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COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

## ESA Checklist

Below is a checklist to assist you with your request for an ESA to reside with you on campus. The following items must be collected and available to UDS before a meeting date will be set:

### Documents/Information needed:

- Signed Acknowledgement of University Disability Services Campus Animal Procedure
- ESA Disability Verification Form or Documentation of a disability
- Animal Documentation and Certification of Veterinary Care
- Spayed/neutered certificate (or note from veterinarian)
- ESA photo



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## COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

### University Disability Services Campus Animal Procedure

**There are distinct differences between pets, service animals, therapy animals and emotional support animals.**

Commonwealth University at **Lock Haven permits pets** to reside on campus in Smith Hall. **Mansfield and Bloomsburg do not allow pets** to reside on campus. Some animals, however, are permitted on all three locations. The animals permitted to reside on campus are: (a) Service Animals, (b) Service-Animals-in-Training and, (c) Emotional Support Animals. Some therapy animals may be allowed on-campus for other purposes deemed appropriate (in advance and not on a permanent basis) by campus officials.

Commonwealth University is committed to provided students with access to its programs and services. Service Animals and Service-Animals-in-Training are examples of this commitment, they are also addressed in this Procedure. This procedure also deals with a third type of **access** issue: **Emotional Support Animals** (hereafter, “**ESA**”). An ESA is a reasonable accommodation provided to qualified students with a disability who live in a university residence. An ESA will be permitted to live in a student’s personal residence space if there is compliance with this procedure.

### **Definitions**

**Emotional Support Animals:** ESAs are animals that provide emotional support which alleviates one or more identified symptoms or effects of an individual’s disability. An ESA must be recommended by a qualified professional for a student to be permitted to have the ESA stay in the student’s University residence. An ESA is not a Service Animal, nor is it a pet. Dangerous, poisonous, illegal and any other animals that pose a direct threat to the health and safety of individuals in the campus community will not be permitted as an ESA. ESAs do not possess public access rights.

There is an online network of individuals and organizations selling service animal certification and registrations, implying their customers will have the same protections as a qualified American with a disability with a prescribed medical assistance animal. The United States Department of Justice (hereafter, “DOJ”) has repeatedly said that these documents do not convey any rights and they are not to be recognized as proof that a person’s pet is a medical assistance animal (Americansdisabilityrights.org, 2018). Therefore, Commonwealth University will not accept any documentation from providers selling certifications and registrations on the internet.

**Pet:** A pet is an animal kept for pleasure and companionship; pets often provide emotional support for their owners. A pet is distinguished from an ESA because a pet's emotional support is not necessary to alleviate one or more identified symptoms or effects of an individual's disability. A pet is neither an ESA nor a Service Animal. Pets cannot reside on university property, with the exception of Smith Hall at Lock Haven, and are not permitted inside any university buildings without authorization.

**Therapy Animals:** Therapy animals are only allowed when explicitly connected to the course or discipline (i.e., courses in animal assisted interventions with in specified courses or departments) and with pre- approval from the faculty member, department, and University Disability Services Office (hereafter, "UDS"). They typically accompany their handlers into nursing homes or hospitals. Therapy animals do not have public access rights. **Therapy Animals are not a form of accommodation.**

**Service Animals:** Service animals are allowed to accompany their handlers in residences and any public spaces where their handlers are permitted, including University classrooms, laboratories, studios, and other classroom meeting places. Service Animals do have public access rights. If a Service animal's role is not apparent by observation, it is permissible to ask the handler: **"Is the animal required because of a disability?" and "What work or task is the animal trained to perform?"** One may **NEVER** ask for documentation of a service animal or ask them to wear identification.

**Owner/Handler:** The Owner/handler is the resident student who has an approved animal in university housing under this procedure. The owner/handler may also possess a service animal or therapy animal.

**University Housing:** Any building or facility owned or operated by the University for the purposes of housing residential students, whether leased or owned.

## **Service Animals**

Service Animals are allowed to accompany their handlers anywhere their handlers are permitted on campus, including academic classrooms. However, some facilities may be off-limits for service animals, including:

- **Classroom and research laboratories:** The natural organisms carried by service animals may negatively affect the outcome of research or classroom activities. Additionally, the chemicals and/or organisms used in the research may be harmful to service animals.
- **Areas where protective clothing is necessary:** Any room where protective clothing is required is off-limits to service animals. Examples impacting students include the

kiln, chemistry laboratories, and metal/machine shops.

