

Disability Services use only

Request Approved by Disability Services       Additional Documentation Requested

Not Supported by Documentation/No Documentation Submitted

Notes \_\_\_\_\_

\_\_\_\_\_  
Director of Disability Services

\_\_\_\_\_  
Date

## Appendix F: Emotional Support Animal Policy and Guidelines

### I. Purpose of the Policy and Guidelines

This document explains Ursinus College's policy toward animals utilized for disability purposes. It is the purpose of these guidelines to articulate the conditions under which such animals are permitted access to College grounds and facilities.

### II. Definitions

#### a. Service Animal

A Service Animal is any dog or, in limited circumstances, miniature horse, that is individually trained to do work or perform tasks for the benefit of and to accommodate the functional needs of an individual with a disability<sup>1</sup>. The work or task performed by a Service Animal must be directly related to the individual's disability.

#### b. Assistance Animal/ Emotional Support Animal

An Emotional Support Animal also known as an Assistance Animal is not a pet. It is an animal that works, provides assistance, or performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person's disability<sup>2</sup>.

Guide	Service Animals	Emotional Support Animal/ Assistance Animals
Federal Mandate:	ADA	FHA
Emotional Support Coverage:	Excludes Emotional Support	Includes Emotional Support

<sup>1</sup> Americans with Disabilities Act (2010). Office of Civil Rights, Department of Justice  
[http://www.ada.gov/service\\_animals\\_2010.htm](http://www.ada.gov/service_animals_2010.htm)

<sup>2</sup>Service Animals and Assistance Animals for People with Disabilities in Housing and HUD-Funding Programs (2013). Office of Fair Housing and Equal Opportunity, U.S. Department of Housing and Urban Development.  
[http://portal.hud.gov/hudportal/documents/huddoc?id=servanimals\\_ntcfheo2013-01.pdf](http://portal.hud.gov/hudportal/documents/huddoc?id=servanimals_ntcfheo2013-01.pdf)

Where can you take the animal:	All-Campus	Housing Only
Reason for Animal:	Access	Reasonable Accommodation
Is Approval Necessary:	No approval required/ Prior registration required for students living in College housing.	Approval Needed
Type of Animal:	Dogs or in limited circumstances miniature horse.	All Animals within reason.

**c. Pet:**

A domesticated animal kept in the home for pleasure and companionship, rather than for the purpose of assisting persons with disabilities. A pet is not considered a Service Animal or an Emotional Support Animal (Assistance Animal), and, therefore is not covered by these requirements and related policies. Residents are not permitted to keep pets, except fish on college property or in college housing.

**d. Disability:**

The term "disability" means, with respect to an individual, a physical or mental impairment that substantially limits one or more major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment. (42 U.S.C.A. § 12102)

**e. Handler**

A person with a disability that a service animal assists or a personal care attendant who handles the animal for a person with a disability<sup>3</sup>

**f. Student Partner**

As is referenced in this policy, refers to the individual who benefits from the Emotional Support Animals use or Service Animal’s training.

**III. Policy**

**A. Emotional Support Animal in Residence Hall**

In accordance with Section 504 of the Rehabilitation Act of 1973, the Fair Housing Act (FHAct), and state and local law, individuals with disabilities may be permitted to have their emotional support animal (assistance animal) in the residence halls of Ursinus College. Emotional support animals are not permitted in any other buildings on campus or college property, nor are they allowed in other controlled spaces on campus.

**Animal Licensing:**

All animals must meet license requirements for the state of Pennsylvania and the Borough of Collegeville and wear the designated licensing tags.

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<sup>3</sup> Americans with Disabilities Act (2010). Office of Civil Rights, Department of Justice [http://www.ada.gov/service\\_animals\\_2010.htm](http://www.ada.gov/service_animals_2010.htm)

#### **IV. Approval and Registration Process**

Ursinus College will consider request for Emotional support animals on a case-by-case basis. Students making requests for ESA's should direct their requests to the Director of Disability Services no later than 30 days prior to the start of the semester.

