



Office of Residence Life

Counseling and Accessibility Services

Service and Emotional Support Animal Policy

I. Policy Statement:

Thaddeus Stevens College does not discriminate on the basis of disability. Thaddeus Stevens College strives to maintain all local, state, and federal standards in regards to individuals with disabilities. In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), and the Fair Housing Act (FHA), Thaddeus Stevens College accommodates persons with disabilities requiring the assistance of a qualified service or therapy animal.

II. Introduction:

Thaddeus Stevens College of Technology is committed to compliance with applicable laws and regulations regarding individuals with disabilities. Students who are seeking reasonable accommodations for disabilities should see or contact Debra Schuch in the Hartzel Building Room 103. Her email address is schuch@stevenscollege.edu and her phone number is 717-299-7408.

In relation to a request for a service or an emotional support animal, Thaddeus Stevens College will determine, on a case by case basis, and in accordance with applicable laws and regulations, whether such animal is a reasonable accommodation on campus. We must balance the needs of the individual making the request with the impact of animals on other members of the campus community. Thaddeus Stevens College requires that documentation be provided from the student's treating physician or mental health provider, and permit the college to determine:

- That the student has a disability for which the animal is needed
- How the animal assists the student, including whether the animal has undergone any training; and
- The nexus between the student's disability and the assistance that the animal provides.

III. Important Definitions:

A **Service Animal** is defined as a dog (or in some cases, miniature horse) that is individually trained to work or perform tasks for the benefit of an individual with a disability, including a

physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a Service Animal must be directly related to the student's disability. The provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purpose of this definition.

An **Emotional Support Animal** is defined as an animal that provides emotional support, well-being, comfort, or companionship that is directly related to a student's disability. An Emotional Support Animal is not a Service Animal. Unlike a Service Animal, a Therapy Animal does not assist a person with a disability with activities of daily living, nor does it accompany a person with a disability at all times. Emotional Support Animals are only permitted to reside in a student's bedroom. If a student is commuting to school, emotional support animals are not allowed in any university property. Understand that we ask for documentation from your treating professional (Appendix A).

IV. Process/How to Apply:

___ Register with the Office of Counseling and Accessibility Services: Students with a documented disability must follow the appropriate steps for applying for services outlined on the website at <https://stevenscollege.edu/counseling-accessibility-services/accessibility-services/> and completing the appropriate documentation requirements to establish the need for a service or emotional support animal. All students need to turn in Appendix B, C, and D. If you have an emotional support animal, you will also have to return a copy of Appendix A.

___ Meet with Residence Life: If all criteria are met to establish the need for the accommodation, as set forth by staff at the Office of Counseling and Accessibility Services, a meeting will be arranged between the resident and Residence Life to discuss how to best accommodate the student, the animal, and the campus community.

___ Review and sign and the Animal Agreement (Appendix D): Initial each requirement indicating that you understand and will comply with it. Turn this agreement into Residence Life.

___ Provide Information about the animal: The resident must provide evidence that the animal is in good health and has been vaccinated against diseases common to that breed of animal, as recommended by the American Veterinary Medical Association. Veterinary records must be provided attesting to the fact that the animal is not aggressive or dangerous. Please send veterinary records to the Office of Counseling and Accessibility Services and Residence Life.

___ Meet with the building Residence Life staff just prior to moving in to discuss any possible issues or concerns.

V. Expectations in the Classroom

You are expected to stay in control of the animal while in the classroom and express your needs to your professors. It is required that students who need the assistance of a service animal in the classroom setting follow the procedures for disclosure through the Counseling and Accessibility Coordinator. By doing so, students will be able to:

- Document their need for an appropriate classroom accommodation.
- Receive an academic accommodation letter for their instructors at the beginning of each semester
- Access additional resources and services available to students with a disability.

VI. Expectations in Residence Halls

Residence Life has a “No Animals Permitted” policy in the residence halls, however, to accommodate the use of service animals or emotional support animals by student’s/student guests with disabilities the policy will be waived with the following understanding of student rights and responsibilities:

- The student has completed and turned in all residence life paperwork (Appendices)
- The student has met with the Director of Residence Life to review care and control requirements.
- Students are required to keep emotional support animals in their bedrooms at all times. If a student has a service animal, it may accompany them anywhere on campus. If an animal causes disruptions in living for other residents, you may be required to meet with the Residence Life staff to discuss the situation. We will not allow an animal to be neglected or abused. If animal abuse is suspected, residence life staff and our local humane society may take action and remove the animal.

VII. Requirements for Control and Care:

If the animal is not being controlled properly, it ceases to provide a service and can be excluded from the classroom and/or residence hall. Therefore, the following guidelines for service animals are being set forth by the college to ensure that the animal does not engage in behavior that would be a direct threat to the health and safety of others. If the service animal’s behavior is disruptive, aggressive or destructive, the student will be held responsible and may be asked to remove the animal from campus.