- Areas where there is a danger to the service animal: Any room, including a classroom, where there are sharp metal cuttings or other sharp objects on the floor or protruding from a surface; where there is hot material on the floor (e.g., molten metal or glass); where there is an elevated level of dust; or where there is moving machinery is off-limits to service animals. If the animal is not allowed into an area that is deemed dangerous, you may bring a crate to keep the animal until class is over, outside of the classroom area. If the crate is not possible, please chat with your faculty or the UDS office for other suggestions.

Each location's safety will be evaluated by a group of individuals including: UDS representative, the laboratory director or professor, and other staff who can assess and manage risks on campus. When an area is determined to be unsafe for the service animal, reasonable accommodation will be provided to assure the student equal access to the activity. Students utilizing service animals are encouraged to work with the UDS office prior to beginning a class to ensure that appropriate accommodation can be provided.

Students planning to live in a campus residence and utilize a Service Animal or Assistance Animal, are not required to seek approval; however, it is strongly suggested you make UDS aware of your animal and meet with UDS prior to bringing your Service Animal. Please, also note, the information below must be true for service animals in public settings:

- You are a person with a disability and will be using a Service Animal.
- All Service Animals are required to have an appropriate medical exam and deemed healthy by a veterinarian.
- Animals are not required to wear a service animal vest, but this is helpful in public settings, so people are not approaching to touch your animal.
- Under the ADA, service animals must be harnessed, leashed, or tethered unless the devices interfere with the animal's work. In this case the handler must maintain control of the animal through voice, signal or effective controls.
- The handler is financially responsible for the actions of the service animal. These actions include bodily injury and property damage.
- At all times, the cost and care maintenance and health and well-being are the responsibility of the handler. Service animals must meet all local ordinances regarding vaccinations and proper licensure.
- As a courtesy to others, as much as possible the handler should ensure that the service animal does not approach and sniff others, dining tables, or personal belongings of others.
- Waste cleanup is the responsibility of the handler. If the handler is not able to physically pick up the animal waste, they must hire or establish someone who is able to complete the task. The waste must be properly disposed of in a trash receptacle.

- Service animals may travel freely inside and outside of a residence hall and university owned property.
- The animal can be asked to leave campus if the animal is out of control, a threat to others, not housebroken, or the animal is ill.
- The DOJ is clear that the following animals are **not** considered service animals under the ADA and ADAAA:
  - Any animal besides a dog (though in some special cases a miniature horse may be used).
  - Animals that serve to provide crime preventive tasks.
  - **Emotional support, comfort, or companionship animals.**

## **Service Animals-in-Training**

The DOJ's administrative rules for Title II and Title III of the Americans with Disabilities Act does not recognize service animals in training. Under the ADA, service animals-in-training are treated the same as pets and should only go to pet-friendly locations.

However, many states grant service animals in training, with conditions, the same public access rights as a fully trained service animal. Under state law, in Pennsylvania, service animal trainers may train their own animals and be allowed to have public access. Service Animals-in-Training may be asked to leave a facility if their behaviors are not appropriate or if they are not under control.

- A person is eligible for a service dog if they have a physical, emotional, or mental disability
- A service dog must always be well mannered (No sniffing, jumping, begging for food, etc.)
- A service dog must be trained to perform specific tasks that aid in a disability
- If it is not obvious what service the dog provides, the handler must be willing to answer two questions about their service dog. (**Is this dog required for a disability? AND What tasks is this animal being trained to perform?**)
- Optionally, it can help service dogs to be clearly identified with accessories.

Under PA law a person is guilty of a summary offense if he, being the proprietor, manager or employee of a theatre, hotel, restaurant or other place of public accommodation, entertainment or amusement, refuses, withholds or denies any person, who is using a guide, signal or service dog or other aid animal that has been certified by a recognized authority to assist a person, because of the physical disability, blindness or deafness of the user, **or who is training a guide, signal or support dog or other aid animal for or from a recognized authority for such a user, the use of or access to any accommodation, advantage,**

**facility or privilege of such theatre, hotel, restaurant or other place of public entertainment or amusement.** (Source 2017: PA CS 18 § 7325)