Students must complete all application components listed below in order for the Director of Disability Services to review the students request:

1. Complete & Submit Emotional Support Animal Disability & Accommodation Verification Form
2. Complete and Submit ESA Student Application to Director of Disability Services
3. Meet with the Director of Disability Services to discuss request.

Please note, the emotional support animal cannot be brought to campus until the approval process is completed.

In order for a student with a disability to qualify for such an accommodation, professional documentation of a mental health condition that rises to the level of a disability must be submitted.

Documentation must establish the therapeutic need of the animal that is directly connected to the individual's disability, and must establish that the ESA is necessary to afford the individual with a disability an equal opportunity to use a dwelling or to participate in College housing.

The student will also be expected to provide documentation that the animal is in compliance with all Pennsylvania and Borough of Colleagueville requirements associated with licensing, vaccinations, and other health regulations.

An Emotional Support Animal may reside in a Residence Hall or College housing with its student partner only after the student partner has submitted required forms and has received written approval from the Director of Disability Services, provided that its behavior and care does not create unreasonable disruptions for residents, employees, and other College community members. Disruptions, including noise levels, will be addressed by Residence Life staff in the same manner as with all students. An ESA is not permitted in other areas of the College (e.g. dining facilities, libraries, academic buildings, athletic buildings and facilities, classroom, labs, individual center, etc.).

A new Emotional Support Animal Request must be completed for each new academic year.

Should the request for an emotional support animal be approved, the Student-Partner will be provided an accommodation letter that confirms their right to maintain the animal in the owner's housing assignment. This information will also be shared prior to moving the animal into the housing assignment. If necessary, Residence Life will notify other residents within the housing assignment (as well as Facility Services and Campus Safety staff, as needed) that the animal will be residing in a shared assigned living space.

Ursinus College may consider the following factors, among others, to assist in housing assignments, and as evidence to determine whether the presence of the emotional support animal is necessary to accommodate the disability of the student partner.

1. The size of the animal is too large for available assigned housing space;
2. The animal's presence fundamentally alters another individual's living environment;
4. The animal is not housebroken or is unable to live with others in a reasonable manner;
5. The animal's vaccinations are not up-to-date;
6. The animal poses or has posed a direct threat to the student partner or other individuals, including but not limited to, aggressive behavior, which may or may not include personal injuries, toward the student partner or others.
7. The animal causes or has caused damage to college housing property beyond what is normally considered reasonable wear and tear.

#### **V. Allergies, Asthma, and Other Medical Conditions**

Allergic reactions to animals are common. Persons who have asthma, allergies, or other medical conditions effected by the presence of animals must provide verifiable medical documentation to support their claim. The needs of both individuals will be considered in resolving the issues. If an allergy/animal conflict within the residence hall cannot be resolved agreeably, then Residence Life and the Director of Disability Services will collaborate to determine a solution.

#### **VI. Responsibilities of the Owner/Handler of Emotional Support Animal**

Ursinus College and employees of the college are not responsible for the care or supervision of Emotional Support Animal. This includes, but is not limited to, providing food for the animal as well as cleaning up the animal's feces.

##### **Animal Behavior:**

1. The emotional support animal must be contained within the privately assigned individual living accommodations (e.g. room, suite, or apartment if living alone) except to the extent the student partner or handler is taking the animal out for natural relief. When an ESA is outside the private living accommodations, it must be in an animal carrier or controlled by a leash or harness. Emotional support animals are not allowed in any College facilities other than the residence hall or apartment (e.g. rooms, suites, apartments, etc.) to which the student partner is assigned.

##### **Animal Health and Well-Being:**

1. All animals must have all veterinarian-recommended vaccinations necessary to maintain the animal's health and prevent contagious diseases. Student partners are expected to submit documentation of vaccinations before August 1 for the fall semester and December 1 for the spring semester. All animals should be spayed and neutered. The College reserves the right to request updated verification at any time during the animal's residency. Documentation shall be maintained by the Director of Disability Services.

