

REQUEST FOR SPECIAL DIET

Special diets may be ordered for any boarding student at William Jessup University when deemed medically necessary. The procedure for arranging a special diet involves having a licensed physician (M.D. only) complete this form. The special diet order is then reviewed by the Dean of Students and the Director of Food Services. If the food service is unable to provide the special diet, William Jessup University will exempt the student from the board plan.

I. Completed by Student

Name _____ Gender _____
Date of Birth _____ ID# _____
Campus Address/Phone _____
Home Address/Phone _____
E-mail Address _____

II. Completed by Licensed Physician (MD only). Use additional paper if needed.

Presenting diagnosis requiring special diet: _____

Duration and history of problem: _____

Required dietary restrictions (list specific foods): _____

Necessary special additions to diet (list specific foods): _____

Additional Comments: _____

Best time to reach me to discuss this student's condition: _____
Physicians Address: _____
Physicians Phone: _____ Physicians E-mail Address: _____
Physicians Signature: _____ Date _____
Physician Name: (please print) _____ License Number _____

III. Completed by Food Service Director

I have reviewed the special diet request and consulted with a registered dietitian on how to fulfill the special request. I will take the following action:

_____ Contact the student to discuss the arrangements that have been made to accommodate his/her special diet.

_____ Contact the Dean of Students to recommend that this student be exempt from the Board Plan.

Food Service Director Signature _____ Date _____

IV. Completed by Dean of Students

Action taken:

_____ Business Office contacted if necessary

Dean of Students Signature _____ Date _____