- **Students are strongly urged to arrange a meeting with the University Disability Services Office to connect with appropriate resources.**
- The UDS office may be contacted by phone or by email for each location.
  - Bloomsburg: [uds@commonwealthu.edu](mailto:uds@commonwealthu.edu) or 570-389-4265
  - Lock Haven: [disability\\_services@commonwealthu.edu](mailto:disability_services@commonwealthu.edu) or 570-484-2665
  - Mansfield: [udsmansfield@commonwealthu.edu](mailto:udsmansfield@commonwealthu.edu) or 570-662-4150
- More information related to Service Animals can be found on the ADA website [ADA Service Animal Information](#)
- If you have questions, would like assistance planning for a Service Animal on campus, or have a concern about your treatment and access when accompanied by your Service Animal contact the University Disability Services office at your location. Please indicate you are calling to request a meeting regarding your Service Animal.

**Students trying to misrepresent a pet or ESA as a service animal in training or a trained service animal are committing fraud and will be referred to the conduct process either through Residence Life or Student Conduct.**

**Emotional Support Animal (ESA) Application and Approval Process**

A student seeking an ESA must have a documented psychological/mental health diagnosis that recommends an ESA for treatment and must make a formal request through the UDS office. To make a formal request, the student must complete the following steps:

1. Complete an online accommodation request with UDS or complete a supplemental Request (if you are a student who has already been approved for accommodations) through Accommodate.
2. Indicate that an ESA is being requested as an accommodation on the accommodation request form.
3. When the request is submitted and reviewed by UDS, an email containing the Campus Animal Procedure, a checklist of items needed for the ESA request to be reviewed, and ESA Required Documentation will be sent to the student's Commonwealth email for completion.
4. When completed, the student will submit all the required paperwork and signatures to UDS and schedule an ESA meeting with the appropriate staff member. The student will meet with UDS and complete the Interactive Process prior to a final determination.

The University will make every effort to respond to a formal ESA request within thirty (30) calendar days from the date required paperwork is submitted. Because it takes time to evaluate an ESA request, students should plan to submit ESA requests more than 30 days (about 4 and a half weeks) before the student intends to move into the University residence or have the ESA live with the student. If the formal request for an ESA is not completed well in advance of the desire to have an ESA, the University cannot guarantee that it will be able to meet the student's accommodation needs immediately; the University will attempt to meet needs as quickly as it can.

***Until a student is notified that the student's ESA request has been approved, a student must not bring an animal into their residence or other University housing.***

Bringing an unapproved animal into a university residence—even an animal that would have been approved—may have three consequences:

- First, the student will be required to remove the animal.
- Second, the student will be in violation of the Commonwealth Code of Conduct, and a referral will be made to either the Office of Residence Life or the Office of Student Conduct.
- Third, the student's ESA request may not be approved. One of the conditions that an Owner must meet is that the Owner will be a responsible owner and will abide by University procedures and rules. Bringing an unapproved animal into university housing is a signal that the student cannot meet that requirement.

Once a completed formal request for an ESA has been received, the request will be reviewed for approval or denial (or alteration) by the Assistant Director of UDS. The Assistant Director will consider all relevant information available to them in deciding whether an ESA would be a reasonable accommodation for the requested student. Some of the factors the Assistant Director will assess are:

- 1) The nature of the qualified professional's recommendation; the professional who is prescribing an ESA should be an established provider to the student.
- 2) The Owner's personal statement.
- 3) The Owner's commitment, and ability, to be a responsible owner of the animal.
- 4) Whether the ESA's presence would force another individual from their university residence (e.g., allergies, emotional health).
- 5) Whether the ESA's presence would disturb other individuals' right to peace and quiet enjoyment.
- 6) Whether the ESA is housebroken and able to live with others in a healthy, odor-free manner.
- 7) The Owner's plan for the ESA when the Owner is not present in the room (e.g., Will

the dog be crated? Will the bunny be in a cage?) We ask all students to bring a crate or cage so when necessary the animal is kept safe (i.e., transfer from vehicle to room, when maintenance needs to work in the room).

