responsible for the foods and beverages consumed and it's your responsibility to make the final judgment as to whether something is safe for you.
8. If you experience an allergic reaction, communicate this with the CS Registered Dietitians, Executive Chef and/or Manager.

Additional Information:

1. Summer Camps and Conferences
 - a. Please contact the CS Registered Dietitian to help you navigate the dining halls and eat on campus.
2. Training
 - a. CS Executive Chefs, Sous Chefs, managers, full-time staff, and student supervisors go through AllerTrain, a national allergy and celiac disease training program.
3. Labeling and Allergen Information
 - a. There are menu signs in all the dining halls at their points of service that show what is being served, as well as the top eight allergens and additional allergens, traits and restrictions present in that meal item.
 - b. The allergen, ingredient and nutritional information are available online using MSUtrition.
4. Special Dietary Extras
 - a. Allergen-conscious alternatives are available across campus.
 - b. Common substitutions are available upon request (e.g., gluten free pasta).
 - c. Individually packaged condiments and dressings are available in each hall to prevent cross contact.
 - d. Thrive at Owen is a dining hall sesame conscious and certified free from the top eight allergens as well as gluten.
 - e. Holmes Dining Hall, Holden Dining Hall, and MSU Bakers are nut-conscious locations to assist those with peanut and tree nut allergies.
 - f. The CS Registered Dietitians, the Chefs, and the procurement team work closely together to purchase ingredients and adjust recipes to have menu items that cross over and account for various dietary restrictions.
 - g. Students may ask any CS staff member to change their gloves when plating the meals.
 - h. Students should take caution with deep fried items. MSU does not change their fryer oil after every menu item or every meal so there could be the risk of cross contact. Use personal discretion when choosing deep fried foods.
 - i. Unless disclosed from the manufacturer, MSU does not consider soybean or nut oils to have allergens due to how they are filtered and processed.

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