

SlipperyRockSM UniversitySM Disability Services

Student Handbook

Office of Disability Services

105 University Union

Slippery Rock, PA 16057

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Business Hours

8:00 AM – 4:30 PM, Mon – Fri
(semester)

8:00 AM – 4:00 PM, Mon – Fri
(spring, summer, and winter breaks)

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LETTER FROM THE DIRECTOR

Dear Student,

Welcome to Slippery Rock University!

The Office of Disability Services (ODS) has many procedures in place to ensure students are receiving appropriate accommodations to succeed academically. This handbook will give an inclusive overview of what needs to be accomplished in order to access our services.

ODS is the only designated office at the University for students to willingly disclose disabilities, submit appropriate documentation, and request accommodations.

SRU appreciates that the needs of all students are different. Therefore, the requests of each individual student who registers with ODS are considered case-by-case. This interactive process allows us to meet with each student individually and determine *reasonable* accommodations. ODS also teams up with faculty and staff across campus to address student needs while supporting students to advocate for themselves.

To schedule a meeting with a staff member, please contact our office by calling 724-738-4877, emailing disabilityservices@sru.edu, or by stopping in our office during business hours at 105 University Union. We look forward to meeting you!

Best wishes in your academic endeavors here at SRU! Go Rock!

Sincerely,

Dr. Natalie E. Burick, Director
Office of Disability Services

OFFICE CONTACT INFORMATION

Location	105 University Union
Email	disabilityservices@sru.edu
Phone	(724) 738-4877

OFFICE STAFF

Position	Name	Email
Director	Dr. Natalie Burick	natalie.burick@sru.edu
Assistant Director	Kim Coffaro	kim.coffaro@sru.edu
Secretary	Suzanne Sandrock	suzanne.sandrock@sru.edu

PENNSYLVANIA RELAY INFORMATION

When you connect with Pennsylvania Relay, a Communication Assistant (CA) will connect on the phone with you. Simply give the CA the number you wish to call and your call will be processed promptly, professionally, and accurately.

Dial 7-1-1 to use Hamilton Relay in Pennsylvania or call one of the toll-free numbers below:

TTY: 800-654-5984

Voice: 800-654-5988

Speech-to-Speech: 844-308-9292

Spanish: 844-308-9291

DISABILITY LAWS IN POSTSECONDARY EDUCATION

Individuals with disabilities are entitled by law to equal access to postsecondary programs. There are two laws that protect persons with disabilities in postsecondary education: The Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended in 2008. According to the Rehabilitation Act of 1973 and the Americans with Disabilities Act, a student with a disability is someone who has a physical or mental impairment, has a history of impairment, or is believed to have a disability that substantially limits a major life activity such as learning, speaking, seeing, hearing, breathing, walking, caring for oneself, or performing manual tasks.

The Rehabilitation Act

The Rehabilitation Act of 1973 is generally regarded as the first civil rights legislation on the national level for people with disabilities. Section 504 of the Rehabilitation Act is a program access statute. It prohibits discrimination on the basis of disability in any program or activity offered by an entity or institution receiving federal funds. Section 504 states:

No otherwise qualified person with a disability in the United States...shall, solely on the basis of disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity provided by any institution receiving federal financial assistance.

Under Section 504, institutions are required to appoint and maintain at least one person to coordinate its efforts to comply with the requirements of Section 504. Individuals working in this office have the ongoing responsibility of assuring that the institution/agency/organization practices nondiscrimination on the basis of disability and should be included in any grievance procedures developed to address possible instances of discrimination brought against the institution. At Slippery Rock University, the established office is the Office of Disability Services.

The Americans with Disability Act (ADA)

The Americans with Disabilities Act (ADA) is a federal civil rights statute that prohibits discrimination against people with disabilities. There are four main sections of the law: employment, government, public accommodations, and telecommunications. The ADA provides additional protection for persons with disabilities in conjunction with the Rehabilitation Act of 1973. The ADA is designed to remove barriers which prevent qualified individuals with disabilities from enjoying the same opportunities that are available to persons without disabilities.

Postsecondary institutions are covered in many ways under the ADA. Employment is addressed by Title I and Title II addresses accessibility provided by public entities. Accessibility provided by private entities is addressed in Title III, and Title IV addresses telecommunications. Miscellaneous items are included in Title V.

Amendments to the ADA, which took effect January 1, 2009, clarify who is covered by the law's protections. The ADA revises the definition of "disability" to more broadly include impairments that substantially limit a major life activity. The amendment also states that mitigating measures, including assistive devices, auxiliary aids, accommodations, medical therapies, and supplies have no bearing in determining whether a disability qualifies under the law.

The ADA in Relation to Section 504 of the Rehabilitation Act

Institutions that receive federal funds (such as Slippery Rock University) are covered under Section 504. The ADA does not supplant Section 504 but the ADA standards apply in those situations where the ADA provides greater protection. Therefore, postsecondary institutions must adhere to both the Rehabilitation Act and the Americans with Disabilities Act.

ADMITTANCE

Qualified persons with disabilities must meet the Slippery Rock University regular admissions standards. However, admission eligibility will be considered on a case-by-case basis to afford applicants an equal educational opportunity. Qualified applicants with disabilities will not be denied admission solely on the basis of their disability. It is not necessary, nor recommended, that students disclose their disability in the application process.

Once admitted, students with disabilities requiring accommodation(s) must contact the Office of Disability Services to request these services. In order to receive services or accommodations for a disability, the student must furnish appropriate documentation of the disability to the Office of Disability Services.

OFFICE OF DISABILITY SERVICES

The Office of Disability Services at Slippery Rock University is committed to providing services that facilitate the academic and personal goals of the students it serves. Students with documented disabilities are entitled to reasonable and appropriate academic accommodations in accordance with federal laws, which include Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act, as amended. Slippery Rock University is committed to equal opportunity for persons with disabilities without regard to disability in the recruitment of, admission to, participation in, treatment in, or employment in the programs and activities operated and sponsored by Slippery Rock University.

Services from the Office of Disability Services are open to any student with a learning, physical, or psychological disability. The office provides the services necessary to ensure equal access to educational opportunities and experiences.

The Office of Disability Services advises Slippery Rock University administration on policies and procedures relevant to students with disabilities and acts as a general information and referral service for disability-related issues. The office strives to educate individuals regarding the abilities and needs of persons with disabilities through coordination of programs and involvement in activities on disability-related issues. The Office of Disability Services also provides training for faculty and staff to increase the understanding of the needs of students with disabilities.

Disability Support Staff

Disability Support Staff are an important component of student success. These staff members are for students with disabilities and are the referral point where a student may request accommodations for academic success. Instructors are encouraged to contact support staff for assistance in accommodating

students with disabilities in the classroom.

Eligibility for Services

A person is eligible for services and/or accommodations if he/she:

- is considered a person with a disability,
- has identified himself/herself to the institution through the Office of Disability Services, and
- has presented appropriate documentation regarding the disability to Slippery Rock University as required by the Office of Disability Services.

Services must be disability-related, contingent upon the documented nature of the disability and those functional limitations accompanying the disability.

Disability Definition

The ADA, as amended, defines a person with a disability as a person:

- with a physical or mental impairment that substantially limits one or more major life activities,
- who has a record of the disability, or
- who is regarded as having the disability.

HOW DO I ACCESS SERVICES?

Students are solely responsible for contacting the Office of Disability Services to request any accommodations or services. Students may begin the accommodation process by completing a public accommodation request by either clicking of the *Accommodation Request* link under *Related Links* at www.sru.edu/ods or by using this link: https://sru-accommodate.symplicity.com/public_accommodation/

DOCUMENTATION

There are multiple ways to provide Disability Services with documentation of your disability. Students should submit at least one of the following in addition to his/her self-report:

Full evaluation/diagnostic report

- A psychological evaluation from a licensed psychologist or psychiatrist
- This would provide the richest information to determine the best possible accommodations and supports.

Documentation that provides proof of diagnosis and prior accommodations.

- IEP/504 plan
- Accommodation letter from previous postsecondary institution

Please Note: The accommodations for higher education environments may be different from basic education environments. Although the documentation types mentioned above can provide us with the information necessary, we are not able to utilize the same accommodations in all cases. All accommodations will be discussed in the first Welcome Meeting with the Office of Disability Services and provided on a case-by-case basis. Any other accommodations specific to your disability must be requested and approved.

Disability Verification Form

- Must be completed and signed by a licensed healthcare professional
- Available for download at www.sru.edu/ods the *Documentation Guidelines* tab.
- See Appendix A

A healthcare professional can submit a letter of their own.

Please provide the following information to Disability Services on letterhead with the date and signature:

- A diagnostic statement identifying the disability (with the date of diagnosis)
- Severity of the disorder (mild/moderate/severe)
- Medication or treatment currently prescribed
- Recommended accommodations that may assist the student in minimizing the impact of the condition in an academic setting.