- 8) Whether the ESA's vaccinations are up to date and is the animal spayed or neutered?
- 9) Whether the ESA is free to communicable diseases and is considered healthy.
- 10) The size of the animal relative to the size of the residential space. Large animals should not be confined to small spaces. Animals less than 25 lbs. tend to be appropriate in most University housing spaces. Animals larger than 25 lbs. will have an additional assessment to determine whether the residential space is appropriate/adequate for the size of the animal, veterinarians are asked to weigh in on this. Students with animals are not segregated into a specific floor section or hall.
- 11) Whether the ESA causes excessive damage to property beyond reasonable wear and tear.
- 12) The presence of other ESAs. Typically, only one ESA to a residential space is appropriate.
- 13) If one ESA is not serving the purpose of providing support for a student, you may request a different animal. Having more than one animal per student is not typically recommended, however, would be assessed at the time of application through documentation and conversations with the student. All requests for ESAs should be deemed a reasonable accommodation.
- 14) Whether the ESA poses, or has posed in the past, a direct threat to the health and safety of people or other animals. Animals who exhibit aggressiveness are not appropriate for university residences, regardless of whether they have "actually" injured someone. In other words, the University does not have to wait until someone is harmed; aggressive behavior is disqualifying.
- 15) Legal requirements.

Students will be notified of the Assistant Director's decision in writing (via Accommodate). Failure or refusal to sign the Review of Rules and Expectations and Registration will be presumed to be an indication that the student does not intend to abide by the procedure and will result in revocation of the approval. It is the student's obligation to ensure that all appropriate documentation of the animal's vaccinations and health is submitted on time to UDS. Copies of the animal's documents will be kept on file in the UDS office. UDS will notify Housing and Residence Life when an ESA is approved to be in campus housing.

Any approval under this process is valid for one academic year (fall-spring). A student wishing to have an ESA for a subsequent year must notify UDS of the student's desire to continue utilizing the ESA accommodation when the housing and placement process begins for the upcoming academic year. The University requires an Owner to annually update animal's health records and complete a semester request to alert us of your intention to bring the animal back to campus. Our office will also reach out to ascertain your intentions on a yearly basis. You will



not need to go through the entire process again. The notification process is simply to assist with housing assignments, roommates, and updated veterinary records.

## **Owner's Responsibilities for Approved ESAs and Other Animals in University Housing**

The Owner must comply with the following provisions regarding behavior and care of approved ESAs:

**Licensing and Vaccination:** In accordance with local ordinances and regulations, the approved ESA must receive all required and recommended immunizations against diseases. Local licensing requirements must be followed, please check out-of-state licensing for animals before bringing to campus, you may not need to register locally if they are already registered in your home state. The University may request updated verification regarding an approved ESA's vaccinations at any time during the ESA's residency, but verification will at a minimum be required at the start of each year the animal is in residence.

**Health:** Approved ESAs must be in good health as documented annually by a licensed veterinarian. UDS reserves the right to refuse a specific ESA request based upon the health of the animal. Animals should be free of communicable diseases and any conditions which are not easily mitigated by taking appropriate precautions. Generally, UDS does not accept animals that transmit zoonotic illnesses, however each specific case is examined individually. The University has authority to direct that the approved ESA receive veterinary attention (with the costs to be paid for by the Owner) in appropriate circumstances. Animals must be spayed or neutered (when possible, but especially dogs and cats). Dogs and cats should at least be 6 months old and should have been with the Owner/Handler for a minimum of 3 months.

**Control:** The Owner must always be in full control of the approved ESA. The ESA must always remain in the Owner's residence room and be on a leash, harness, or other tether, or in an appropriate crate or carrier (if applicable) when being transported to and from the student's residence room.

Dogs should be walked, on a leash, out of the hall to excrete waste and for exercise, but ESAs are not to be outside the residence room for extended periods of time. ESAs cannot be in residence hall lobbies or communal areas and cannot go to other areas of campus, including but not limited to dining halls, any University buildings, Student Success Center, Library, or classrooms.

**Cleanliness:** It is the Owner's responsibility to remove and properly dispose of the approved ESA's waste (e.g., urine, excrement, fur, cage shavings, vomit, etc.), which must be placed in a sturdy plastic bag before disposal and must be disposed of in an outside trash receptacle, and clean up any inside excrement with appropriate cleaning solution. An approved ESA must be clean and well groomed, and measures should always be taken for flea, tick, or other infestations and odor control. The residence room must be kept to a reasonable standard of

cleanliness, necessary for the health and safety of the approved ESA and housing occupants. The Owner will be held responsible for any room damage, including excess cleaning and/or replacement of any carpeting or furnishings.