- Service/Emotional Support animals must be in good health
- Service/Emotional Support (where applicable) animals must be on a leash at all times.
- Service animals/Emotional Support must be controlled by handler/student at all times
- Emotional Support animals must be kept in the student’s bedroom at all times.
- Service animals must be well groomed and be maintained in a manner that takes into consideration the health and hygiene of the animal and those who come in contact with the animal.
- The student is responsible for informing other individuals of any rules regarding handling, feeding, or behaviors within the proximity of the service animal that may interfere with the service animal’s tasks

- All students are responsible for informing their guests of our service animal policy. If a guest has a service animal, they are still held to our standard.

VIII. Grievances:

If a student is asked to remove the service animal from campus, the owner of the animal can file a grievance and request a review of the alleged violation to the policy. Grievances under the service animal policy must be made in writing and submitted to the Counseling and Accessibility Services Coordinator in accordance with the Disability Grievance Procedure available on the Stevens Website www.stevenscollege.edu under Counseling and Accessibility Services.

Submit Grievances to: Debra A. Schuch Counseling and Accessibility Coordinator 101 Hartzel Building

Phone: 717-299-7408 FAX: 717-391-1360 Email: schuch@stevenscollege.edu



Office of Residence Life
Counseling and Accessibility Services

Emotional Support Animal in Residential Housing Request

Treating Professional Form

Student Name: _____

Dear Treating Professional,

Please provide the following information regarding the above named student's request for an Emotional Support Animal in residential housing at Thaddeus Stevens. 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:

Debra A. Schuch Counseling and Accessibility Coordinator 101 Hartzel Building Email:
schuch@stevenscollege.edu

Phone: 717-299-7408 FAX: 717-391-1360

Please complete the following questionnaire. Thank you.

1) 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?

Appendix A: Emotional Support Animal; Treating Professional Form

c. How long have you been treating the student for this mental health condition?

2) Have you specifically prescribed the proposed Emotional Support Animal as part of the student's treatment plan?

Yes

No

If yes: A. Has the student used an Emotional Support Animal as effective therapeutic tool in the past?

B. What is the specific therapeutic impact you anticipate from the student having the Emotional Support Animal in campus housing?

C. Will you and the student set therapeutic goals related to the student's use of the Emotional Support Animal?

Yes

No

If no: A. Why are you recommending that the student have the proposed Emotional Support Animal in campus housing?

3) Have you and the student discussed the responsibilities associated with properly caring for this particular Emotional Support Animal while engaged in typical college activities and residing in campus housing?

Yes

No

4) Do you believe the care and responsibility of the proposed Emotional Support Animal might exacerbate the student's symptoms in any way?

If there is other clinical information that you believe is necessary for considering the student's request, please attach a letter with this information on your professional letterhead

Professional Name: _____ **Phone Number:** _____

Professional Signature: _____ **Date:** _____

Professional License Number: _____ **Email:** _____



Office of Residence Life
Counseling and Accessibility Services

Service or Emotional Support Animal Registration

Please provide the following documentation in conjunction with this form:

- Photograph of Animal
- Veterinarian Verification Form

Student's Name			
Student's Permanent Address:			
Home Phone:		Cell Phone:	
Residence Hall		Room #:	
Student ID:		Email Address:	

I am seeking to have an animal reside with me in my College-owned residential facility. Given the definitions outlined in the Service or Assistance Animal Policy at Thaddeus Stevens College, this animal would be considered a:

Select One: Service Animal Emotional Support Animal

A Service Animal is defined as a dog (or in some cases, miniature horse) that is individually trained to work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a Service Animal must be directly related to the student's disability. The provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purpose of this definition.

An Emotional Support Animal is defined as an animal that provides emotional support, well-being, comfort, or companionship that is directly related to a student's disability. An Emotional Support Animal is not a Service Animal. Unlike a Service Animal, a Therapy Animal does not assist a person with a disability with activities of daily living, nor does it accompany a person with a disability at all times. Emotional Support Animals are only permitted

Appendix B: Service/Emotional Support Animal Registration

to reside in a student's bedroom. If a student is commuting to school, emotional support animals are not allowed in any university property. Understand that we ask for documentation from your treating professional (Appendix A).

