



903.693.2000 • panola.edu

1109 West Panola • Carthage, Texas 75633

Process for Requesting an Emotional Support Animal in Panola College Housing

Process Information

Panola College Residence Life Housing provides **reasonable accommodations**¹ for a student with a disability who has a verifiable need for an **Emotional Support Animal (ESA)** in Panola College Housing. A reasonable accommodation is an exception to the Panola College Housing rules, policies, practices, or services that a student with a disability may need to have an equal opportunity to use and enjoy Panola College Housing.

This form is to request an ESA, and **NOT** a Service Animal. The differences between an ESA and a Service Animal are:

- **Service Animals are defined as dogs 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 dogs may accompany persons with disabilities into places that the public normally goes.
- **An ESA is an animal (typically a dog or cat, though this can include another type of animal) that provides a therapeutic benefit to its owner through companionship.** The animal provides emotional support and comfort to individuals with psychiatric disabilities and other physical or mental impairments. The animal is **not** specifically trained to perform tasks for a person who has emotional disabilities. Unlike a Service Animal, an ESA is **NOT** granted access to places of public accommodation; the animal's access is restricted to the student's housing.

The student must have an accepted Residence Hall Contract to request consideration to have an ESA in Panola College Housing. These steps should be followed to request an ESA:

1. To request an ESA, you must complete the "Emotional Support Animal in Panola College Housing" form.
2. A qualified third-party state licensed healthcare provider (e.g. medical doctor, psychiatrist, psychologist, or clinical licensed social worker) who is personally treating the student should complete the request for ESA. Only the information requested on this form should be provided.
3. After completing all sections of the form, the student will need to schedule an intake appointment with a DSSO staff member by contacting 903-693-2036 or emailing the documents to dss@panola.edu

¹ A **reasonable accommodation** is a change, exception, or adjustment to a rule, policy, practice, or service that may be necessary for a person with a disability to have equal opportunity to use and enjoy a dwelling, including public and common use spaces.
<https://www.hud.gov/sites/dfiles/PA/documents/HUDAsstAnimalNC1-28-2020.pdf>



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4. Please provide your support animal vaccination and spaying/neutering record.
5. Please provide a photo of your support animal.

Additional documents may be requested at the time of the appointment.

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

1. That the student is a person with a documented disability or impairment.
2. The ESA being requested is necessary to afford the student reasonable accommodations, 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 alleviation of the impairment(s).

The student will be informed of the final determination by email within 1-2 weeks after the initial submission of professional verification and completion of an intake appointment. If you do not agree with the determination, the student may follow the Panola College Grievance Procedure in the [Panola College Student Success Handbook](#).

Panola College reserves the right to reassign the student to a space to accommodate the ESA, if there is a potential impact on roommate(s). This move will only accommodate the student, and not roommate(s).

A student who is approved to have an ESA in Panola College Housing **will be required** to acknowledge the ESA Owner's Responsibilities, as outlined on the last page of this document. These responsibilities will be reviewed with the student by Housing and/or Residence Life Staff.

Please note: ESA approval is only valid for the same animal and the same academic year. New animals must be approved via the application process. Renewal of a prior approved ESA is only available for the same academic year via the ESA Renewal Form upon request.



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Student Form

COMPLETE FORM SUBMISSION AND INTAKE SCHEDULING

The completed form should be submitted to dss@panola.edu or hand delivered to the DSS office housed in the Charles C. Matthews Student Success Center. **All** student records are confidential. To make an intake appointment, contact DSS office:

Panola College Disability Support Services Office 1109 W. Panola Carthage, TX 75633	Email Disability Support Services	dss@panola.edu
	Phone/fax contact information	903-693-2046 If calling from a TTY/TDD, use Texas Relay at 800-735-2989

STUDENT INFORMATION

Student Name _____ Panola College Student ID# _____

Student Panola College Email Address _____ Home/Cell Phone# _____
 _____@students.panola.edu Alternate Phone # _____

Student Home Address _____ Campus Residence Life/Housing Address _____

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REQUIRED

I have read the process and submission information pages of this document, and understand the conditions outlined.