## **Other Conditions**

- The Owner is responsible for assuring the approved ESA does not unduly interfere or adversely affect the routine activities of university housing or other residents. In addition, the approved ESA must not pose a threat to the health, safety, or property of anyone in the Commonwealth University community.
- The care and supervision of the approved ESA is solely the responsibility of the Owner. The Owner is responsible for ensuring the safety of an approved ESA and the University community. If it is suspected an approved ESA is being neglected, mistreated, or has been abandoned, the University may contact the appropriate animal control office or the local county Humane Society. The ESA may be removed without warning if removal is warranted due to safety concerns.
- The Owner is financially responsible for the approved ESA, including for any bodily injury, property damage, and pest-mitigation costs caused by the approved ESA. The Owner's fiscal responsibility may include replacement of furniture, carpet, window, wall covering and costs of damage to other University-owned property. The Owner is expected to cover these costs at the time of repair or when moving out. For a list of approximate costs for owning and caring for animals, please see: [https://www.aspc.org/sites/default/files/pet\\_care\\_costs.pdf](https://www.aspc.org/sites/default/files/pet_care_costs.pdf).
- The Owner agrees to abide by all other University policies, including all University housing policies. Any violation of this procedure may result in immediate removal of the approved ESA from the University. Reported violations will be reviewed by Housing and Residence Life.
- Approved ESAs may not be alone for extended periods of time (15 hours cat/bunny, 10 hours dog). Nor may they be left overnight in student housing without the Owner being present. Approved ESAs must be taken with the Owner if the Owner leaves campus overnight. The Owner must make proper arrangements for the removal and care of an approved ESA while the residence halls are closed for breaks. The need to care for an approved ESA is not in its own a valid reason for permission to stay on campus over a break or any other period when University housing is closed.
- Approved ESAs must remain in a crate, cage, container, or residence room when the Owner is absent and/or when University personnel are present in the room to complete work orders.
- Approved ESAs are not permitted to display behaviors or create noises that are deemed disruptive to others (e.g., excessive barking, growling, biting, hissing, scratching).
- The University may require an Owner to permanently remove an approved ESA when it is out of control and the Owner does not act to control it, when it is not housebroken, when it poses a

threat to health and safety of others, or when the terms of this procedure are otherwise violated.

- Periodically, the University may use pesticides, pest control devices, cleaning supplies, and other materials for the maintenance and operation of university housing. The University is not responsible/liable for harm to an approved ESA permitted to reside with an Owner in University housing.
- The Owner will provide emergency contact information for an off campus individual should the Owner be unable to care for the ESA at any time. The individual must be within a 6-hour radius of the location. A current University student or University personnel (unless the University personnel are the parents/guardians of the student) are not appropriate choices for an off-campus emergency contact.
- The Owner will take the approved ESA outside during fire drills and/or emergency preparedness procedures. The approved ESA must remain in the crate/cage, or on a leash, during this time. If the owner is in class or not in the room during an unknown drill, they will not be held accountable for the animal staying in the room.
- All animals are the responsibility of their Owners/Handlers and should be under their control (in proximity to the handler and responsive to commands, in harness, always leashed or in a carrier). An animal's behavior is considered the Owners/Handler's behavior; the animal will be held to the same basic standard of conduct as their handlers. If they are disruptive to university business or community behavioral expectations for educational, medical, and residential environments, handlers may be asked to correct the animal's behavior or remove it from the environment.

### **Revocation of ESA Approval**

Commonwealth University will respond appropriately, up to and including revocation of approval for an ESA if, among other reasons:

- The Owner knowingly violates any term of this procedure.
- The approved ESA is no longer needed to assist with a disability.
- The University determines that the approved ESA is not able to meet the conditions of the ESA procedure (e.g., through barking/noise or other disruptive behavior).
- The University determines that the approved ESA is a direct threat to the health, safety, or property of anyone in the University community; or
- Commonwealth University discovers that false or misleading information was provided in the Owner's application for approval of an ESA.

## **Sanctions**

Violations of the above procedures will be passed on judicially according to the student code of conduct, Housing and Residence Life rules and regulations, and/or the Commonwealth University Housing Agreement. Moreover, on-campus residents may be subject to additional sanctions, including, but not limited to, removal from housing. The Office of Residence Life shall oversee the adjudication of the resident or refer to the Office of Student Conduct when necessary.

