

EMOTIONAL SUPPORT ANIMAL (ESA) ACCOMMODATION REQUEST FORM

Important Notes – Read First:

1. All students requesting an ESA accommodation must first register with DSS. See instructions on [this site](#), under *Registration Process with DSS*.
2. Approved accommodation for an ESA does not guarantee a student campus housing or a specific housing assignment. All housing assignments are made by Residence Life.
3. Approved accommodation for an ESA is only for the academic year in which it is approved. Students must renew their Accommodation Request each year if they are requesting an ESA.
4. Carefully review Appendix A for regulations concerning ESAs on campus.
5. Students approved for an ESA must receive a housing assignment that provides for the ESA AND attend ESA Orientation with DSS **before** the ESA may be on campus.

Completion of ESA Accommodation Form

All of the following must be completed and submitted to DSS before Request will be reviewed.

1. Student must complete Part I of the form, including release of information.
2. Student must provide the form to physician/evaluator for completion of Part II.
3. Student must provide current veterinary records of the animal's vaccinations.

Deadline Dates

Requests for the upcoming academic year must be submitted by:

- Returning Students – March 15th
- New/Incoming Students – May 15th

Forms submitted after these dates will be reviewed by DSS as received. However, residence space is much more limited after these dates which may impact the ability of the University to implement any approved accommodation.

PART I – Completed by Student

Name:

SHU ID #:

Student Cell #:

Are you (check one):

Returning Student

New/Incoming Student



Select year in school:

Freshman

Sophomore

Junior

Senior

Grad/Law

Specify the type, breed and name of the ESA:

Explain the functional limitation of your disability that is addressed by the ESA. Include in your explanation exactly what the ESA does in relation to your disability.

Have you ever been the sole caretaker for this ESA? If so, how long?

Describe your care plan for the ESA.

Information for local emergency contact:

Note: Emergency contact may not be another student living in the residence halls/campus apartments and must live within 50 miles of the campus.

Name:

Cell #:

Email:

Relationship to you:

Date of most recent veterinary visit for the ESA. Upload or attach copy of ESA's vaccination record.

I verify by my signature that all information provided by me is truthful and accurate. I further affirm that I have read Appendix A – Regulations for ESA in Residence.

Student Signature

Date

Consent for Release of Information (to be completed by student):

I authorize _____ (Enter Physician or Provider's name) to disclose the information requested by this form to the office of Disability Support Services at Seton Hall University for the purpose of evaluating my request for an ESA. I also allow both parties to discuss any information related to my accommodation request. I understand that my personal medical information will be shared on a "need to know basis" with other university offices.

Student Signature

Date

PART II – Complete by Physician / Disability Provider

Accommodations are only available to students identified as having a disability and actively under treatment.

A disability is defined under the Americans with Disabilities Act as "a physical or mental impairment that substantially limits one or more major life activities." Examples of major life activities are: Major bodily functions, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, working, performing manual tasks, and caring for oneself.

This request is for an Emotional Support Animal (ESA). Please answer the following questions with this in mind, as well as the above definition of "disability."

Based on this definition does the individual have a disability? Yes No

Date of original diagnosis:

Date of most recent evaluation/treatment session:

Is the student currently under your care? Yes No

How long have you been treating this student for this condition?

State the student's disability diagnosis or diagnoses, including diagnostic code, if applicable.

Describe the student's functional limitations or behavioral manifestations caused by the condition:



Please describe the type, severity, and frequency of symptoms related to this disability.

When did you recommend the student get an emotional support animal?

Please explain how the emotional support animal will significantly alleviate the functional limitations of the student's disability.

Have you considered any alternative accommodation that would provide the same benefit to the student other than an emotional support animal? If so, please elaborate:

THIS SECTION MUST BE COMPLETED FOR FORM TO BE COMPLETE

Physician or disability evaluator INFORMATION (Please print legibly and/or use your stamp – if we cannot read this, we will request for it to be completed again.)

Name:

Title:

Specialty:

Office Address:

Phone:

License/Certification Number and State of License:

Signature:

Date:

Providers must Fax or Email completed form directly to:

DSS, Seton Hall University

Email: dss@shu.edu

(973) 313-6003 (p),

(973) 761-9185 (fax)

Provider forms cannot be sent by students.

APPENDIX A: REGULATIONS FOR ESA IN RESIDENCE

Limitation of Type of Animal for ESA

Only domesticated animals are permitted for ESA.

The University reserves the right to deny any ESA deemed to be an environmental or health concern.

Live animals may not be used to feed the ESA.

Responsibilities of Students (Partners) with Emotional Support Animals

Orientation: The Partner must attend ESA Orientation with DSS before the ESA is brought to campus.

Care and Supervision: Care and supervision of the animal are the responsibility of the individual who benefits from the animal's use (i.e., the partner). The partner must commit to providing proper care for the animal, which includes feeding, fresh water, exercise, and rest. The partner is required to always maintain control of the animal. The animal must be on a leash, harness, or other tether when in public places, unless doing so would inhibit the animal's ability to be of service. The partner is also responsible for maintaining a clean-living environment for the animal, ensuring the cleanup of the animal's waste and, when appropriate, must toilet the animal in areas designed by the University. Owners of emotional support animals are responsible for their care in the residence halls at all times. If at any point, the owner cannot care for the animal, as in the case of illness or hospitalization, a local emergency contact must be on file with Disability Support Services and the Office of Residence Life, so the animal can be released to the care of the designated party.