I authorize Panola College to discuss my medical information, reasonable accommodations request for housing, and room assignment with the following person(s) on my behalf.

Name _____ Relationship to student _____

Address _____ Phone Number _____
 City _____ State _____ ZIP _____

Student Signature _____ Date _____

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Request for Emotional Support Animal in Panola College Housing

Licensed Healthcare Provider Form

STUDENT HEALTHCARE SECTION

Student Name _____ Panola College Student ID _____

To properly evaluate how Panola College can best meet the student’s need for requesting an ESA in Residence Life Housing, the college requires specific diagnostic information from a licensed clinical professional/healthcare provider who is directly responsible for the treatment of the student’s disability, including the intentional use of an ESA to address specific functional limitations that result from the student’s physical or psychological diagnosed condition(s).

NOTE: The provider completing this form **cannot** be a relative of the student. The provider should **completely respond to all questions** and may attach additional related information.

<p>1. Does the student whom you have individually examined and treated have a diagnosed physical or mental impairment(s) that substantially limits one or more major life activities?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, please describe what major life activities are impaired such that an ESA would be necessary for this patient to have reasonable accommodations and the benefit(s) of dwelling within this residence’s housing:</p> <p>_____</p> <p>_____</p>
<p>2. Do the patient’s impairments(s) fall within the measures of DSM-5 classifications?</p> <p>_____</p>
<p>3. Identify the impairment(s)-related need for an ESA. Explain how the animal alleviates one or more of the identified substantially-limiting major life activities, which reduces the identified symptoms or effects of this individual’s existing impairment(s). _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>4. Please provide patient onset date and first date seen for the above said impairment(s). Onset date _____ First Date Seen: _____</p>
<p>5. Does the patient require ongoing treatment?</p> <p>_____</p>
<p>6. What type of animal is being requested and is this animal prescribed as part of a treatment plan for the patient? If so, please explain why this specific animal provides support and alleviates symptoms. _____</p> <p>_____</p> <p>_____</p>



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7. Have you discussed the responsibilities associated with properly caring for an animal while engaged in typical college activities and residing in campus housing?

8. Do you believe that those responsibilities might exacerbate the student's symptoms in any way?

9. In your professional opinion, how important is it for the student's well-being that the ESA be in residence on campus?

10. What symptomology might occur if the accommodations for the ESA is approved?

HEALTHCARE PROVIDER INFORMATION

Please provide the nature of your practice and qualifications in regards to the treatment of the impairment(s) you have listed on this form.

Provider Name _____ TX License Number _____

NPI Provider Number _____

Physical Address _____

Street City State Zip Code

Mailing Address (Fill only if different than Physical Address)

Street City State Zip Code

Provider Signature _____ Date _____

I am hereby verifying that the named student information is correct, that the student is a patient that I have been treating, and that **I am not a relative of the student.**

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Emotional Support Animal

Student Responsibilities

A student who is approved for an Emotional Support Animal (ESA) by the Disability Support Services Office (DSSO) will be required to meet with the Residence Life Housing staff to review and agree to the following requirements.

Panola College reserves the right to revoke the permission granted of any reasonable accommodation for an ESA whose owner fails to follow the requirements outlined in this policy, resulting in the request to remove the ESA from campus housing.

An ESA **must** be contained within the privately assigned student living accommodations (room, suite, or apartment), except to the extent the student is taking the animal out for natural relief. When an ESA is outside of the student's private living accommodation, the animal must either be controlled by a leash or harness or contained in an animal carrier. **ESAs are not permitted in any Panola College facilities**, including the commons buildings, other than the residential building to which the student is assigned.