Important Notes Regarding Documentation

The Office of Disability Services will review and consider all pieces of documentation submitted. Documentation will assist our office in understanding how the disability impacts the student in an academic setting and the current impact of the disability as it relates to the accommodations requested.

Reviewing documentation is a collaborative process and each piece of documentation is handled on a case-by-case basis.

The eligibility determination process is not a same day process. Once documentation is received, it will be reviewed in order of receipt; therefore, it is recommended that documentation be submitted well in advance of any accommodation related needs.

If you would like to discuss the documentation review process, you may speak with the Director or Assistant Director in the Office of Disability Services.

GRIEVANCE PROCESS

The Office of Disability Services is dedicated to ensuring that students with disabilities have equal educational access at Slippery Rock University.

If a student disagrees with the accommodation decision reached by the Office of Disability Services (ODS) or is dissatisfied with the manner in which an approved accommodation is being provided, he/she has the option to request a meeting with the Director of ODS to review the determination or provision of accommodations. Upon receipt of such a request, the Director of ODS will arrange a meeting with the necessary parties (the student, ODS staff, the instructor(s) and/or other administrators). The student will have the right to provide additional documentation, as well as, provide information to challenge ODS's accommodation determination.

If as a result of the meeting, the parties reach a resolution that is satisfactory to all, the terms of the agreement will be provided in writing to the student and will be included in the student's file.

If the parties are unable to agree to a resolution, the Director of ODS will provide to the student, in writing, the response to their reconsideration request. The response will include a detailed explanation of the reasons for the decision and the basis for the denial.

If the student considers the response unsatisfactory, he/she may reach out to the Director of ODS for guidance on procedures for further action.

ACCOMMODATIONS & SERVICES

Once documentation of a disability is provided to the Office of Disability Services, the identification of specific accommodations for a student can begin. The following non-inclusive list of accommodations are ones that are commonly seen through the Office of Disability Services. These accommodations are specific to each student and his/her needs.

Please Note: Not all of the accommodations in the information below are provided to every student. The Office of Disability Services reviews documentation and meets with the student to identify accommodations that fit his/her unique needs.

Testing Accommodations

Many students with disabilities require testing accommodations in order to demonstrate mastery skills and attainment of knowledge. The same exam accommodation may be used by individuals with different disabilities and individuals with the same disability may use different testing accommodations. The emphasis should be placed on meeting the documented need for individual accommodation on a case-by-case basis, rather than consistency of accommodation. The process of determining appropriate testing accommodations should provide for flexibility in order to meet each student's unique needs and specific course requirements.

Extended Time

This accommodation allows the student additional time to complete testing, including both quizzes and tests in either online or paper format. Extended time is typically determined using a ratio to the amount of time other students are given to complete the same test. The most common time accommodations are time and a half and double time. Time accommodations are determined based on disability and course requirements.

Distraction reduced environment

This accommodation allows the student to test in a quiet environment in which visual and auditory stimuli are reduced. Some of the ways that this low distraction environment is created include:

- Individual work stations with dividers
- Signage to discourage noise in the area (Please do not disturb – Testing in Progress)
- Testing in a room without windows, the blinds drawn, and/or seating away from the window
- Testing in a private room

Enlarged print

This accommodation allows the student's exam to be converted to an optimal enlarged size due to low or poor vision. With use of specific easier to read fonts and the type size preferable by the student, this provides the student with a more visible and readable document from which to test from.

Needs tests in smaller sections

This accommodation allows the student to take their exam in sections rather than the entire test as a whole with breaks in between. This provides opportunities for ease of focusing on the exam and for anxiety to be reduced.

Needs less information on page

This accommodation allows the student to take an exam in a more spread out format. With less information on a page, the student is provided with more opportunities to focus on the questions singularly, an easier reading document, and a much less stressful testing experience.

Works math problems on scratch paper

This accommodation allows the student to visually see and work out math problems on scratch paper rather than working it out in his/her head. This provides opportunities for a student who learns better visually to see the content before providing the answer to the problem. It also offers an opportunity to focus on the material.

Reader for exams

A reader reads test materials aloud verbatim and does not interpret the text. The reader does not restructure or paraphrase the sentences or discuss course content. A student who is eligible for a reader may also want their written answers read back before finishing the test. Please note:

- This accommodation cannot be used if it compromises an essential course objective.
- For certain courses, a specialized reader may be necessary (e.g. upper level science courses or classes in which content may be difficult to pronounce).
- As an alternative to a reader, exams can be recorded in advance by staff or read aloud via computerized screen reader.
- Students using this accommodation will require private exam space or headphones if using a recorded test or screen reader.

Scribe

A scribe transcribes verbatim dictation of student responses. The student may organize information before giving dictation or the student may dictate an oral outline. The scribe may also read work aloud back to the student. The scribe does not discuss course content with the student or help the student organize his or her thoughts. Please note:

- Use of a scribe requires a private testing space.
- Students using a scribe for an exam that requires extensive dictation may require time and a half or double time.
- The scribe may type answers as dictated for efficiency and to better allow the student to review the responses. If the student does not receive the use of a computer with a word processor as an accommodation, the scribe should use text only software such as Notepad or Microsoft Word with grammar and spellcheck turned off.
- A scribe may be provided for students who require assistance transferring multiple choice test answers to a scantron.
- As an alternative to a scribe, speech to text software such as Dragon Naturally Speaking may be used. In some cases, one-handed keyboards, optical pointers, and other assistive technology may eliminate the need for a scribe.
- The testing student should review transcribed documents for accuracy before turning in exam.

Calculator

The student is allowed to use a calculator for tests where this would otherwise not be permitted.

- This accommodation cannot be used if it compromises an essential course objective.
- Programmable calculators or calculators with other non-mathematical functions should be pre-approved by the instructor.
- Calculators on computers can be read aloud via screen reader.
- Other alternatives include talking calculators and large key calculators.

Computer for Essay Exams

The student is allowed to use a computer to complete an essay exam that would otherwise be handwritten. This may be limited to recording responses in a text document or may include the use of software, such as word processors that assist in the preparation of the answers.

- Permitted software, such as word processors or computer calculators, should be specifically listed as part of the accommodation.
- If word processors or other software are not listed as part of the accommodation, the student should use text only software such as Notepad or Microsoft Word with grammar and spellcheck turned off.
- Internet capabilities will be deactivated on testing workstations to ensure test integrity.
- Secure logins at workstations with Windows to limit access to programs. For example, a login can be created that only allows access to a text document for recording answers with no access to the Internet or other programs.
- Students using computers may require private exam space to minimize distractions for others.

Online Test in Paper Format

Online exams pose many different challenges than paper tests. Computer exams require the student to enter answers in a more exact format and generally impose more rules on how a student can answer the question. As online exams continue to gain in popularity, this accommodation has become necessary. It is imperative that the student who is approved for this accommodation receives full and equal access to the exam. This will require preplanning and continuous communication between the Office of Disability Services, the instructor, and the student. Please note:

- We will work closely with the instructor and academic department to determine how best to acquire and return a paper test for grading.
- In some cases, the test can be printed out and the student or a scribe can enter the answers into the designated fields on the computer. This is necessary if the test allows multiple answer attempts for full or partial credit.
- Some online tests do not allow you to print, such as programs that utilize a lockdown browser, and still others leave out vital information, like dropdown menu choices, when printed. In these circumstances, it is vital to communicate with the instructor early and have a paper version of the test prepared and ready for the student.

Assistive Technology

New technologies, including apps and computer software, have opened many doors of independence for individuals with disabilities. These technologies also have the potential to positively impact the delivery of exam accommodations. For example, voice input and output software decreases the need for readers or scribes in exam situations. The Office of Disability Services will continue to develop a working knowledge of available technologies and encourage students to use them. Before a particular student uses new assistive technology for exams, the following steps will be taken:

- The Office of Disability Services specifies relevant assistive technology as an approved

test accommodation.

- Student develops familiarity with assistive technology prior to testing.
- Disability staff adjusts test time accordingly.

Common assistive technology used in test accommodations in the Office of Disability Services

- Screen magnification software like Zoom Text
- Screen readers like Kurzweil
- Voice recognition software like Dragon Naturally Speaking
- Adaptive and Ergonomic Keyboards and Mice
- Composition Aids
- Digital exams
- Exams produced in large print or audio formats
- Desktop magnifiers
- Computers
- Large format displays

Accommodated Testing Procedure

Quiz/Exam administration is available to students who are **registered** with the Office of Disability Services and have been approved for testing accommodations.

Test Administration

Test scheduling requests that will take place in the Office of Disability Services (ODS) must be submitted with a minimum of two business days of advanced notice using our testing form. The testing form can be found in our office or in a file box outside of our office at 105 University Union. Prior notice is to ensure testing space availability and to ensure we are in receipt of the quizzes/tests from the instructors. ODS encourages scheduling quizzes/exams as soon as they are known; the course syllabus often has all dates listed for the semester. Each time a student schedules an exam with ODS, the student must complete Section A of the testing form and approach the instructor to request completion of Section B of the testing form.

