



Policy # 54003.5

MEAL EXEMPTION OPERATING PROCEDURES

Effective Date: January 15, 2018

Revised Date: May 6, 2022

Responsible Office: Business Services

Division(s): Finance & Operations

I. PURPOSE/OBJECTIVE

Grambling State University believes living and interacting with peers outside of the classroom enhances the education of the whole person. On-campus dining offers a great opportunity to serve this purpose. In addition, on-campus dining promotes healthy and informed dietary habits. Therefore, the purpose of this policy is to encourage Grambling State University students who are living in on-campus residence halls to participate in the on-campus dining program.

II. STATEMENT OF PROCEDURES

Application process for exemption of meal plan

- A. All meal exemption requests must be made before the 14th class day for the fall and spring terms and 7th class day for summer terms. No meal exemption request will be reviewed after that date.
- B. All meal exemption requests must be initiated in the Office of Business Services
There are three sections to the application process for a meal exemption.
 1. **Fill out the REQUEST FOR MEAL PLAN EXEMPTION FORM (attached)**
 2. Include a written statement which details why an exemption is required.
 3. Also, include written documentation supporting the reason for the request (e.g., documentation from a physician, clinical sheet, clergyman, etc.).
- C. Students should bring their completed Request for Meal Plan Exemption Form and supporting documentation to the Office of Business Services to be submitted to the Vice President for Finance for review.
- D. The Vice President for Finance (or his/her designee) will review all requests, verify supporting documentation and determine the future meal plan status.
 1. If the Vice President for Finance (or his/her designee) **does not** approve the request, the student will be required to keep the assigned meal plan for the specified semester.
 2. If the Vice President for Finance (or his/her designee) **does** approve the request, the student will be required to obtain a signature from the Sodexo Magic Dining Services Director.

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3. The Dining Services Director's signature is an acknowledgment of the approved meal exemption.
 4. Any disputes from the Director of Food Services regarding the approval of a meal exemption should be forwarded to the Office of Business Services and should not be discussed with the requestor (student).
- E. All requests will be reviewed, approved, or disapproved within 3-5 business days and the student will be notified of any missing documentation via email.

III. REVISION/REVISED HISTORY

Revision Date - January 18, 2018