Student's Responsibilities as the ESA Owner:

- The student must abide by current city, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. The student must know and understand these ordinances, laws, and regulations. Panola College has the right to require documentation of compliance with such ordinances, laws, and/or regulations, which may include a vaccination certificate or a veterinarian's statement regarding the animal's health. Panola College reserves the right to request documentation showing that the animal has been licensed.
- All ESAs **MUST** be spayed/neutered prior to being on campus.
- The student is required to clean up after and properly dispose of animal's feces in a safe and sanitary manner. If the animal is a dog, the dog must be housebroken and kennel trained.
- In the case of an emergency, Panola College is not responsible for evacuating the animal.
- Panola College will not ask for or require a student with a disability to pay a surcharge or comply with other requirements generally not applicable to people without animals.
- The student **is financially responsible** for any and all actions of the animal, including but not limited to, bodily injury or property damage, such as furniture or floor coverings replacement. The student may be charged for any damage caused by the ESA that is beyond reasonable wear and tear. The student's living accommodation must be kept clean with no odors, free of fleas, ticks, or other pests caused by the ESA. If fleas, ticks, or other pests are detected through inspections, the living accommodation will be treated using approved fumigation methods by a Panola College-approved licensed pest control service. The student will be billed for the expense of any pest treatment above and beyond standard pest management in the college. Panola College shall have the right to bill the student's account for unmet obligations under this provision.
- The student is responsible for the appropriate management of the animal. Disruptive and/or aggressive behavior by the animal cannot be permitted, and if it occurs, the animal will need to be removed from college housing.
- The ESA may **not** be left alone overnight in college housing to be cared for by another student. The ESA may **not** be housed in another student's living accommodation. If the student is to be gone overnight or for a prolonged period, the ESA must accompany the student.
- The student agrees to abide by all equally-applicable policies that are unrelated to the student's disability such as assuring that the ESA does not unduly interfere with the routine activities of the residence or cause difficulties for other students residing in the college housing.



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- The ESA is permitted in college housing only as long as it is necessary due to the student's disability. The student must notify the college, in writing, if the animal is no longer needed or is no longer in residence. To replace an ESA, the student must submit a new request to demonstrate that the new animal is necessary due to the student's disability.
- Panola College may remove or require the removal of any ESA that poses a threat to the health or safety of others, a fundamental alteration² to operations, disrupts the educational environment of the college and/or residential community or if the owner does not comply with the ESA Owner's Rules and Responsibilities for Emotional Support Animals. Examples of threat to health and/or safety may be considered on the basis, although not limited to, an event caused by aggressive conduct, size, or breed of the support animal.
- Any approval under this policy is valid for one academic year and valid for one specific animal. Students must notify DSSO of their desire to continue utilizing this accommodation for each subsequent year. A new policy agreement must be signed, and therapeutic use of an ESA must be provided. Students must not substitute an unapproved animal without written approval from the DSSO.
- If it is necessary for the animal to be removed from college housing premises, the student is obligated to fulfill the Resident Life Housing and Food Services Contract obligations for the remainder of the contract term.
- When ESAs are left **unattended** in a student's room, they are required to be contained in a crate, carrier, or kennel. This containment will allow Panola officials to routinely access the residential facilities for maintenance or other routine tasks without posing risk to the animal or employees. Proper containment of an ESA additionally ensures quick action from emergency responders when evacuation is required.
- Dogs as ESAs must be "housebroken" and cats as ESAs must be litter box trained. Other smaller animals (i.e. gerbils, rabbits, guinea pigs, etc.) must be caged and may not be left to roam freely in the student's room.
- Please note that documentation from ESA registries and "meet with a health care provider once to get your ESA letter" will not be accepted. Students should have an ongoing and established relationship with the provider who is making the request for an ESA. Students should be careful when using services such as these, as personal information may not be secure.

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Student Signature

Date

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² 8. What is a "fundamental alteration"? A "fundamental alteration" is a modification that alters the essential nature of a provider's operations. <https://www.hud.gov/sites/documents/huddojstatement.pdf>