ODS Testing Hours

8:00 AM – 4:30 PM, Monday through Friday

SUMMER TESTING HOURS: 8:00 AM to 4:00 PM, Monday through Friday

Please Note:

- ODS will typically schedule the last quiz/exam at 3:00 pm to ensure proper time and delivery of the quiz/exam to the instructor.
- Some courses may have quizzes/exams that are not during our business hours. If that is the case and the student would like to take the exam in our office, we recommend that students communicate with their instructor to reschedule his/her exam time so that our office can be used.

If your exam is on:	Please turn in your completed testing form by:
Monday	Thursday at 4:30 PM
Tuesday	Friday at 4:30 PM
Wednesday	Monday at 4:30 PM
Thursday	Tuesday at 4:30 PM
Friday	Wednesday at 4:30 PM

Test Administration Policies

- Only students who have been approved for testing accommodations, and who have a current semester request on file can schedule quizzes/exams at ODS.
- Examinees are responsible for scheduling testing appointments with a **minimum of two business days advanced notice with instructor notification and approval.**
- Your ODS proctored exams must be scheduled during the same time as the class or as stated on the testing form with approval from the instructor. Quizzes/exams scheduled in ODS must take place during our regular business hours and before 3:00 pm.
- If you have evening exams, please discuss the timing of the exam with your instructor and contact the ODS office for alternate arrangements if needed.
- Books, coats, backpacks, and other personal items must be stored in ODS main office or lockers located outside of our office.
- Cell phones/electronics and smart watches are never allowed in the testing rooms. They must be turned off prior to entering the testing room and stored in the ODS main office or lockers.
- Arrive on time. Arrivals after **15 minutes late** for regular quizzes/exams and **30 minutes late** for finals may be considered "no show" and may only reschedule with the permission from your instructor.
- All food, drink, and tobacco are prohibited in the testing room. Food and drink may be permissible if advance notice is given to the ODS.
- Allowable materials in the testing room are those authorized by the instructor or ODS and should be specified on the testing form.
- The testing room must be quiet at all times.
- All testing materials including note sheets, formula sheets, tables and scratch paper must be turned into ODS staff upon test completion.
- Testing must be completed by 4:30 pm.
- If an ODS test proctor/staff has reason to believe that a student is cheating during testing, the proctor will take the test and all materials. The incident will be documented and the instructor will be notified immediately.
- If you are a graduate student at a Harrisville location, please see the ODS Director or Assistant Director for specific testing instructions for that site.

Note Taking Assistance

Note-taking assistance is available to students who are **registered** with the Office of Disability Services and have been approved for this accommodation. Students wishing to receive notes each subsequent semester after registering with the office must drop off their course schedule at 105 University Union or email it to ods@sru.edu to request notes.

Note-taking services provide equal access and can contribute to the success of students who have a disability. By using a note-taker, students needing this accommodation are given a second set of notes, typically through the Office of Disability Services, to ensure that information communicated during each class session is not missed. Other routes that notes can be gained from this accommodation are through the instructor or if the student approved for this service would like to identify his/her own note-taker.

It is the expectation of the Office of Disability Services that each student assigned to note-taking services will continue to attend all classes and arrive on time. In addition, he/she must take his/her own notes, using the note-taker's notes as a supplement to his/her own.

Student Responsibilities

1. Request and/or discuss note-taking as a reasonable accommodation during a meeting with the Office of Disability Services.
2. Each subsequent semester that notes are needed, the student must drop off their schedule to the office or email a copy to ods@sru.edu. The classes for which notes are being requested must be clearly marked/highlighted.
3. If note-taking services are approved, the student must continue to attend class on a regular basis and take notes.
4. Stop in to the Office of Disability Services to inquire about or pick up notes that have been turned in by the note-taker. Some notes may be available using the Note-taker Network tab in the *Accommodate* system.
5. Provide feedback about the quality and consistency of the notes to the note-taker.
6. Report any difficulties to the Director or Assistant Director of the Office of Disability Services.

Accessing notes through Accommodate

1. Log in to *Accommodate*.
2. Click on the **Note-Taker Network** tab on the sidebar.
3. Click on **More Filters**.
4. In the box labeled Course, type in the name of the course you would like to view notes for followed by clicking the **Apply Search** button.
5. Complete this process for each course you receive notes for making sure to click on the **Clear** button in between your searches.
6. Communicate with ODS immediately if you are having any issues with the notes you are receiving.

Please Note: You must download any notes from *Accommodate* that you would like to retain for future use. You will not be able to access your notes after the last day of classes for the current semester.

Equal Access

All students have the right to equal access of information that is presented to them. Equal access also includes the student's right to not pay attention in class, forget assignments, forget test dates, fail courses, and miss classes. Students with disabilities should not have any advantages given to them that students without disabilities in the classroom do not have.

Assistive Technology

Laptop/iPad

This accommodation allows the student to utilize a laptop computer or iPad in class with the option to utilize the necessary word processing technologies unless it is a part of the course requirement. This will allow for assistance with grammar, punctuation, use of a dictionary or thesaurus for word selection, etc. so that the student can offer clear communication of his/her work. These devices also offer a more effective way to take notes.

Calculator

This accommodation allows the student to use a calculator during class time or testing when it is not allowed, unless basic math functions are part of the course requirement. This provides the student with the opportunity to produce their work in a timely manner as well as a quicker way to work out math problems that may take more time and concentration to produce.

Digital recorder

This accommodation allows the student to utilize a recording device during every class session. The Office of Disability Services does have handheld digital recorders that can be signed out or a student can use his/her own recording device. This allows to student to record and later replay the lecture as many times as he/she needs to understand and comprehend the material.

Livescribe Smart pen for note taking and recording lectures

The Smart Pen is an advanced paper-based computer in the form of a pen that records lectures as you write notes on a special note pad. It synchronizes the audio you hear to what you write, so you never miss a word, allowing you to re-listen to lectures at a later time.

The special note pad is filled with microdots. The dot pattern identifies the specific page and locations on the page of the notes you write; similar to a geographical positioning system (GPS). Therefore, anything you write (words, numbers or drawings) can be stored, recognized, and intelligently responded to the smart pen. The smart pen is a great way to keep students on track in the note-taking process.

Students can check out and receive training anytime during the semester by making an appointment with a Graduate Assistant.

Kurzweil

Kurzweil is a computer-based program that is provided to students who need text for readings read to them so that it is easier to understand and comprehend. It provides opportunities for those students with poor or low vision an ease with reading assignments or for students with learning disabilities an audible way to understand the information and materials being presented or assigned.

Slippery Rock University has an institutional membership with Kurzweil. Through Kurzweil, students are given the ability to upload PDF text files which can then be read aloud. Kurzweil not only allows for text reading but also may assist students in preparing written documents, taking tests and quizzes, and enhancing study skills.

Students can order digital copies of their text books to use with Kurzweil through the Office of Disability Services. Instructions for ordering textbooks in in alternative format begin on page 24 of this handbook.

Please refer to our website at www.sru.edu/ods for instructions on how to download Kurzweil to your computer after you have been approved for this accommodation.

Other assistive technologies

The adaptive technologies listed above are only some of the assistive technologies that are available to students who receive services through the Office of Disability Services. There are other technologies and equipment that our office utilizes and provides to students on a case-by-case basis. If additional equipment and accommodations are needed that the Office of Disability Services does not have on hand, a meeting with the Director would be required.

Physical Environment

Preferred seating/near the front of the class

This accommodation places the student's seat in the front or near the front of class. This provides students with hearing impairments ease of hearing the instructor or it can assist students with learning disabilities a way to limit distractions within the classroom that may disrupt the learning process.

Alternative chair/table

This accommodation allows a student to utilize a chair, table or desk that is different than that which the classroom set up provides. This provides a student an ease with writing, sitting, and remaining in a comfortable position which makes learning the material easier.

Opportunity to stand/move in class

This accommodation allows the student to move around in class or to stand up during the lesson. It provides students with an ease of focus and attention when they are experiencing pain or a need for additional focusing measures.

Other Classroom Accommodations

Extended time for assignment completion

This accommodation allows the student more time to complete assignments but only when the due date is worked out with the instructor before the actual assignment is due. This accommodation makes the student accountable for his/her work but only if he/she speaks to the instructor and determines the amount of time the assignment needs extended. It provides those students with various disabilities, impairments and disorders the opportunity for more time to produce work that may take a longer time to produce.

May need to leave the room during class

This accommodation allows for students to leave the classroom during class as needed. It provides students with the opportunity to refocus, to limit pain or discomfort from a medical standpoint, or to ease the anxiety of a close social setting.

