REQUEST FOR INFORMATION Re: Emotional Support Animal

Student’s Name: ______________________

Re: Proposed ESA:
Name: ______________________
Type of animal: ______________________
Age of animal: ______________________

The above-named student has indicated that you are the (physician, psychiatrist, social worker, mental health worker) who has suggested that having an Emotional Support Animal (ESA) in the residence hall will be helpful in alleviating one or more of the identified symptoms or effects of the student’s disability. So that we may better evaluate the request for this accommodation, please answer the following questions:

Information About the Student’s Disability
(A person with a disability is defined as someone who has “a physical or mental impairment that substantially limits one or more major life activities.”)

What is the nature of the student’s mental health impairment (that is, how is the student substantially limited?)

Does the student require ongoing treatment?

How long have you been working with the student regarding this mental health diagnosis?
Information About the Proposed ESA
Is this an animal that you specifically prescribed as part of treatment for the student, or is it a pet that you believe will have a beneficial effect for the student while in residence on campus?

What symptoms will be reduced by having the ESA?

Is there evidence that an ESA has helped this student in the past or currently?

Importance of ESA to Student's Well-Being
In your opinion, how important is it for the student's well-being that the ESA be in residence on campus? What consequences, in terms of disability symptomology, may result if the accommodation is not approved?

Have you discussed the responsibilities associated with properly caring for an animal while engaged in typical college activities and residing in campus housing? Do you believe those responsibilities might exacerbate the student's symptoms in any way? (If you have not had this conversation with the student, we will discuss with the student at a later date.)
Thank you for taking the time to complete this form. If we need additional information, we may contact you at a later date. We recognize that having an ESA in the residence hall can be a real benefit for someone with a significant mental health disorder, but the practical limitations of our housing arrangements make it necessary to carefully consider the impact of the request for an ESA on both the student and the campus community.

Please provide contact information, sign and date this questionnaire (below), and return it to institutional contact info.

Contact information:
Address:
Telephone:
FAX and/or Email address:

Professional Signature:
License #:

Date:
Antioch College
Emotional Support Animal Policy

Antioch College is committed to providing those members of the Antioch College community with disabilities equal access to programs, services, and physical facilities. It is acknowledged that some members of the Antioch community with disabilities may require the use of emotional support animals while at Antioch College. Set forth below are guidelines concerning the appropriate use of and protocols associated with emotional support animals (ESA). Antioch College reserves the right to amend these guidelines as needed, with or without prior notice. Members of the Antioch College community who are students and require the use of an emotional support animal should contact the Center for Academic Support Services 937-319-0093. Members of the Antioch community who are faculty or staff and require the use of an emotional support animal should contact the Human Resource Office.

Section I: Definitions

A. Emotional Support Animal (ESA): An animal that a member of the Antioch College community with a disability requires due to their disability for use in their Antioch College residence in order to have an equal opportunity to use and enjoy their residence/dwelling or to participate in the housing service or program. The animal provides emotional support which alleviates one or more identified symptoms or effects of a person’s disability. There must be an identifiable and medically indicated relationship between the individual’s disability and the assistance the animal provides.

B. Owner: The owner is the member of the Antioch College community with a disability who has received approval for use of a service or assistance animal as an accommodation on the Antioch College campus.

Section II: Requiring the use of an emotional support animal as an accommodation due to a disability:

Students who need to request the accommodation of use of an ESA should contact the Antioch College Center for Academic Support Services at 937-319-0093. Employees who need to request the accommodation of use of an ESA should contact Human Resources. Antioch College will determine on a case by case basis and in accordance with applicable laws and regulations whether the animal is a reasonable and appropriate accommodation for the identified disability. Students are encouraged to place their request for use of an ESA in Antioch College residences by the Friday of the seventh (7th) week of the term PRIOR to the term in which a student wishes to bring an ESA to campus to afford adequate time to make arrangements. Owners who are in the process of requesting the use of an ESA are not permitted to have the animal on campus until the process is complete. Changes in housing placements for students who make requests after the Friday of the seventh week of the term prior to the term in which a student wishes to bring an ESA will be subject to availability.

Owners must:

1) Register with the Center for Academic Support Services (CASS) and gain approval
2) Review and understand policy guidelines and sign the “Emotional Support Animal Agreement”
3) Meet with the Dean of Students for final approval
4) Turn in your Verification of Individual Student Accommodation and other supporting documents to the Associate Director of Residence Life before bringing an animal to campus
5) Note that ESA requests will be reviewed once per term and are due by Friday of the 7th week of the term prior to the term in which a student wishes to bring an ESA to campus.

A. Emotional Support Animals (ESA): The Antioch College Center for Academic Support Services will require documentation on the letterhead of a treating physician or qualified mental health provider which permits Antioch College to determine that (1) the individual has a disability, (2) the animal is necessary for the individual to have
the owner. The owner must insure that the animal is housebroken and observe cleanup and grooming requirements outlined above in Section III A.