2. If taken outside the residence, animal must wear identification tags with the student's name, a campus address, and a current rabies tag.

3. Emotional support animals are only allowed in a student's residence hall after a request has been submitted and approvals granted. ESA's are not allowed to be outside of the residence hall or apartment environment except for exercise or relief. Unlike a Service Animal, emotional support animals are not allowed in other campus facilities.

4. Animals that are ill should not be taken into public areas. A student partner with an ill animal may be asked to leave College facilities or remove the animal from campus. Upon reasonable suspicion that the animal is ill, Residence Life may require temporary and exclusive examination by a veterinarian.

### **Animal Cleanliness**

1. Student partners are responsible for properly containing and disposing of the animal's solid waste (e.g. feces).

a. Indoor animal waste, and/or used litter, must be disposed of in an outside trash dumpster. The litter must be changed weekly with pet waste separated from the litter twice each week or more frequently to avoid odors. Litter boxes must be placed on mats to minimize contamination of carpeted surfaces.

b. Outdoor animal solid waste must be immediately retrieved by the Handler, placed in a plastic bag and securely tied before being disposed of in an outside trash dumpster.

c. In the event that the student partner is not physically able to clean up after the animal, it is then the responsibility of the student partner to make arrangements for someone capable of cleaning up after the animal. The person cleaning up after the animal should abide by the following guidelines:

I. Always carry equipment sufficient to clean up the animal's feces when the animal is on campus.

II. Properly dispose of waste and/or litter in appropriate containers, (e.g., an outside trash dumpster).

2. Student partners are responsible for providing appropriate cleaning supplies, all basic necessities for the Animal, including food, water, medicines, and all other supplies necessary to ensure its health and safety within the confines of their bedroom/apartment if living alone. Student partners should contact Ursinus College Facilities to approve all cleaning and sanitation supplies.

3. An animal's food should be kept in a closed container within the student partner's bedroom, or apartment if living alone.

4. If the animal vomits, urinates, leaves solid waste, and/or becomes incontinent, it is the responsibility of the student partner to clean and sanitize the contaminated area immediately. If the contamination occurs indoors, clean-up must include disinfectant of the area and carpet or floor treatment to minimize damage to the facility. All matter must be disposed of in an outside trash dumpster.

5. Regular cleaning to avoid significant odors and/or to manage shedding is expected. Handlers may use showers/tubs within the college residential community if they live in a space with a private bath to bathe or clean their emotional support/service animal, otherwise an off-campus service must be used.

6. Student partners are responsible for taking effective precautions to avoid flea and tick infestations. If the animal is found to have fleas or ticks, the student partner will be responsible for eliminating the fur coat infestation and laundering all pet bedding. Residence Life may monitor and inspect for possible infestations. If fleas, ticks or other pests are detected on the animal and/or within the residence it will be treated using approved methods by a college-approved pest control service. The student partner will be billed, as are all students, for the expense of any required pest management due to the animal's presence.

#### **a. Unattended Animals**

Emotional Support Animals should not be left unattended in the residence halls for more than four (4) hours. If students will be leaving campus for the weekend or for breaks, they are required to take their animal with them. (Boarding animals in an off-campus facility is also an option.) Other students should not serve as proxies to attend/care for the animal.

#### **b. Removal of Emotional Support Animals**

A person with a disability will be asked to remove their emotional support animal from the college for the following reasons:

- the animal is out of control and the handler does not take effective action to control it
- the animal exhibits unruly, disruptive, or aggressive behavior
- the animal is not housebroken or the handler is not able to maintain a hygienic living environment
- the animal possesses a direct threat to the health or safety of others
- the animal would cause a fundamental alteration of campus facilities, programs, or activity
- if a handler/partner is unable to care for the animal, including in instances of temporary illness or hospitalization

Residence Life retains the right to relocate the owner and approved animal as necessary. Should the animal be removed from the premises for any reason, the owner is expected to fulfill his/her housing obligations for the remainder of the housing contract.

