



Northampton Community College

Process and Procedures for Meal plan accommodation request under the Americans with Disabilities Act of 1990 and the Amendment Act of 2008.

In accordance with the Northampton Community College Housing and Residence Life Handbook:

“All students in the Residence Hall are required to purchase a meal plan for Residence Hall students. First semester residents assigned to the apartments must purchase at minimum a meal plan from the apartment meal plans.”

NCC recognizes dining on campus is an integral part of college life and aims to provide this opportunity for all resident students. In that sense, NCC Dining Services offers dairy-free, gluten-free, nut-free, vegan and vegetarian options on the daily menu in the dining hall. Students can also view real-time menu offerings and their ingredients on [NCC Dining Services website](#) and [Bite by Sodexo app](#).

1. Any current or incoming resident student is encouraged to contact the Director of Dining Services (or designated Dining Services representative on duty) to discuss dietary needs and the capacities within NCC dining hall. Dining Services' contact is 610-861-4131.
2. If, after meeting with a NCC Dining Service representative, a student feels their dietary requirements cannot be accomplished with the standard menu options in the dining hall, they may choose to request accommodations under the Americans with Disabilities Act through the Office of Disability Services.
3. The student must contact the Office of Disability Service to begin the accommodation eligibility process. The student will need to participate in a Pre-service Intake Meeting, which may be scheduled for either Main or Monroe campus or via phone, online meeting format for non-local students. NCC's [Verification of Food-Related Disability Form](#) must also be submitted. This form must be completed by the appropriate health care provider to verify a documented food-related disorder and relate the current functional limitations of the condition in regards to the requested accommodation. For more information on Disability Services and the accommodation process, see [Disability Services](#). Disability Services' contact is 610-861-5342 or disabilityservices@northampton.edu.
4. Once the Pre-Service Intake Meeting and the completed NCC's Verification of Food-Related Disability Form is fully submitted to the Office of Disability Services, the request will be reviewed in a timely manner. The student will be notified of any eligibility decision via their NCC issued Spartan email.
5. NCC Dining Services/Residence Life will also be notified of any approved food-related/meal plan accommodations, and will work with the student on specified dietary needs. The student should meet with the Dining Hall manager as soon as possible; the manager will review location of non cross-contaminated food/utensils for the student's particular dietary needs.