Section IV. Lack of cleanliness and damages caused by the ESA

All members of the Antioch College community are responsible for any extra cleaning required or damage to College property which is caused by them. The owner shall also be responsible for any extra cleaning required or damage to College property which is caused by the ESA.

A. The owner’s residence may be inspected for fleas, ticks, or other pests during the regularly scheduled housing inspection. If fleas, ticks, or other pests are detected through inspection, the residence or work area will be treated using approved fumigation methods by a college-approved pest control service. The owner will be billed for the expense of any pest treatment.

B. The owner’s residence may be inspected to ensure it is being properly cleaned and that sanitary and safe conditions are being maintained. If required, the owner will be billed for the expense of the additional cleaning required.

C. The owner’s residence may be inspected for physical damage during the regularly scheduled housing inspection. The owner will be billed for the expense of any damage to the Antioch College residence or Antioch College furnishings within the residence that are caused by the animal.

Section V. Managing disability conditions and concerns of all members of the Antioch College community

A. Within Antioch College facilities, members of the Antioch community with medical conditions(s) that are affected by dogs (e.g., respiratory diseases, asthma, severe allergies) are asked to contact the Center for Academic Support Services or Human Resources if they have a health or safety related concern about exposure to an animal in the Antioch College facility and require accommodation.

B. Within all Antioch College housing, the health and well-being of all roommates, suitemates, and building occupants will be considered.

- Members of the Antioch community with medical condition(s) that are affected by animals (e.g., respiratory diseases, asthma, severe allergies) are asked to contact the Center for Academic Support Services or Human Resources if they have a health or safety related concern about exposure to an animal in the Antioch College facility and require accommodation. Students are encouraged to contact the Center for Academic Support Services as early as possible to afford adequate time to make other housing arrangements if needed. Changes in housing placements for students who make requests after the Friday of the seventh week of the term prior to the term in which a student wishes to bring an assistance or service animal will be subject to availability.

- Roommates/suitemates will be made aware of the planned presence of an animal in their residence by Housing staff. They will be asked to sign an acknowledgement stating that they understand they will be living in the presence of an animal and are aware of how to address concerns if needed.

Section VI. Emergency Response

A. In the event of an emergency, every effort will be made to keep the owner and their animal together. Relevant parties should keep the following in mind:

- Just as with humans, animals can become disoriented from smoke, fire alarms, sirens, etc., and act outside their usual manner. In such instances, the animal may bark, appear nervous or act in a protective manner regarding its owner. The animal should be viewed as acting in the appropriate manner given an emergency and should not be considered harmful.
• While all reasonable efforts should be made to keep the owner with the animal, the emergency responders’ first responsibilities will be toward the owner and other students/employees, which could necessitate leaving the animal behind in certain evacuation circumstances.

B. To assist Public Safety and Student Life in the event of an emergency, community members with service or assistance animals are asked to provide information regarding emergency contact information for an animal boarding facility and the animal’s veterinarian. The name and contact number for two alternate care takers able to remove the animal from campus is also encouraged in the event the owner is incapacitated. This information can be provided on the Service Animal/ ESA Agreement/Record Sheet.

Section VII. Exclusion of an ESA

A. Reasons for consideration of exclusion of a service or assistance animal: Antioch College may pursue the process for determining if a service or assistance animal should be excluded from campus for the following reasons:
• The animal is not under the direct control of the owner.
• The animal’s behavior is disruptive or destructive to its surroundings or other members of the Antioch College community.
• The animal poses a direct threat to the safety of others.
• The animal’s presence fundamentally alters the nature of a program or activity.
• The owner fails to comply with any of their responsibilities under this policy including section III.

B. Process for consideration of exclusion of a service or assistance animal: Any member of the Antioch College community may submit a complaint about a service or assistance animal, identifying one or more concerns in the areas listed above in Section VI.A.

1. Persons with concerns are to contact a member of Student Life. A statement will be taken.
2. An investigation will be commenced by the appropriate department and a determination will be made with respect to any alleged violations of this policy. The determination will be provided to the owner and the individual submitting the complaint.
3. If the investigation determines that any provision of this policy has been violated by a student, the matter will be referred to the campus judicial process consistent with the provisions of the Student Handbook. If the investigation determines that any provision of this policy has been violated by an employee, the matter will be referred to Human Resources for further investigation.
4. In addition to the warnings and sanctions outlined in the Student Handbook, a finding substantiating the violation of the policy may lead to the exclusion of the animal.
ANTIOCH COLLEGE
EMOTIONAL SUPPORT ANIMAL AGREEMENT

Name: ______________________ ID: ______________________ Date: ______________________

Email: ______________________ Cell: ______________________

Campus residence (building and room #): ____________________________________________

Type of animal: ______________________ Name of animal: ______________________

Please note that in accordance with Ohio laws poisonous, exotic, or dangerous animals are not permitted on campus at any time.

The following conditions and procedures must be followed:

Owners must:
1) Register with the Center for Academic Support Services (CASS) and gain approval
2) Review and understand policy guidelines and sign the “Service and Emotional Support Animal Agreement”
3) Meet with the Dean of Students for final approval
4) Turn in your VISA and other supporting documents to the Associate Director of Residence Life before bringing an animal to campus

--- Student initial

• Annual Exam: Submit annual exams for the animal from a licensed veterinarian that do not identify health issues sufficient enough to prevent the animal from providing the necessary assistance. Dogs must wear a current rabies vaccination tag.