Any violation of the above rules or incidence of other violations may result in immediate removal of the animal from the College and, if appropriate Student Affairs for disciplinary action. If an emotional support animal is banned from campus, the individual with a disability will have the right to engage in a deliberative process to determine if effective participation can occur with other appropriate accommodations.

Owners of animals that are impounded are responsible for the payment of any impound and/or any fees required to secure the release of their animals.

### **V. Emergency Response**

Should an emergency situation occur which requires evacuation or other action from the student partner, and an emergency response team be called, the team will attempt to keep the animal and the Student Partner together. However, the team's primary efforts will be toward ensuring the safety of the Student Partner and all other student, which may necessitate leaving the animal behind in certain emergency evacuations situations.

In the event that the student partner needs to be transported by emergency personnel (i.e. emergency medical services or police) every effort will be made to keep the animal with the student partner. When it is not possible to keep the animal with the student partner, the college may contact the emergency contact on file and/or Montgomery County SCPA for temporary boarding until the student partner is able to return to campus or retrieve the animal. The student partner will be responsible for any related boarding costs.

## Emotional Support Animal Forms

All forms must be completed and submitted to the Director of Disability Services a minimum of 30 days prior to move-in day for the semester that the assistance or service animal will arrive on campus.

1. Emotional Support Animal Disability & Accommodation Verification Form
2. Veterinarian Verification Form
3. Emotional Support Animal Registration Form

## Emotional Support Animal Disability & Accommodation Verification Form

Student's Name: \_\_\_\_\_

### Instructions for Treating Professional

This evaluation must be filled out by a qualified treating mental health professional. Your name, signature, title, and credentials must be provided at the end of this form. The student has been informed and agrees that the Emotional Support Animal Request process requires the Treating Professional to document the medical necessity of the accommodation. This request for documentation is in compliance with the Fair Housing Act. It is understood that the treating professional practices in the specialty specific to the mental health condition presented, and is not in a dual relationship with the student.

**Please forward this completed form and any other supporting documentation to:**

Director of Disability Services  
Ursinus College  
601 E. Main Street  
Collegeville, PA 19063  
Email:disabilityservices@ursinus.edu  
Phone: 484-762-4329/ Fax: 610-409-3731

Please complete the following questions:

1. Federal laws define a person with a disability as, "any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such an impairment."

Does the student listed above have a mental health impairment that substantially limits one or more major life activity including, but not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working?

Yes  No

2. Are you prescribing an Emotional Support Animal to ameliorate the effects of a diagnosed disability? If yes, what assistance, or support does the Animal provide?

Yes  No

- 3) Please provide the following information regarding the student's diagnosed condition that rises to the level of a disability.

- a. What is the student’s current mental health diagnosis/diagnoses?
  
- b. What are the substantial limitations of the diagnosed condition that impact residential living?
  
- c. How long have you been treating the student for this mental health condition?

**Please note:** Section 1001 of Title 18 of the United States Code makes it a criminal offense to willfully falsify a material fact or make a false statement in any matter within the jurisdiction of a federal agency.

**Evaluator Information**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ License or Certification Number: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Medical Professional

Date

**Questions should be directed to:**

**Director of Disability Services**

**Institute for Student Success**

**Ursinus College**

**Phone: 484-762-4329**

**Email: [disabilityservices@ursinus.edu](mailto:disabilityservices@ursinus.edu)**

## Veterinarian Verification Form

**Please complete the following information:**

### **Veterinarian's Information**

Name and/or Clinic Name: \_\_\_\_\_

Address: \_\_\_\_\_

City State Zip: \_\_\_\_\_

Phone Number & Fax: \_\_\_\_\_

### **Animal's Information**

Owner's Name: \_\_\_\_\_

Animal's Name: \_\_\_\_\_

Animal Type and Breed: \_\_\_\_\_

Sex \_\_\_\_\_ Spayed/Neutered \_\_\_\_\_

### **Vaccinations: (Please check all that apply)**

Dog:

