

Request for Support Animal in University Housing

Overview of the Process for Requesting a Support Animal in University Housing

Carnegie Mellon University provides reasonable accommodations for a student with a disability who has a verifiable need of having a Support Animal, including an Emotional Support Animal, in University housing. A reasonable accommodation is an exception to the University's rules, policies, practices, or services that a student with a disability may need to have an equal opportunity to use and enjoy University housing.

This form is to request a Support Animal, and NOT a Service Animal. What is the difference?

- Service Animals are defined as dogs, and in some instances miniature horses, that are individually trained to do work or perform tasks for people with disabilities. These tasks can include things like pulling a wheelchair, guiding a person who is visually impaired, or alerting a person who is having a seizure. The tasks a service dog can perform are not limited to this list. However, the work or task a service dog does must be directly related to the person's disability. Service Animals may accompany persons with disabilities into places that the public normally goes. Students with questions about Service Animals should contact the Office of Disability Resources using the appropriate campus contact information below.
- A Support Animal is an assistance animal, other than a service animal, that does work, performs tasks, provides assistance, and/or provides therapeutic emotional support for individuals with disabilities. An Emotional Support Animal is a type of Support Animal. An ESA provides emotional support and comfort to individuals with psychiatric disabilities and other mental impairments. A Support Animal, including an ESA, is typically a dog, cat, small bird, rabbit, hamster, gerbil, other rodent, fish, turtle, or other small, domesticated animal. A Support Animal need not be trained to perform tasks for a person with a disability. A Support Animal is not a pet. For purposes of this form, the term "ESA" will mean both "Support Animals" and "Emotional Support Animals."

To request an ESA in University Housing, a reliable form of documentation of a student's disability and need for an ESA is required. You may have this form completed by a health care provider (such as a physician, optometrist, psychiatrist, psychologist, physician's assistant, nurse practitioner, nurse, or clinical licensed social worker or another third party who has diagnosed, advised, counseled, treated, or provided health care or other disability-related services to the student as patient or client, provided that such health care provider or third party has personal knowledge of the student's disability and disability-related need for the animal.)

Some websites sell certificates, registrations, and licensing documents for ESAs to anyone who answers certain questions or participates in a short interview and pays a fee.

Such documentation from the internet is not, by itself, sufficient to reliably establish that an individual has a non-observable disability or disability-related need for an ESA.

The information completed on this form will be reviewed to determine:

1. That the student is a person with a documented disability;
2. That the ESA being requested is necessary to afford the student, as a person with a disability, an equal opportunity to use and enjoy the on-campus housing facilities; and
3. That there is an identifiable relationship between the disability and the support that the ESA provides.

This form is offered as a guide and Disability Resources will review all forms of documentation submitted. To the extent this information has already been submitted to Disability Resources in another format, the University will not require re-submission.

The University will use good faith efforts to notify the student of its final determination in writing within 2 weeks of its receipt of documentation of the student's disability and need for an ESA.

If the University determines that a student is not eligible for an ESA, or the specific ESA requested, the University will provide the student written notification of the denial and the reasons for the denial. The University will provide written notification of the grievance procedures that the student may use to challenge a denial.

A student who is approved to have an ESA in University housing will be required to acknowledge and comply with the ESA Owner's Rights and Responsibilities,. These rights and responsibilities will be reviewed with the student by Disability Resources.

For more information about having an animal on campus, see *Carnegie Mellon University Office of Disability Resources' Guidelines Regarding Animals on University Property*.

Submission Information

This form should be completed and submitted to the Office of Disability Resources at access@andrew.cmu.edu.

Student Information Section - to be completed by the student

Student Name

Andrew ID

Campus

Home Address

Home Phone

Email

Local Address

Local Phone

Type of animal being requested (for example, dog, cat, rabbit):

I have read ESA Rights and Responsibilities Document, and understand and agree to the conditions outlined.

Student Signature _____ **Date** _____

Student Healthcare Section - to be completed by student's healthcare provider or other reliable third party with personal knowledge of the student's disability and need for an ESA

To properly evaluate how Carnegie Mellon University can best meet the student's need for **requesting an ESA in University housing**, the University requires information from a health care provider or reliable third party who has personal knowledge of the student's disability, including the use of an ESA to address limitations that result from such disability.

Specifically, the information provided on this form will be reviewed to determine whether:

1. The student is a person with a documented disability;
2. The Support Animal being requested is necessary to afford the student, as a person with a disability, an equal opportunity to use and enjoy the on-campus housing facilities; and
3. There is an identifiable relationship between the disability and the support that the ESA provides.

Please respond to all questions below and attach additional related information as appropriate.

1. **Does the student have a disability, a.k.a. a physical or mental impairment that substantially limits one or more major life activities?** *Examples of major life activities include seeing, hearing, walking, breathing, performing manual tasks, caring for one's self learning, speaking, working, and other major life activities or bodily functions.*

☐ **NO** ☐ **YES.** Describe which major life activities or bodily functions are impaired:

2. **Does the student need the ESA because the animal does work, performs tasks, provides assistance, and/or provides therapeutic emotional support related to the student's disability?**

☐ **NO** ☐ **YES.** Describe how the ESA does work, performs tasks, provides assistance, or provides therapeutic emotional support that reduces the symptoms and/or effects of the student's disability:

☐ I verify that the named student information is correct, and that I have personal knowledge of this student (i.e. knowledge used to diagnose, advise, counsel, treat or provide health care or other disability-related services to the student as my patient/client).

Provider Name

Provider Qualifications (please describe, for example License Number, Certification, Degree, Relationship to Student, etc.)

Address

Phone

Email

Signature _____

Date _____