Waste Clean-up: Relief areas will be designated on an individual basis with the collaboration of Disability Support Services and the University grounds personnel. Emotional support animals that are dogs should be walked off campus as much as possible and should not be walked in common areas such as the Green. Cleaning up after the animal is the sole responsibility of the partner. If a partner is not physically able to clean up after the animal, it is then the responsibility of the partner to hire someone capable of cleaning up after the animal. The person cleaning up after the animal should always carry supplies sufficient to clean up the animal's feces whenever the animal is on campus and properly disposal of waste. Waste disposal via university plumbing is prohibited in university residences. DSS or Residence Life can provide guidance on where to appropriately dispose of animal waste. In the case of a support animal that deposits waste into a designated cage or litter box, the partner is responsible for ensuring the designated receptacle is kept clean to maintain the cleanliness of the room.

Health and Vaccination: In accordance with local ordinances and regulations, the animal must be immunized against diseases common to that type of animal. For example, dogs must have current vaccination against rabies and distemper.

Cats must have the normal shots required for licensure. Animals other than cats and dogs, living in university housing must have an annual clean bill of health from a licensed veterinarian. Documentation can be a health statement that includes a record of vaccinations from a licensed veterinarian dated within the last calendar year. Proof of vaccinations must be provided on an annual basis. The animal must be kept clean and free of fleas and other parasites. The University has the authority to direct that the animal receives veterinary attention to ensure the health or safety of others residing within the University community.

Licensing: All Licensing laws must be followed in accordance with the town in which the student maintains permanent residency. If the animal is not licensed in the state of New Jersey, the owner must apply for a license within the municipality in which he/she resides on-campus. Animals must wear licensing tags required by the municipality in which it is registered.

Damage: Owners of service or emotional support animals are solely responsible for any injury to others or damage to university property caused by their animals. SHU will not require any surcharges or fees for assistance animals. However, a person with a disability may be charged for damage caused by an assistance animal to the same extent that SHU would normally charge a person for the damage they cause. People with disabilities who are accompanied by assistance animals must comply with the same university rules regarding noise, safety, disruption, and cleanliness as people without disabilities.

Restrictions on Emotional Support Animals

The University may pose restrictions on, and may even exclude, an assistance animal in certain instances. Emotional support animals may reside in university housing and are restricted to the student's room. Permission to have a support animal in University Housing does not extend to other campus facilities or campus grounds at large. Exceptions to restricted areas may be considered by DSS on a case-by-case basis consistent with applicable laws.

Removal of Emotional Support Animals

It is the University's expectation that partners are responsible for ensuring that their emotional support animal refrain from behavior that threatens the health and safety of others. The University may exclude an animal from campus for any of the following reasons. Including but not limited to:

- The ESA is unruly, disruptive, or demonstrating aggressive behavior (e.g. barking, growling, jumping up on people) and effective action is not taken to control and stop the behavior from recurring.
- The ESA is destructive.
- The ESA is not housebroken (or in the case of a support animal that deposits waste into a designated cage or litter box, the partner fails to clean the designated receptacle such that the cleanliness of the room is not maintained).
- Evidence of illness or poor hygiene, including but not limited to, strong odor, fleas, ticks, or other parasites.
- The ESA poses a direct threat to the health or safety of others that cannot be mitigated by reasonable modifications of policies, practices, procedures, or the provision of auxiliary aids or services.
- The partner violates this agreement.

In considering whether a support animal poses a direct threat to the health or safety of others, the University will make an individualized assessment, based on reasonable judgment, current medical knowledge, or the best available objective evidence, to determine: (1) the nature, duration, and severity of the risk; (2) the probability that the potential injury will actually occur; and (3) whether reasonable modifications of policies, practices, and procedures, or the provision of auxiliary aids or services, will mitigate the risk.

If removal of an emotional support animal is determined to be necessary, the University will work with the partner to determine reasonable alternative opportunities to participate in the service, program, or activity without having the support animal on campus.

Conflicting Disabilities

Residence Life personnel will make a reasonable effort to notify tenants in the residence room where the animal will be located of the existence of a support animal. Students with medical or psychiatric conditions that are affected by animals (i.e., respiratory diseases, asthma, severe allergies, or specific phobias) are asked to contact Disability Support Services if they have a health or safety related concern about exposure to an emotional support animal. The individual will be asked to provide medical documentation that identifies the condition(s) and will allow determination to be made as to whether the condition is disabling and whether there is a need for an accommodation. If an animal-related conflict within a residence hall cannot be resolved agreeably, then the Department of Residence Life and Disability Support Services will collaborate to determine a solution and will consider the conflicting needs and/or accommodations of all persons involved.

Appeal Procedure

Appeals concerning this policy may be addressed through Disability Support Services [Appeal Policy and Procedure](#).