



Office of Disability Services (ODS)

Documentation Requirements for Housing Accommodation Request

Special Requests Based on Dietary Needs

1. You must register with Disability Services if you have special dietary needs and a Meal Plan Accommodation Request form must be completed.
2. You will need to provide a report from treating, qualified physician, which the documentation must be from a licensed physician qualified to make the diagnosis.
3. Information received must be on official letterhead that includes the licensed professional's name, title, certification/license, mailing address, telephone number and the professional's manual signature. Prescription pad reports are not acceptable.
4.
 - The diagnosis and resulting complications/symptoms
 - The accommodations requested and the reason the proposed accommodations are necessary.
 - The complications that could arise if the accommodations aren't provided.
5. The Food Service Manager will be presented with the information regarding any special dietary needs to determine whether or not they can provide for the dietary accommodation. Reduced meal plans, as a rule, will not be approved unless Food Services are unable to provide the necessary modifications. The student will need to meet with Food Services personnel to discuss special dietary needs.

The Office of Disability Services will carefully consider each request when reviewing documentation and recommendations.