May need additional time to get to class

This accommodation allows the student extra time to arrive to the classroom and it is typically an accommodation used for students with a physical disability who have a class schedule that does not allow for classes to be more spread out time wise. It can also be used for a student who experiences a temporary physical disability or even a mental illness.

Priority Registration

Priority registration enables students with disabilities that require this service to register early each academic semester. The purpose of priority registration is to allow students with disabilities the ability to schedule classes in a manner, which allows their schedule to conform to the needs associated with their disability. All students registered in the Office of Disability Services will have priority registration.

Housing Accommodations

The Office of Disability Services also works in conjunction with the offices of Housing and Residence Life to provide appropriate housing accommodations to students who are approved for that accommodation through the Office of Disability Services. To request housing accommodations, students will need to:

- Complete the housing accommodation request form at the time the housing application is submitted.
- Submit a public request for accommodations with the Office of Disability Services at https://sru-accommodate.symplicity.com/public_accommodation/.

Once those tasks are completed, communication will be made with the student to schedule a Welcome Meeting with the Office of Disability Services. This meeting will be followed by a

review of the housing accommodation request form by the Director of Disability Services and the Associate Director for Housing Accommodations at Slippery Rock University.

Reduction of Course Load Procedure

The Office of Disability Services occasionally recommends a reduced course load as an academic accommodation for a student with a disability. Unlike part-time status, authorization for a reduced course load permits a student to register for a course load that is less than full-time, while still being considered a full-time student in regards to certain access. Students authorized for a reduced course load are entitled to most services enjoyed by full-time students.

While students will only be billed for courses in which they are actually enrolled, all other charges will apply. Please note, course load reduction to a student's schedule which brings them under full-time status may result in changes to financial aid. Consultation with the financial aid is suggested, disability services does not have access to student's financial information. If a student is receiving OVR funding, reduction in course load can also alter funding. The student's OVR counselor should be directly consulted regarding reduction of course load. Students residing in housing will need pre-approval based off of number of credits taken. Twelve credits are considered by the University to be a full-time course load.

Application Process

1. Students seeking the accommodation of a reduced course load must have complied with the accommodation review and approval procedure of Disability Services. Medical documentation of the disability which supports the accommodation of a reduced course load must be provided to Disability Services by the student. If a reduced course load is recommended by Disability Services, then the Dean of the student's School or College must approve the recommendation. The student will be eligible for a reduced course load only after this process is completed.
2. Students seeking the accommodation of a reduced course load must notify Disability Services each semester that they intend to utilize the reduced course load accommodation. Such notification must occur during the drop/add period. The student must send an email to the director, natalie.burick@sru.edu to notify of reduced course load.
3. Students seeking the accommodation of a reduced course load must meet with the academic advising staff in their School or College each semester to review academic progress. Compliance with School or College policies and procedures is mandatory.
4. Most Schools or Colleges have maximum time limits to complete a degree program. Where a student is facing such a time limit due to receipt of a reduced course load accommodation, the student is responsible for formally requesting an extension of that time limit from their School or College.

Students that have been approved for the accommodation of a reduced course load need to understand that there are implications of that status for their student account and their financial assistance. Students are advised to discuss any concerns with Student Accounting Services and the Office of Financial Aid Office.

ACCOMMODATE

The Office of Disability Services (ODS) at Slippery Rock University uses a web-based software system called *Accommodate* to service registered student with accommodations. Access to this system is available to all student who are registered with our office as well as to all faculty members on campus.

The Office of Disability Services (ODS) is pleased to offer registered students in our office with online access to services and accommodations through our web-based software system, *Accommodate*. This system allows students to:

- Maintain 24-hour access to their approved accommodations
- Request supplemental accommodations that may be needed
- Complete a semester request every semester to communicate the continuation of accommodations
- View, save and print an accommodation letter to provide to professors
- View documentation and/or important releases signed
- Access helpful resources to assist with academic success
- View equipment signed out as well as when it is due for return
- For those students who receive note-taking services, online access to notes
- For those students who use Kurzweil, online access to request electronic copies of books

How to Log in to *Accommodate*

1. Log in to D2L (Desire 2 Learn) from mySRU.
2. Click on the **Accommodate** icon located at the bottom left of your home screen.
3. Select the box on the next screen that says **Student**.
4. Type in your SRU email and password and click **Submit**.
5. You are now logged in to *Accommodate*.

How to Access your Accommodation Letter

1. Log in to *Accommodate* using the *How to Log in to Accommodate* instructions above.
2. Click on the **Accommodation** tab in the sidebar and then select **Accommodation Letters** from the submenu.
3. Click on the name of the document you would like to access to open it. Accommodation Letters are labeled **Semester Request Decision** or **Accommodation for Current Term**. To access the appropriate document, refer to the date the letter was created.
4. To print your Accommodation Letter, click on the **Print Letter** button and follow the prompts.
5. To save a digital copy of your Accommodation Letter for your records or to send to all of your professors, click on the **Generate PDF** button and follow the prompts.

Important Note: In efforts to maximize the use of *Accommodate*, the Office of Disability Services will no longer be emailing accommodation letters to faculty. Students will still receive an emailed copy of their letter, which we highly encourage they forward to and communicate

about their approved accommodations with their faculty. All SRU faculty have access to view accommodations for students enrolled in each of their courses. Please contact our office if you should need further assistance.

How to Complete a Semester Request (or Renew your Accommodations)

A **Semester Request** is a task that all students registered with the Office of Disability Services must complete every semester after he/she registers for services through our office. It communicates to the Office of Disability Services that the student would like to continue to use his/her accommodations and that he/she would like to apply those accommodations to each set of courses in the new semester.

It is each student's responsibility to complete a Semester Request every semester he/she is enrolled at Slippery Rock University. If this task is not completed, the student will run the risk of not having his/her accommodations applied to the courses that he/she is enrolled in. The Office of Disability Services will not be held responsible for the student's failure to complete a Semester Request in a timely manner so as to utilize accommodations to support the student's academic success.

1. Log in to *Accommodate* using the *How to Log in to Accommodate* instructions.
2. Click on the **Accommodation** tab in the sidebar and then select **Semester Request** from the submenu.
3. Click on the **Add New** button.
4. From the **Semester** dropdown menu, select the semester for which you are renewing your accommodations. The page will reload and you will see your course schedule. *If your course schedule does not appear*, please revisit this page and complete this request when it is available.
5. Select **Submit for All Accommodations** or **Review the Renewal**.
 - a. If you select **Submit for All Accommodations**, you are requesting that all of your accommodations are applied to all of your classes.
 - b. If you select **Review the Renewal**, you have the opportunity to review your approved accommodations and appropriately apply them to only the classes they are needed. If you know a particular accommodation will not be necessary for one or more of your courses, you can opt to not request it for that course by unchecking the box to the left of that course/those courses that you do not want to request the accommodation for. **Complete this process for each accommodation listed.**
6. If you add or drop any courses after you complete a Semester Request for the same semester, please notify the Office of Disability Services immediately.
7. Look for your **Accommodation Letter** in your SRU email a week or two before the start of the semester. Forward this letter to all of your professors for notification and review.

How to Submit a Supplemental Request (or Request an Additional Accommodation)

A **Supplemental Request** is a task that a student can complete online in *Accommodate* to request an additional accommodation be added to his/her approved accommodations.

1. Log in to *Accommodate* using the *How to Log in to Accommodate* instructions on page 1.
2. Click on the **Accommodation** tab in the sidebar and then select **Supplemental** from the submenu.
3. Click on the **Add New** button
4. Fill out all of the form fields on the page. You can request more than one accommodation by using the **Request Additional Accommodation** button at the bottom of the form, if needed.
5. You may upload documents supporting your need for the accommodation in question by using the **Add Item** button located toward the bottom of the page, if needed.
6. Make sure your request is accurate. Then click the **Submit** button.
7. ODS will review your request and follow up with you.

How to Access Notes in the Note-Taker Network (for Students with a Note-Taking Accommodation ONLY)

1. Log in to *Accommodate* using the *How to Log in to Accommodate* instructions on page 1.
2. Click on the **Note-Taker Network** tab on the sidebar.
3. Click on **More Filters**.
4. In the box labeled Course, type in the name of the course you would like to view notes for followed by clicking the **Apply Search** button.
5. Complete this process for each course you receive notes for making sure to click on the **Clear** button in between your searches.
6. Communicate with ODS immediately if you are having any issues with the notes you are receiving.

How to Submit an Alternative Format Textbook Book Request (for Kurzweil Users ONLY) BEFORE logging in to *Accommodate* to complete your Alternative Format Textbook request, you must first gather the following required information to complete your request:

- The title of the book
- The author of the book
- The publisher of the book
- The ISBN number (International Standard Book Number). This is typically a 13-digit number that identifies a book found on the copyright page or on the back cover of the book near the publisher's barcode. Newer ISBN numbers begin with "978".
- The price of the book
- The CRN for the course, listed on your concise student schedule
- A receipt or proof of purchase for the textbook, in a format that you can upload online with your request (digital image, scan, etc.)