--- Student initial

• Licensing: Dogs must wear a current license.

--- Student initial

• Control requirements:

1. The animal must be under the owner’s direct physical control with a harness, leash, or other tether, unless either the owner is unable because of a disability to use these, or the use of one of these would interfere with the service animal’s safe, effective performance of work or tasks. If so, the service animal must be otherwise under the owner’s control (e.g., voice control, signals, or other effective means).

--- Student initial

2. The animal’s behavior must not be disruptive or destructive to its surroundings or other members of the Antioch College community. Disruptive behavior includes, but is not limited to, jumping on people, barking, growling, scratching or chewing on items that are not designated toys, taking food from dining areas, or taking personal belongings of individuals other than the owner.
3. While on campus, in areas including public areas of residences the animal must be in close physical proximity to the owner.

- **Clean up and groom requirements:** The care of the animal is solely the responsibility of its owner. The animal must be housebroken. The owner shall:
  
  1. Always carry equipment sufficient to clean up the dog's waste and immediately remove and dispose of the waste. Members of the Antioch College community who are not physically able to pick up and dispose of animal waste are responsible for making all necessary arrangements for assistance. Antioch College is not responsible for this task.

  2. Keep the animal clean, well groomed, and free of pests. If Antioch College facilities are used to bathe the animal, the owner will clean the area when done.

**Removal of an emotional support animal:**
If an animal's behavior at any time fundamentally alters the college's programs, activities or services, poses a threat to the safety of others, or displays threatening behavior towards others, Antioch College may ask that the animal be removed immediately. Additionally, continued destruction or disruption could be cause for the removal of an ESA.

I have reviewed, understand, and agree to the conditions and procedures stated above. I further understand that I assume full responsibility, financial or otherwise, for the actions of my service and/or assistance animal and that I will comply with all applicable Ohio statutes.

/  
Student (Print name)  
Student signature  
Date  

(If student or employee is under 18, signature of parent or legal guardian is required.)

/  
CASS Staff Signature  
Date  

/  
Dean of Students Signature  
Date
EMOTIONAL SUPPORT ANIMAL RECORD SHEET

Student’s Name: ____________________________  Current Residence: ____________________________

Student’s Phone: ___________________________  Student’s Email: ____________________________@antiochcollege.edu

Animal’s Name: ____________________________

Animal’s Type: ____________________________  Animal’s Breed: ____________________________

State/County of Registration/Licensure (Dogs only): ____________________________ (Attach Copy)

Animal’s Legal Owner: ____________________________  Relationship to Student: ____________________________

If not above named student – Address: ____________________________

Phone: ____________________________  Email: ____________________________

Veterinarian Name: ____________________________  Phone: ____________________________

Address: ____________________________

Rabies Vaccination and Annual Exam Records:  
☐ Year: ____________________________ (Attached)
☐ Year: ____________________________ (Attached)
☐ Year: ____________________________ (Attached)
☐ Year: ____________________________ (Attached)
☐ Year: ____________________________ (Attached)

Alternate Care Takers – In addition to the animal’s legal owner, list two people who live close to campus who will assume immediate responsibility for the care of the animal should the student become incapacitated in any way. The first person listed will be the first person contacted and assumed to take immediate responsibility for the care of the animal. **This person will also be the person who will care for and be responsible for your animal during your co-op terms.** The second person listed will be contacted and assumed to take immediate responsibility for the care of the animal should the first person be unavailable or unable to take immediate responsibility for the care of the animal.

Name: ____________________________  Relationship to owner: ____________________________

Address: ____________________________

Email: ____________________________  Cell: ____________________________

Signature indicating agreement to care for animal: ____________________________

Name: ____________________________  Relationship to owner: ____________________________

Address: ____________________________

Email: ____________________________  Cell: ____________________________

Signature indicating agreement to care for animal: ____________________________
Emergency Boarding Accommodations – List local temporary boarding location for the animal. The student assumes financial obligation of boarding the event of an emergency.

Name: ________________________________ Relationship to owner: ________________________
Address: ______________________________
Email: ________________________________ Cell: ________________________________

Original: CASS

CC: Housing & Residence Life, Public Safety
Roommate acknowledgement for sharing of Antioch College residence with owner of a service or emotional support animal

Name of roommate who is the owner: _________________________________

Type of animal: _________________________________

By my signature below, I acknowledge that I will share my assigned Antioch College housing with a roommate/suitmate that has an approved service or assistance animal. Should I have any concerns regarding the behavior, location, or care of the animal, I will first discuss my concerns with the animal’s owner. If I continue to have concerns I will contact my Resident Assistant.

Roommate’s name and signature _______________________________ Date

Roommate’s name and signature _______________________________ Date

Roommate’s name and signature _______________________________ Date

Roommate’s name and signature _______________________________ Date