

Students with Special Dietary Needs

1. Student is informed, through various media, to contact Health Services to discuss request for special dietary needs.
2. Health Services completes an evaluation to determine the student's food allergy and/or medical condition.
 - a. Health Services informs Dining Services that the student has a legitimate dietary requirement that Dining Services needs to accommodate and will forward the form to Stacey Ponton, Dining Services.
 - b. Health Services determines that the student's dietary needs can be handled by Dining Services and forwards completed form to the Director of Dining Services and Executive Chef for review.
3. Dining Services will coordinate a call/meeting with the student to discuss dietary requirements and accept/reject request. Additional documentation from the student's primary care physician or allergist may be requested.

Reject:

- Dining Services will forward rejected request to the Associate Vice President of Campus Services indicating that DS is able to accommodate the dietary request, copying Health Services and Housing Services. Student remains on meal plan and no action required.
- If student is not satisfied with this decision and still requests to be released from the mandatory meal plan, they would take their appeal to the Associate Vice President of Campus Services.

Accept:

- Dining Services will send accepted request back to the AVPCS informing them that Dining Services is not able to accommodate the dietary request, copying Health Services and Housing Services. Dining Services contacts student and Housing Services releases them from meal plan, copying Health Services and the AVPCS.
- Dining Services removes the person from the Odyssey system and Housing Services issues prorated credit.