If you have a physical copy of the book and a digital copy of your book receipt, this information should be easily accessible.

If you do not have a physical copy of the book, please review additional instructions by accessing the document [Ordering Digital Copies of Books for Kurzweil](#) on our ODS website or under **Resources** in *Accommodate*.

To complete an **Alternative Format Textbook Request**, please use the following steps:

1. Log in to *Accommodate* using the *How to Log in to Accommodate* instructions.
2. Click on the **Accommodation** tab in the sidebar and then select **Alternative Format** from the submenu.
3. Click on **Current** and **Student Entered**.
4. Click on **Upload Document for Alternative Format Request**.
5. Complete the form which appears. All fields are required to submit.
6. To request multiple textbooks at one time, click on the **Request Additional Alternative Format** button before submitting your request.
7. Click the **Submit** button when you have completed your request. You can also save your work by clicking the **Save** button which will allow you to come back at a later time.
8. Check back under the Alternative Format subtab for updates on your request. You can also call, email, or visit ODS to obtain the status of your text.
9. Once you have learned that ODS has your requested textbook, please visit ODS with a flash drive to easily get a copy of your textbook to upload and access in Kurzweil. Instructions on how to upload and access your digital textbook can be found under **Resources** in *Accommodate*.

How to Add *Accommodate* to the Home Screen of your Mobile Device

1. Access *Accommodate* on your mobile device using the *How to Log in to Accommodate* instructions.
2. Once accessed, click on your mobile device's **Action Button** to add *Accommodate* to your home screen. For example, if you have an iPhone, the little square button with the upward-pointing arrow at the bottom center of the screen is the action button. Press this button followed by scrolling through and selecting **Add to Home Screen** from the available options.
3. You can now access *Accommodate* like an app from your mobile device.

RESPONSIBILITIES OF THE STUDENT

Responsibility Statement

Slippery Rock University offers support services to any qualified student with a disability who discloses as disability and requests such services. It is each student's responsibility to make use of these services. Each student is reminded that he or she is ultimately responsible for his/her academic success and/or failure. Each student must take the initiative to use time, facilities,

and support services in a productive manner. Each student is responsible for his/her own work and grade in each course.

The Office of Disability Services offers direction in securing guidance in academic and personal matters. Again, it is each student's responsibility to make use of these services. The Office of Disability Services will not be held responsible for acts of misconduct committed by any student.

It is the responsibility of each student to know and abide by all Slippery Rock University and Office of Disability Services policies, rules, and regulations. Each student must take the initiative to familiarize him/herself with these policies, rules, and regulation. Failure to do so will not exclude the student from reprimand, punishment, or any other consequence of violating any Slippery Rock University or Office of Disability Services policy, rule, or regulation.

It is the responsibility of each student to check his/her Slippery Rock University e-mail daily. E-mail is the University's primary means of communication between students, faculty, and staff. ODS communicates with students via their Slippery Rock University e-mail only. E-mails may be sent from one of the general ODS e-mail accounts (disabilityservices@sru.edu or ods@sru.edu) or directly from the Director of Assistant Director of ODS.

It is each student's responsibility to complete a Semester Request every semester he/she is enrolled at Slippery Rock University. If this task is not completed, the student will run the risk of not having his/her accommodations applied to the courses that he/she is enrolled in. The Office of Disability Services will not be held responsible for the student's failure to complete a Semester Request in a timely manner so as to utilize accommodations to support the student's academic success.

The Office of Disability Services staff and students must adhere to Slippery Rock University policies. Slippery Rock University policies take precedence over all Office of Disability Services policies.

Class Attendance

Class attendance is crucial for successful academic completion. It is important to abide by the attendance policy set forth by each of your instructors. If the attendance policy set forth is not clear, do not hesitate to communicate with each of your instructors before or after class and even during his/her office hours.

BASIC EXPECTATIONS OF STUDENT

Role

The student's role is simply to be the learner. Students are in the classroom for the purpose of learning.

Responsibilities

- Contact the Director or Assistant Director of the Office of Disability Services with questions regarding your accommodations as needed.
- Communicate your approved accommodations with your instructors as well as accommodations that require their direct support in the classroom and for testing.
- Check your SRU email regularly.
- If you have any questions relating to class materials, ask the instructor.
- If you have note-taking as an approved accommodation,
 - Notify ODS via email (ods@sru.edu) or in person (105 University Union) for which classes you would like to receive notes for before or after at the beginning of the semester.
 - Notify ODS if you have problems with your note-taker's notes, like readability of the notes or frequency of uploaded notes.
- If you have Kurzweil as an accommodation,
 - Complete the Alternate Format Textbook Request before or at the beginning of the semester.
 - Notify ODS if you need assistance with downloading, accessing or using the software.
- If you have recording as an accommodation,
 - Notify all of your faculty that you will be bringing a recording device to the classroom and that you have signed the Recorded Lecture Agreement in our office
 - Work out the placement of the recording device with the instructor in the classroom. It is appropriate to ask that the recording device be positioned close to the faculty member as needed.
- Be on time for all classes, labs, and meetings.
- Sit in a place that provides the best distance, lighting, background, and angle for seeing the instructor.

COORDINATION OF SUPPORT SERVICES

The coordination of support services involves the support of interpreter services, speech-to-text services, note taking services, assistive listening devices, testing accommodations, and recording assistance. For some students it will involve a combination of these support services. For others, a single accommodation is all that is required.

The Director oversees the scope of support services needed by an individual student. Working in close proximity with the professional staff to ensure that effective accommodations are being provided is the main focus of this support coordination.

Support and teamwork are vital to the optimum classroom experience. By establishing a good working relationship with the classroom support team, the student can be sure that his/her

needs are met for the particular class. It is the student's responsibility to advocate for himself or herself for what he/she needs in the classroom.

If a situation is not working well for the student, it is the responsibility of the student to let the Office of Disability Services know so that assistance can be provided, as needed.

INSTRUCTOR RESPONSIBILITY

Having a student with a disability may be a new and challenging experience for an instructor especially when he/she is not told what disability a student has. He/she only knows what accommodations need made and it is highly recommended that a student forward his/her accommodation letter to all instructors. As an instructor, he/she is the 'head of the class', which simply means that he/she is the one who sets the pace, tone, and atmosphere for learning. It is no small feat, yet one that is easily overlooked. Aside from the usual classroom preparations, the instructor must enforce the conduct code that is expected in the classroom. Each student in the classroom falls under the jurisdiction of the instructor and has a responsibility to comply. This applies to each and every student, regardless of having a disability or not. An instructor has a job to do in the classroom, and frankly, so does the student.

STUDENT ADVOCACY

Student advocacy creates an opportunity for adult students to learn the basics of self-advocacy. Often students have not had ample opportunity to learn how to advocate for what they need and express that need in an effective way. One of the roles of the Disability Support Staff involves teaching students how to begin to advocate. Ideally, the student can learn from others how to self-advocate and what to do in a given situation. It's not unusual for students and instructors to have issues arise which necessitate intervention.

The Director of Disability Services intervenes as needed to mediate when there is conflict or misunderstanding that cannot be resolved by the student and the instructor. Students may know what they want or need, but cannot express it in a way that it is understood. This is where professional intervention can remedy the situation, and in that process the student and instructor both learn how to work better with each other. Advocacy is not limited to on-campus activities, as communication with sponsoring agencies, such as the Office of Vocational Rehabilitation (OVR), also may require intervention and advocacy on behalf of the student.

OFFICE OF DISABILITY SERVICES, CAMPUS ANIMAL PROCEDURE

There are fundamental differences between pets, service animals, therapy animals, and emotional support animals.

Slippery Rock University generally does not permit animals/pets to reside on campus. Some animals, however, are permitted to reside on campus. The animals permitted to reside on campus are: (a) Service Animals, (b) Service-Animals-in-Training from an approved agency, and (c) Emotional Support Animals. Some therapy animals may be allowed on-campus for training purposes.

The University is committed to providing student access to its programs and services. Service Animals and Service-Animals-in-Training from an approved agency are examples of this commitment and those animals are treated in a separate policy/procedure. This procedure deals with a third type of access issue: Emotional Support Animals (hereafter, "ESA"). An ESA is a reasonable accommodation provided to qualified students with a disability who live in a University residence. An ESA will be permitted to live in a student's personal residence space provided that there is compliance with this procedure.

Definitions

Emotional Support Animals

ESAs are animals that provide emotional support which alleviates one or more identified symptoms or effects of an individual's disability. An ESA must be recommended by a qualified professional for a student to be permitted to have the ESA stay in the student's University residence. An ESA is not a Service Animal. Dangerous, poisonous, illegal, and any other animals that pose a direct threat to the health or safety of individuals in the campus community will not be permitted as an ESA. ESAs do not have public access rights.