An animal's behavior is considered the Owner's/Handler's behavior; the animal will be held to the same basic standard of conduct as their Owner/Handler. If they are disruptive to university business or community behavioral expectations for educational, medical, and residential environments, handlers may be asked to correct the animal's behavior or remove it from the environment. If an animal is vicious and/or attacks another person, the Owner/Handler will be passed on judicially according to the student code of conduct as if they were the attacker.

Commonwealth University reserves the right to make interim accommodations while determining appropriate measures.

All students living in campus-owned housing will be passed on judicially through the student code of conduct via Housing and Residence Life. All other students will be referred to Student Conduct.

## **Guest Procedure**

The University's provision for ESAs applies only to currently enrolled students residing in university housing, and it only applies to the Owner's room. An Owner who has an approved ESA for the Owner's residence may not take their ESA to other University rooms/residences. All other personnel or individuals (e.g., guests) are not allowed to bring animals into university residences. This includes day visits, overnight stays, or weekend visits, even if such visits are welcomed by roommates and others. Any student who takes an ESA to a different student's University residence or otherwise permits unapproved animal visits in university residences will be referred for discipline.

## **Pennsylvania Exotic Wildlife Policy**

- These Pennsylvania statutes represent the state's exotic pet laws. "Exotic wildlife" includes all bears, coyotes, lions, tigers, leopards, jaguars, cheetahs, cougars, wolves, and any crossbreed of these animals. The commission may issue a permit to a person to act as an exotic wildlife dealer. No permit shall be granted by the commission until it is satisfied that the provisions for housing and caring for the exotic wildlife and protection for the public are proper and adequate and in accordance with the standards which may be established by regulations. It is unlawful to release any exotic wildlife into the wild, fail to exercise due care in safeguarding the public, or recklessly engage in

conduct that places another person in danger of attack from exotic wildlife (Animal Law.info, 2016).

- No student shall live on-campus with an exotic animal even with the proper documentation of exotic wildlife permit. The above Pennsylvania statute only recognizes dealers of these animals and not for use of any other purpose.

### **Acknowledgement**

*By signing below, you acknowledge that you have read the Emotional Support Animal procedure, understand it, and agree to abide by its terms.*

Date	
Owner's Printed Name	
Owner's Signature {Required, even if a minor}	

**If Owner is under 18 years old:**

*By signing below, you represent that you are the parent or legal guardian of the Owner, who is a minor. You acknowledge that you have read and understood the procedure and that you agree to abide by its terms.*

Date	
Parent/Guardian's Printed Name	
Parent/Guardian Signature	



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Emotional Support Animal Disability Verification Form

To consider the student’s request for an Emotional Support Animal (ESA) based on a disability or chronic health condition, Disability Services requires documentation from the student’s licensed clinical professional or health care provider thoroughly familiar with this student’s condition and their functional limitations and/or restrictions. All questions must be completed in full.

TO BE COMPLETED BY THE STUDENT

Student Name: \_\_\_\_\_
Student ID Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_
Status: [ ] Current Student [ ] Transfer Student [ ] Prospective Student
If prospective, what semester and year are you beginning? \_\_\_\_\_
Phone Number with area code: \_\_\_\_\_
University Email address: \_\_\_\_\_
Student Signature: \_\_\_\_\_

TO BE COMPLETED BY PROVIDER

For your convenience, and to assist you in completing this medical questionnaire, please review the Additional Information and Definitions, attached at the end of this document. Except for the effects of ordinary eyeglasses and contact lenses, answers should reflect the impact of the symptoms without regard to the ameliorative effects of mitigating measures such as those listed in the Additional Information and Definitions.

- 1. How long has the student been in treatment with the provider/clinical professional? Please provide the diagnosis, whether it’s physical or mental impairment, and the initial date of the diagnosis, as well as the most recent treatment date.

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

- 2. Please provide the severity of this diagnosis/disorder.

[ ] Mild [ ] Moderate [ ] Severe
[ ] Chronic [ ] Acute [ ] Episodic



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3. Is there a secondary diagnosis? If yes, what?

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4. Please state specifically the areas of the student’s life that are significantly impacted or limited by the diagnosis. In other words, what exactly are the functional limitations of this diagnosis for this individual:

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5. If the recommendation for the accommodation is an ESA, are there other acceptable modalities of treatment, aside from an ESA, that could be provided? If yes, what?

