



46.002: Meal Plan Waiver Policy¹

Responsible Executive: Vice President for Finance and Business
Responsible Office: Auxiliary Services
Related Policy:
Approved-On Date: October 23, 2006
Effective Date:
Revision Date:

Policy Statement

All students living in the Residence Halls are required to have a meal plan. Requests for exemption from meal plans may be made only for religious practices and medically prescribed diets which cannot be provided by Norfolk State University's food service vendor. Class, sports, and employment schedules, finances or vegetarian/vegan/organic diets are not viable reasons for exemption from the meal plan. Those residents who obtain a Meal Plan waiver may be required to reside in or relocate to a residence hall designated for cooking. A charge for the Meal Plan will result until a waiver is obtained.

Purpose

Meal Plan Waivers

The University considers requests for meal plan waivers utilizing the criteria outlined below. Waivers are not granted for financial reasons or for reasons of non-essential food preferences, likes or dislikes. All requests are considered on an individual basis. Meal plan waivers are granted on a semester-by-semester basis unless otherwise noted.

A student may have medical or dietary requirements, or cultural or religious beliefs and practices that cannot be accommodated by Dining Services. In such cases, the Director of Auxiliary Services in conjunction with the Director of Dining Services will determine whether or not the specific requirements can be accommodated in the dining halls.

Students requesting a meal plan waiver for any of the above reasons should submit their request for a waiver in writing to the Office of Auxiliary Services. Requests based upon a medical or dietary requirement should be accompanied by written confirmation from a physician and a detailed diet prepared by the physician or a dietician. It is expected that students will take the responsibility for making the correct choices of foods that their medical diet might require. The Director of Auxiliary Services will review these materials and determine whether these

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requirements can be accommodated. Requests for a meal plan waiver based upon religious or cultural beliefs and practices should be submitted in writing and be accompanied by confirming documentation from parents or family members and from a religious or cultural leader familiar with the student's beliefs and practices who can confirm the authenticity of the request.

Procedures

Process for Consideration of Requests for Meal Plan Waivers

All requests for meal plan waivers will be submitted to the Director of Auxiliary Services for consideration. Requests will be reviewed by the Director of Auxiliary Services, who will take action on routine requests.

- Complete a Request for Waiver form before the first day of classes. This form must be **notarized** by a State of Virginia Notary Public (this is to verify the signatures on the indicated form).
- Attach required documentation.

A Meal Plan Waiver Review Committee has been established and is convened by the Director of Auxiliary Services. Committee membership is as follows:

- the Associate Vice President for Finance;
- one representative appointed by the VP for Student Affairs;
- one member of the faculty; and
- one student, appointed by SGA from those students who express interest

Students who wish to appeal the Director of Auxiliary Services' waiver decisions may request a review of those decisions by the Meal Plan Waiver Review Committee.

The Director of Auxiliary Services may also request that the Meal Plan Waiver Review Committee convene to consider requests for waivers in cases where a full Committee review of the request is appropriate and/or desirable. Decisions of the Committee are final.

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