Pet

A pet is an animal kept for pleasure and companionship; pets often provide emotional support for their owners. A pet is distinguished from an ESA because a pet's emotional support is not necessary to alleviate one or more identified symptoms or effects of an individual's disability. A pet is neither an ESA nor a Service Animal. Pets cannot reside on University property and are not permitted inside University buildings without authorization.

Therapy Animals

Therapy animals are only allowed when explicitly connected to the course or discipline (e.g. courses in animal assisted interventions within the Recreational Therapy department) and with pre-approval from the faculty member, department, and Disability Services Office. They typically accompany their handlers into a nursing home or hospital. Therapy animals do not have public access rights.

Service Animals

Service animals are generally allowed to accompany their handlers in residences and any public spaces where their handlers are permitted, including University classrooms, laboratories, studios, and other classroom meeting places. Service Animals do have public access rights. If a

Service animal's role is not apparent by observation, it is permissible to ask the handler: "Is the animal required because of a disability?" "What work or task is the animal trained to perform?"

There is an online network of individuals and organizations selling service animal certification or registrations implying their customers will have the same protections as a qualified American with a disability with a prescribed medical assistance animal. The United States Department of Justice has repeatedly said that these documents do not convey any rights and they are not to be recognized as proof that a person's pet is a medical assistance animal (Americansdisabilityrights.org, 2018).

Owner

The Owner is the resident student who has an approved ESA in University housing under this procedure.

University Housing

Any building or facility owned or operated by the University for the purposes of housing residential students, whether leased or owned.

Service Animals

Service Animals are generally allowed to accompany their handlers anywhere their handlers are permitted on campus (exceptions may exist in areas requiring protective equipment or clothing for access). Students planning to live in a campus residence and utilize a Service Animal or Assistance Animal, are required to provide Housing and Residence Life and the Office of Disability Services, prior to the animal arriving to campus a brief statement indicating:

- You are a person with a disability and will be using a Service Animal.
- The primary service tasks the animal performs.
- All Service Animals are required to have had an appropriate medical exam within the past year and current vaccinations. Please submit a vaccination certificate or letter identifying your animal and indicating a clean bill of health and up to date vaccinations from your veterinary health provider.
- Under the ADA, service animals must be harnessed, leashed, or tethered unless the devices interfere with the animal's work. In this case the handler must maintain control of the animal through voice, signal or effective controls.
- The handler is financially responsible for the actions of the approved service animal. These actions include bodily injury and property damage. Any damages will be charged to the student's account.
- At all times, the cost and care maintenance and health and well-being are the responsibility of the handler. Service animals must meet all local ordinances regarding vaccinations and proper licensure.
- As a courtesy to others, as much as possible the handler should ensure that the service animal does not approach and sniff others, dining tables, or personal belongings of others.

- The handler must assure that the service animal does not block emergency exits.
- The animal must display good behavior and not disrupt others unless alerting the handler as appropriately trained.
- Waste cleanup is the responsibility of the handler. If the handler is not able to physically pick up the animal waste, they must hire or establish someone who is able to complete the task. The waste must be properly disposed of in a trash receptacle.
- Service animals may travel freely inside and outside of a residence hall and university owned property.
- The animal can be asked to leave campus if the animal is out of control, a threat to others, not housebroken, or the animal is ill.
- The department of Justice is clear that the following animals are not considered service animals under the ADA and ADAAA:
 - Any animal besides a dog (though in some special cases a miniature horse may be used).
 - Animals that serve to provide crime preventive tasks.
 - Emotional support, comfort, or companionship animals.

Service Animals in Training

The Department of Justice’s administrative rules for Title II and Title III of the Americans with Disabilities Act does not recognize service animals in training. Under ADA, service animals in training are treated the same as pets and should only go to pet-friendly locations.

However, many states grant service animals in training, with conditions, the same public access rights as a fully trained service animal. Under state law, in Pennsylvania, service animal trainers must be from a “recognized authority” to be granted public access rights. A staff or personnel may ask “who owns this animal” instead of the other questions the ADA has deemed appropriate for fully trained service animals, since these animals are not recognized under the ADA. If the animal is being trained by a recognized authority the authority should be the owner of the animal while in training. One may ask for documentation about the authority of the animal to ensure it is recognized and legitimate.

Examples of “recognized authority” include any [nonprofit member or candidate of Assistance Dogs International](#) , [Canine Companions for Independence](#) or [Guide Dogs for the Blind](#). PA is not like some states, who allow owners with a disability to train their own animals or any third-party to train service animals. Online registries are not “recognized authorities” by Department of Justice.

Under PA law a person is guilty of a summary offense if he, being the proprietor, manager or employee of a theatre, hotel, restaurant or other place of public accommodation, entertainment or amusement, refuses, withholds or denies any person, who is using a guide, signal or service dog or other aid animal that has been certified by a recognized authority to assist a person, because of the physical disability, blindness or deafness of the user, **or who is training a guide, signal or support**

dog or other aid animal for or from a recognized authority for such a user, the use of or access to any accommodation, advantage, facility or privilege of such theatre, hotel, restaurant or other place of public entertainment or amusement.

(Source 2017: PA CS 18 § 7325)

Students are required to arrange a meeting with the Office of Disability Services to submit all documentation.

- The Office of Disability Services may be contacted by phone (724)738-4877 or by emailing disabilityservices@sru.edu
- Scan and e-mail the completed documents prior to the meeting to disabilityservices@sru.edu. Please also bring hard copies of the documents to the meeting.
- More information related to Service Animals can be found on the ADA website [ADA Service Animal Information](#).
- If you have questions, would like assistance planning for a Service Animal on campus, or have a concern about your treatment and access when accompanied by your Service Animal contact the Office of Disability Services at disabilityservices@sru.edu, or by calling the main office line at (724) 738-4877. Please indicate you are calling to request a meeting regarding your Service Animal.

Students trying to misrepresent a pet or ESA as a service animal in training or a trained service animal are considered to be committing fraud and will be referred to the conduct process either through Residence Life or Student Conduct.

Emotional Support Animal Application and Approval Process

A student seeking an ESA must make a formal request through the Office of Disability Services (ODS) office. To make a formal request, the student must complete three steps:

1. After registering with the office via *Accommodate*, meet with the Director in ODS regarding the possibility of bringing an ESA to campus; and
2. Submit to ODS a completed ESA Request for Information form, recently filled out by a qualified professional (e.g. psychiatrist, psychologist, or other mental health professional); and
3. Submit to ODS a personal statement explaining the reason(s) for the ESA and making a commitment to provide appropriate care for the ESA.

The University will make every effort to respond to a formal ESA request within thirty (30) calendar days from the date a completed formal request is submitted. Because it takes time to evaluate ESA requests, students should plan to submit ESA requests more than 30 days before the student intends to move into the University residence or have the ESA live with the student. If the formal request for an ESA is not completed well in advance of the desire to have an ESA, the University cannot guarantee that it will be able to meet the student's accommodation needs immediately; the University will attempt to meet needs as quickly as it can.

Until a student is notified that the student's ESA request has been approved, a student must not bring an animal into their residence or other University housing. Bringing an unapproved animal into a University residence – even an animal that likely would have been approved – will have three consequences.

- First, the student could be assessed a fine for having an unapproved animal in a residence.
- Second, the student will be in violation of the SRU Code of Conduct and a referral will be made to either the Office of Residence Life Conduct Process or the Office of Student Conduct.
- Third, the student's ESA request may not be approved. One of the conditions that an Owner has to meet is that the Owner will be a responsible owner and will abide by University policies. Bringing an unapproved animal into a University residence is a signal that the student cannot meet that condition.

Once a completed formal request for an ESA has been received, the request will be reviewed for approval or denial (or alteration) by the Director of ODS. The Director will consider any and all relevant information available to it in making a determination about whether an ESA would be a reasonable accommodation for the requesting student. Among the factors the Director will assess are:

1. The nature of the qualified professional's recommendation.
2. The Owner's personal statement.
3. The Owner's commitment, and ability, to be a responsible owner of the animal.
4. Whether the ESA's presence would force another individual from their University residence (e.g., allergies, emotional health).
5. Whether the ESA's presence would disturb other individuals' right to peace and quiet enjoyment.
6. Whether the ESA is housebroken and able to live with others in a healthy, reasonably odor-free manner.
7. The Owner's plan for the ESA when the Owner is not present in the room (e.g., Will the dog be crated? Will the bunny be in a cage?) We ask all students bring a crate or cage so when the student is not present the animal is kept safe.
8. Whether the ESA's vaccinations are up to date.
9. The size of the animal relative to the size of the residential space. Large animals should not be confined to small spaces; it is not fair to the animal. Animals less than 25 lbs. tend to be appropriate in most University housing spaces. Animals larger than 25 lbs. will have an additional assessment to determine whether the residential space is appropriate/adequate.
10. Whether the ESA causes excessive damage to property beyond reasonable wear and tear.
11. The presence of other ESAs. Typically, only one ESA to a residential space is appropriate.
12. Whether the ESA poses, or has posed in the past, a direct threat to the health and safety of persons or other animals. Animals who exhibit aggressiveness are not appropriate for University residences, regardless of whether they have "actually" injured someone. In

other words, the University does not have to wait until someone is harmed; aggressive behavior is disqualifying.