Service/Therapy Animal's Name:	
Type of Animal & Breed:	
Description of the Animal (photo must be attached or included)	
Is the Service/Therapy animal currently on any veterinary-recommended vaccinations?	Select One: Yes No If yes, date of most recent vaccinations: If no, explain:
Has the Service/Therapy Animal ever bitten or shown aggression toward people?	Select One: Yes No If yes, please describe the incident(s):

Alternate/Emergency Caregiver for Service/Therapy Animal if Student is unavailable:

Name:	
Address:	
Phone Number:	
Relationship to Student:	



Office of Residence Life
Counseling and Accessibility Services

Veterinarian Verification Form for Service/Emotional Support Animals

Owner's Name:	
Service/Therapy Animal's Name:	
Type of Animal and Breed:	
Sex of Animal:	
Spayed/Neutered?	Select one: YES or NO

Please complete the following information:

Service or Emotional Support Animal Information:

Veterinarian Information:

Veterinarian's Name and/or Clinic Name:	
Street Address	
City, State Zip	
Phone Number	
Fax Number	

Please check all that apply:

Canine Vaccinations:

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

Appendix C: Veterinarian Verification Form

___ Bordatella

___ Rabies

Feline Vaccinations:

___ FVRCP (Panleukopenia, Calicivirus, Chlamydia)

___ FeLV (Feline Leukemia)

___ Rabies

I verify the above mentioned Service or Emotional Support Animal has all current vaccinations as required.

I verify that all the above vaccinations will remain current through one year.

I verify that the above mentioned animal has been given a stool sample test for internal parasites.

I verify that the above animal is in general good health.

Veterinarian Name (Print) _____ Date: _____

Veterinarian Signature _____



Office of Residence Life

Counseling and Accessibility Services

Service & Emotional Support Animal Requirements

Student Name: _____

Please review and initial each requirement indicating you understand and will adhere to the requirement:

____ Students must comply with all state laws and local animal ordinances, as well as all University and Residence Life policies and guidelines.

____ Students must provide appropriate food, water and shelter for animal and keep the animal and its shelter clean and free of odors. The animal must be fed and watered inside the student's room, food and water should not be left outside of the room at any time, including outside the building.

____ Residents are solely responsible for the care and supervision of their animal, Residence Life assumes no responsibility for the care of a resident's animal.

____ Routine maintenance of the animal is required. For dogs, this includes flea and tick prevention and de-worming. Recommended vaccinations and annual examinations must be completed. Residence Life has the right to request updated veterinary verification annually, or at any time during the animal's residency.

____ Residents must comply with all required state and municipal license requirements, including current identification and vaccination tags. Assistance dogs must wear a current rabies vaccination tag. All animals must be tagged with contact information of the owner.

____ Residents must not allow animals to be neglected or abused. If any animal neglect is suspected, Residence Life will contact the student, and the humane society. In some circumstances, Residence Life may allow an animal control officer or humane society representative to enter the student's room and remove the animal if in our judgment, the student has: abandoned the animal; left the animal in the room for an extended period of time without food or water; or failed to care for a sick animal.

____ Animals must be housebroken, or caged at all times. The resident is responsible for properly containing and disposing of all animal waste. Indoor animal waste must be placed in a sturdy bag and tied securely before being disposed of in an outside trash dumpster. Outdoor

Appendix D: Residence Life Animal Agreement

animal waste, such as dog feces, must be immediately retrieved by the owner, placed in a plastic bag and securely tied before being disposed of in an outside trash dumpsters.

_____ Residents must not leave animals unattended in a room overnight, or for an extended period of time beyond normal working/class hours. Should this occur, Residence Life will attempt to contact the resident or emergency contact to remove the animal. If this is not successful, the local animal service department will be contacted to have the animal removed. All costs associated with removing the animal shall be the responsibility of the resident.

_____ Animals cannot be cared for, or left in the rooms of other on-campus residents.

_____ Residents must effectively control the animal at all times. Those that are taken out of the room or apartment must be leashed at all times. Residence Life may pick up unleashed animals and/or report them to the proper authorities. Residence Life may impose reasonable charges for picking up and/or keeping unleashed animals. The animal cannot pose a threat to the health or safety of others. If the resident cannot effectively control the animal, or if the animal poses a direct threat to the health or safety of others, the permission to keep that particular animal in Thaddeus Stevens College housing will be rescinded until such a time that the problem is rectified.

_____ Residents must not allow animals to disturb, annoy, or cause any nuisance to the other members of the community.

_____ Emotional support animals are not permitted in any public, common spaces within the residence halls, including community shared bathrooms, lounges, dining rooms, recreation rooms, computer labs and study rooms, except to enter and exit the building.

_____ Residents are responsible for any odors, noise, damage, or other conduct of their animal if it disturbs others or damages the premises. The student bears sole financial responsibility for any action of the animal that causes bodily injury to individuals or property.

_____ The resident is responsible for instructing others on appropriate interactions with the animal and setting clear expectations.

_____ Residence Life has the right to reassign the resident to another space if care of the animal, or interactions with others becomes a concern.

_____ If the student violates any provision of this document, he or she may be required to immediately remove the animal from university housing.

I have read and agree to all of the terms of the Thaddeus Stevens College Housing's Animal agreement. I understand that if I have questions, concerns, or need assistance, that I will call the Residence Life department or Counseling and Accessibility Services.

Student's Signature

Date