\_\_\_\_ DHLPP + C (Distemper, Hepatitis, Leptospirosis, Parvovirus, Parainfluenza, Corona)

\_\_\_\_ Bordetella

\_\_\_\_ Rabies

Cat:

\_\_\_\_ Rabies

\_\_\_\_ FVRCP (Feline Viral Rhinotracheitis, Calicivirus, Panleukopenia)

Other: \_\_\_\_\_

\_\_\_\_\_

- ❖ I verify the above mentioned animal has all current vaccinations as required by the Borough of Collegeville and the State of Pennsylvania
- ❖ I verify that all the above vaccinations are and will remain current through one year or as instructed by veterinarian.
- ❖ I verify that the above mentioned animal has been given a stool sample test for internal parasites and that the stool sample was found to be negative for parasites known or suspected of infecting humans, including roundworms, whipworms, hookworms, tapeworms, and *Giardia* sp; or that the animal has been appropriately treated for these parasites. I further verify that the above mentioned animal has been treated and/or examined and found to be free of flea infestation.
- ❖ I verify that the above animal is in general good health.

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**Veterinarian Signature**

**Date**

**Question should be directed to:**  
**Director of Disability Services**  
**Institute for Student Success**  
**Ursinus College**  
**Phone: 484-762-4329**  
**Email: [disabilityservices@ursinus.edu](mailto:disabilityservices@ursinus.edu)**

## Emotional Support Animal Registration Form

<b>Student's Name:</b>	
<b>Student's Permanent Address:</b>	
<b>Student's Cell Phone #:</b>	<b>Student Home Phone #:</b>
<b>Student's Campus Address:</b>	
<b>Ursinus Student ID Number:</b>	
<b>ESA Disability &amp; Accommodation Verification Form completed ?</b>	_____ Yes      Date _____
<b>Animal's Name:</b>	
<b>Is the Animal required because of a disability?</b>	<b>Circle One:</b> Yes    No
<b>Type of Animal and Breed:</b>	
<b>Description of the Animal:</b> <b>(photo must be attached)</b>	

<b>Is the Emotional Support Animal current on veterinary recommended vaccinations?</b>	<b>Circle One:</b> Yes No If yes, attach Veterinarian Verification Form If no, explain:
<b>Has the ESA or Service Animal ever bitten or shown aggression toward people?</b>	

Complete this form and submit it to the Director of Disability Services a minimum of 30 days prior to move-in day for the semester in which the ESA will arrive to campus. The student partner is required to complete an updated form should any information about the Assistance or Service Animal change.

<b><u>Emergency Caregiver for ESA or Service Animal</u></b>	
<b>Name:</b>	
<b>Address:</b>	
<b>Cell Phone Number:</b>	<b>Home Phone Number:</b>
<b>Relationship to Student:</b>	

By my signature below, I verify that I have read, understand and will abide by the student partner responsibilities, and other requirements contained in the Ursinus College Emotional Support Animal Policy.

I furthermore give permission to Residence Life to disclose to others impacted by the presence of my Animal (e.g. Residence Life staff, Campus Safety, Facility Service Staff, and potential and/or actual roommate(s)/neighbor(s)) that I will be living with an animal as an accommodation. I understand that this information will be shared with the intent of preparing for the presence of the Service or Assistance Animal and/or resolving any potential issues associated with the presence of the animal.

I further recognize that the presence of the ESA or Service Animal may be noticed by others visiting or residing in College Housing and agree that staff may acknowledge the presence of the animal, and explain that under certain circumstances the ESA or Service Animal are permitted for persons with disabilities.

\_\_\_\_\_

Student Signature

Date

**Question should be directed to:**

**Director of Disability Services**

**Institute for Student Success**

**Ursinus College**

**Phone: 484-762-4329**

**Email: [disabilityservices@ursinus.edu](mailto:disabilityservices@ursinus.edu)**