13. Legal requirements.

Students will be notified of the Director's decision in writing (often via email). If an ESA is approved, the student must meet with the Director of ODS to review and sign this procedure. Failure or refusal to sign this procedure will be presumed to be an indication that the student does not intend to abide by the procedure and will result in revocation of the approval. It is the student's obligation to ensure that all appropriate documentation of the animal's vaccinations and health is submitted to ODS. Copies of the animal's documents will be kept on file in ODS. ODS will notify Housing and Residence Life when an ESA is approved to be in campus housing.

Any approval under this procedure is valid for one academic year. A student wishing to have an ESA for a subsequent year must notify ODS of the student's desire to continue utilizing the ESA accommodation when the housing and placement process begins for the upcoming academic year. The University requires an Owner to annually sign the ESA procedure.

Office of Housing and Residence Life Notifications and Student's Appeal Rights

During the housing application process, the Office of Housing and Residence Life will inform students they may encounter approved ESAs in the residence halls. Resident students with a medical condition(s) who may be affected by an approved ESA (e.g. respiratory diseases, asthma, severe allergies) are asked to inform Housing and Residence Life during the application process, or at any other time, if they have a health or safety-related concern about exposure to an approved ESA.

All roommates or suitemates of the Owner must state in writing that they agree to live with the approved ESA in the University residence, and this documentation must be submitted to the Director of ODS. In the event that one or more roommates/suitemates do not approve, or have a health or safety-related concern regarding exposure to the approved ESA, general University policies regarding roommate or suitemate disagreements will be followed to enable either the Owner and the approved ESA or the non-approving roommate(s) or suitemate(s) to be moved to a different location. Written acknowledgement from a parent is required for roommates or suitemates under age 18.

In light of potential health or safety concerns of other residents, and if appropriate, the Housing and Residence Life staff will make a reasonable effort to notify the other residents on the floor or in the residence hall where the approved ESA will be located. Housing and Residence Life will collaborate, as necessary, to resolve conflicts related to an approved ESA. Staff members will consider the needs and/or accommodations of all resident students involved.

Housing and Residence Life will notify the University's facilities management and housekeeping staffs so that they will be aware of the presence of an animal in case there is a need to enter a

student's residence (e.g., cleaning or work orders). In addition, when a student submits a work order he or she must alert facilities that they have an animal residing in his or her residence.

If an ESA request is denied by the Director in ODS, the requesting student may appeal that denial by submitting a written appeal to the Associate Provost of Student Success within seven (7) calendar days from the date the decision is sent to the student. The decision of the Director of ODS (or designee) is final.

Owner's Responsibilities for Approved ESAs and other Animals in University Housing

The Owner must comply with the following provisions regarding behavior and care of approved ESAs:

Licensing and Vaccination

In accordance with local ordinances and regulations, the approved ESA must receive all required and recommended immunizations against diseases. Local licensing requirements must be followed. The University may request an updated verification regarding an approved ESA's vaccinations at any time during the ESA's residency, but verification will at a minimum be required at the start of each year the animal is in residence.

Health

Approved ESAs must be in good health as documented annually by a licensed veterinarian. The University has authority to direct that the approved ESA receive veterinary attention (with the costs to be paid for by the Owner) in appropriate circumstances.

Control

The Owner must be in full control of the approved ESA at all times. The ESA must remain in the Owner's residence room at all times and be on a leash, harness, or other tether, or in an appropriate crate or carrier (if applicable) when being transported to and from the student's residence room. Dogs should be walked out of the hall to excrete waste and for exercise but ESAs are not to be outside the residence room for extended periods of time. ESAs cannot be in residence hall lobbies or common areas and cannot go to other areas of campus, including but not limited to dining halls, any University buildings, Smith Student Center, or classrooms.

Cleanliness

It is the Owner's responsibility to remove and properly dispose of the approved ESA's waste (e.g. urine, excrement, fur, cage shavings, etc.), which must be placed in a sturdy plastic bag before disposal, and must be disposed of in an outside trash receptacle. An approved ESA must be clean and well groomed, and measures should be taken at all times for flea, tick, or other infestations and odor control. The residence room must be kept at a reasonable standard of cleanliness, as upheld in the Room and Board Contract, necessary for the health and safety of the approved ESA and housing occupants. The Owner will be held responsible for any room damages, including excess cleaning and/or replacement of any carpeting or furnishings.

Other Conditions

- The Owner is responsible for assuring the approved ESA does not unduly interfere or adversely affect the routine activities of University housing or other residents. In addition, the approved ESA must not pose a threat to the health, safety, or property of anyone in the Slippery Rock University community.
- The care and supervision of the approved ESA is solely the responsibility of the Owner. The Owner is responsible for ensuring the safety of an approved ESA and the University community. If it is suspected an approved ESA is being neglected, mistreated, or has been abandoned, the University may contact the appropriate animal control office or the Butler County Humane Society. The ESA may be removed without warning if removal is warranted due to safety concerns.
- The Owner is financially responsible for the approved ESA, including for any bodily injury or property damage caused by the approved ESA. The Owner's financial responsibility may include replacement of furniture, carpet, window, wall covering and costs of damage to other University-owned property. The Owner is expected to cover these costs at the time of repair or when moving out. For a list of approximate costs for owning and caring for animals, please see: https://www.aspca.org/sites/default/files/pet_care_costs.pdf.
- The Owner agrees to abide by all other University policies, including all University housing policies. Any violation of this procedure may result in immediate removal of the approved ESA from the University. Reported violations will be reviewed by Housing and Residence Life.
- Approved ESAs may not be left overnight in student housing without the Owner being present. Approved ESAs must be taken with the Owner if the Owner leaves campus overnight. The Owner must make proper arrangements for the removal and care of an approved ESA while the residence halls are closed for breaks. The need to care for an approved ESA is not on its own a valid reason for permission to stay on campus over a break or any other period when University housing is closed.
- Approved ESAs must remain in a crate, cage, container, or residence room when the Owner is absent and/or when University personnel are present in the room to complete work orders.
- Approved ESAs are not permitted to display behaviors or create noises that are deemed disruptive to others (e.g. excessive barking, growling, biting, hissing, scratching), unless said noises/behaviors are part of the needed disability service to the Owner.
- The University may require an Owner to permanently remove an approved ESA when it is out of control and the Owner does not take action to control it, when it is not housebroken, when it poses a threat to health and safety, or when the terms of this procedure are otherwise violated.
- From time to time, the University may use pesticides, pest control devices, cleaning supplies, and other materials for the maintenance and operation of University housing. The University is not responsible/liable for harm to an approved ESA permitted to reside with an Owner in University housing. The University will make an effort to notify students in

advance so that if the student feels the need to remove or otherwise protect their ESA, they may do so.

- The Owner will provide emergency contact information for both an on campus and off campus individual should the Owner be unable to care for the ESA at any time. A current University student or University personnel (unless the University personnel are the parents/guardians of the student) are not appropriate choices for an off campus emergency contact.
- The Owner will take the approved ESA outside during fire drills and/or emergency preparedness procedures. The approved ESA must remain in the crate/cage, or on a leash, during this time.
- All animals are the responsibility of their handlers and should be under their control (in proximity to the handler and responsive to commands, in harness, leashed or in a carrier) at all times. An animal's behavior is considered the handler's behavior; the animal will be held to the same basic standard of conduct as their handlers. If they are disruptive to university business or community behavioral expectations for educational, medical and residential environments, handlers may be asked to correct the animal's behavior or remove it from the environment.

Revocation of Approval

Slippery Rock University will take appropriate measures, up to and including revocation of approval for an ESA if, among other reasons:

- The Owner knowingly violates any term of this procedure;
- The approved ESA is no longer needed to assist with a disability;
- The University determines that the approved ESA is not able to meet the conditions of the ESA procedure (e.g., through barking/noise or other disruptive behavior);
- The University determines that the approved ESA is a direct threat to the health, safety, or property of anyone in the University community; or
- Slippery Rock University discovers that false or misleading information was provided in the Owner's application for approval of an ESA.

Sanctions

Violations of the above policy will be adjudicated according to the student code of conduct, Residence Halls Living Guide, and/or the SRU Housing Agreement. Moreover, on-campus residents may be subject to additional sanctions, including, but not limited to, removal from housing. The Office of Residence Life shall oversee the adjudication of the resident or refer to the Office of Student Conduct when necessary.