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6. Please provide the symptoms of the diagnosis experienced by the student. State specifically what symptoms the accommodation of an ESA will alleviate and how it will affect the student and the impacted areas of his/her life. Is there an identifiable nexus between the disability and the assistance the animal provides?

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7. If the accommodation is an ESA, does the student have a condition that would prevent them from adequately caring for the ESA? (e.g. Could an individual with Major Depressive Disorder care for a dog if they lack sufficient motivation to walk the dog or take it outside to relieve itself? Or care for a cat or other animal?)

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8. Does the requested accommodation remove the barrier caused by the diagnosis:

YES  NO

Please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Healthcare Provider Please fill in all fields:

Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Provider Name (print): \_\_\_\_\_

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

License or Certification #: \_\_\_\_\_

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

Phone Number with area code: \_\_\_\_\_

Fax Number with area code: \_\_\_\_\_



### **Additional Information and Definitions**

Answers should reflect the impact of the symptoms when the patient's medical condition is in its active state without regard to the ameliorative effects of mitigating measures such as: medication; medical supplies; equipment or appliances; low-vision devices (devices that magnify, enhance or otherwise augment a visual image); prosthetics including limbs and devices; hearing aids and cochlear implants or other implantable hearing devices; mobility devices; oxygen therapy equipment and supplies; assistive technology; auxiliary aids or services (interpreters or other methods of making aurally delivered materials available to individuals with hearing impairments, qualified readers, taped texts, or other methods of making visually delivered materials available to individuals with visual impairments, acquisition or modification of equipment or devices); learned behavioral or adaptive neurological modifications.

**\*1. Physical or mental impairment** The Americans With Disabilities Act (ADA) defines a physical or mental impairment as (1) any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genito-urinary, hemic and lymphatic, skin and endocrine; or (2) any mental or psychological disorder, such as intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

**\*2. Substantially Limit** An impairment need not prevent or severely or significantly limit a major life activity to be considered substantially limiting. To have a disability an individual must be substantially limited in performing a major life activity as compared to most people in the general population.

**\*3. Major Life Activity** The phrase "major life activity" includes, but is not limited to, functions such as caring for oneself, performing manual tasks, sitting, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. Additionally, a "major life activity" also includes the operation of a major bodily function, including but not limited to functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.



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**Animal Documentation and Certification of Veterinary Care**

*Please note, this information can be typed in a letter from your veterinarian's office. The letter must be typed on letter head and officially signed. If a letter is preferred by the provider, you may turn the letter in to our office in lieu of the form below. Please, ensure all questions below are answered. We also need vet records indicating the information below has been completed.*

Owner/Student's Name		Student ID Number	P
Campus Address			
Animal Name			
Type of Animal			
Breed			
Colorings/Markings			
Age			
Weight			
Gender			
Spay/Neuter	Circle yes/no: YES NO		Date of Spay/Neuter:
License# (If applicable)			

*NOTE: Commonwealth University requires license renewal each year.*

Vaccination Verified	Vet initials:
Date of Vaccinations: Distemper	
Rabies: 1st shot lasts one year; subsequent shots last 3 years	
Veterinarian Check-Up Verified	Vet initials:
Date of Last Check-Up	
Is this animal in good health? Free of communicable disease? Please explain.	
Has this animal ever shown aggression or bitten anyone or another animal?	



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

Within our On-campus housing, we have various size rooms ranging from approximately 100 sq. ft. to 150 sq. ft. housing one, to two individuals. The animal may be placed in any of size room, with or without roommates, based on the assignment of the student; regardless of the room size, each room has approximately 100 square feet of space per resident. For more details on CWU housing options, please visit Commonwealthu.edu

Based on your assessment of this animal and caretaker, do you feel the requested animal can appropriately reside in the described on-campus environment without detriment to the animal’s health or wellbeing?

- YES I feel the requested animal will successfully be able to live in a residence hall environment.
- NO Please provide more information:

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Does the requested animal exhibit behaviors that could unduly interfere with the enjoyment of campus living facilities by roommates, suitemates and/or members of the college community?

- YES
- NO

Please provide more information:

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**\*\* Veterinary Signature Required \*\***

Clinic Name, Address, and Phone Number	
Veterinarian Printed Name	
Veterinarian Signature	
Veterinarian License #	
Date	