An animal's behavior is considered the handler's behavior; the animal will be held to the same basic standard of conduct as their handlers. If they are disruptive to university business or community behavioral expectations for educational, medical and residential environments, handlers may be asked to correct the animal's behavior or remove it from the environment. If

an animal is vicious and/or attacks another person, the handler will be adjudicated according to the student code of conduct as if they were the attacker.

Slippery Rock University reserves the right to make an interim accommodation while determining appropriate measures.

The requesting student may appeal revocation of approval of a previously approved ESA within seven (7) calendar days of the notice of revocation to the Associate Provost of Student Success. The student must do so in writing. The decision of the Associate Provost of Student Success (or designee) is final.

All students living in campus-owned housing will be adjudicated through the student code of conduct via Residence Life all other students will be referred to Student Conduct.

Guest Procedure

The University's provision for ESAs applies only to currently-enrolled students residing in University housing and it only applies to the Owner's room. An Owner who has an approved ESA for the Owner's residence may not take their ESA to other University rooms/residences. All other personnel or individuals (e.g. guests) are not allowed to bring animals into University residences. This includes day visitations, overnight stays, or weekend visits, even if such visits are welcome by roommates and others. Any student who takes an ESA to a different student's University residence or otherwise permits unapproved animal visits in University residences will be assessed a \$500 fine, will be referred to the Office of Student Conduct for a Code of Student Conduct violation, and will have their ESA approval revoked.

Events Involving Animals (not teaching or research)

In order to adequately address the special safety concerns when animals are present on campus, the following procedures apply to event requests for activities that include live animals:

- The sponsoring organization must provide a written plan that documents how it will minimize risks to humans and animals including: the names, qualifications, and training of the individuals responsible for the animals; provisions for handling animal waste; provisions for hand washing for anyone handling the animals; emergency medical procedures in the event of illness or injury; any other steps the organization will follow to minimize risks
- The sponsoring organization must notify the Institutional Officer for Animal Welfare, Dean of Health, Environment, and Science, prior to the event and provide the written risk management plan.
- The sponsoring organization must provide the facility manager of the event venue with the written risk management plan. The facility manager will determine the appropriate facilities depending on the event and the risk management plan.

Pennsylvania Exotic Wildlife Policy

- These Pennsylvania statutes represent the state's exotic pet laws. "Exotic wildlife" includes all bears, coyotes, lions, tigers, leopards, jaguars, cheetahs, cougars, wolves and any crossbreed of these animals. The commission may issue a permit to a person to act as an exotic wildlife dealer. No permit shall be granted by the commission until it is satisfied that the provisions for housing and caring for the exotic wildlife and protection for the public are proper and adequate and in accordance with the standards which may be established by regulations. It is unlawful to release any exotic wildlife into the wild, fail to exercise due care in safeguarding the public, or recklessly engage in conduct that places another person in danger of attack from exotic wildlife (Animal Law.info, 2016).

No student shall live on-campus with an exotic animal even with the proper documentation of exotic wildlife permit. The above Pennsylvania statute only recognizes dealers of these animals and not for use of any other purpose. See Appendix B, C, D, E, and F for all required ESA forms.

APPENDIX A: DISABILITY VERIFICATION FORM

**Student Information
To Be Completed by the Student
(Please Print Legibly or Type)**

First Name _____ Middle _____ Last _____

Banner ID _____ Date of Birth _____

Status (check one) Current Student Transfer Student Prospective Student

If prospective, what month and year are you beginning _____

Local phone (____) - _____ - _____ Cell phone (____) - _____ - _____

Address: _____

If current Slippery Rock University student, email address _____ @sru.edu

Other email address _____

Important: After documentation is reviewed, Disability Services will send an email notification to the student's Slippery Rock University email account, (name.#@sru.edu), acknowledging receipt of documentation and the student's eligibility status.

DIAGNOSTIC INFORMATION

**To Be Completed by the Health Care Provider
(Please print legibly or type)**

1. Date of Diagnosis: _____

2. Primary Diagnosis: _____

- Secondary Diagnosis: _____

3. What is the severity of the disorder? Mild Moderate Severe

4. Please state the medication or treatment the student is currently prescribed:

5. Major Life Activities Assessment: *Please check each of the following major life activities that are impacted by the disability. Indicate severity of limitations.*

Life Activity	Negligible	Moderate	Substantial	Not Sure
Concentrating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Memory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Interactions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regular class attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keeping appointments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stress management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managing internal distractions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managing external distractions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sleeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Lifting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performing manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seeing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Breathing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. In addition to the major life activities that are indicated above, please describe any activities that may be impacted by the disability or symptoms that may need to be addressed in the University environment:

7. Please state specific recommendations regarding academic accommodations for this student:

8. Please add any additional comments that you feel appropriate:

HEALTHCARE PROVIDER INFORMATION

(Please sign and date below and completely fill in all other fields using PRINT or TYPE)

Provider Signature _____ **Date** _____

Provider Name (print) _____

Title _____

License or Certification # _____

Address _____

Phone Number (_____) - _____ - _____

Fax Number (_____) - _____ - _____

APPENDIX B: ACKNOWLEDGEMENT (ESA)

By signing below, you acknowledge that you have read the Emotional Support Animal procedure, understand it, and agree to abide by its terms.

Print Owner's Name

Date

Owner's Signature (required, even if a minor)

If Owner is under 18 years old:

By signing below, you represent that you are the parent or legal guardian of the Owner, who is a minor. You acknowledge that you have read and understood the procedure and that you agree to abide by its terms.

Parent/Guardian's Printed Name

Date

Parent/Guardian's Signature

APPENDIX C: Emergency Contact Information (ESA)

In the event of an emergency in which I, the Owner, am unable to care for my approved ESA, the contact person stated below will be responsible for the care of my ESA (**All information is required to be completed – Please print.**): By signing this agreement, I agree to immediately pick-up and care for the ESA until the owner is able to resume care.

On Campus Contact

Name: _____ Relationship to Owner: _____

Phone: _____ Email: _____

Signature: _____

Off Campus Contact

Name: _____ Relationship to Owner: _____

Phone: _____ Email: _____

Signature: _____

This emergency contact information will be shared with:

- Housing and Residence Life
- Student Support
- Student Health Services

After this page is received by the Office of Disability Services, our staff will reach out to the individuals listed to verify their contact information. In the event contact information for these individual's changes, please be sure to reach out to our office to update information. If the individuals above are not able to be reached the University may seek alternative arrangements to place the animal in care of a professional agency at the owner's expense.

Signature of Staff Verification: _____ Date: _____

Signature: _____

This emergency contact information will be shared with:

- Housing and Residence Life
- Student Support
- Student Health Services

After this page is received by the Office of Disability Services, our staff will reach out to the individuals listed to verify their contact information. In the event contact information for these individual's changes, please be sure to reach out to our office to update information. If the individuals above are not able to be reached the University may seek alternative arrangements to place the animal in care of a professional agency at the owner's expense.

Signature of Staff Verification: _____ Date: _____

APPENDIX D: Animal Documentation and Certification of Veterinary Care (ESA)

Student's Name: _____

Animal's Name: _____

Type of Animal: _____

Breed: _____

Colorings/Markings: _____

Age _____ Weight _____ Gender _____ Spay/Neuter _____ (yes) _____ (no)

License # (if applicable) _____

(Slippery Rock University requires renewal each year.)

_____ Vaccination verified. Date of Vaccination _____

(Rabies shot: 1st shot lasts one year; subsequent shots last 3 years.)

_____ Veterinarian check-up verified. Date of check-up: _____

Notes:

(Student can submit a letter from the Veterinarian certifying all of the above information)

****Veterinary signature required****

Signature: _____

Clinic name, address, and telephone number:

**APPENDIX E: Office of Resident Life, Presence of Animals in On-Campus Housing
Roommate Agreement (ESA)**

My roommate

Name	Banner ID (A00)
------	-----------------

Has been approved to bring an animal to our room/apartment through a documented university process.

By signing this form, I acknowledge that I am in agreement with this housing arrangement for the _____ academic year.

Roommate #1

Student Name and banner ID (A00) (print): _____

Student Signature: _____

Date: _____

Roommate #2

Student Name and banner ID (A00) (print): _____

Student Signature: _____

Date: _____

Roommate #3

Student Name and banner ID (A00) (print): _____

Student Signature: _____

Date: _____

Roommate #4

Student Name and banner ID (A00) (print): _____

Student Signature: _____

Date: _____

Roommate #5

Student Name and banner ID (A00) (print): _____

Student Signature: _____

Date: _____

APPENDIX F: ESA REQUEST FOR INFORMATION FORM (ESA)

Student's Name: _____

Re: Proposed ESA:

Name: _____

Type of animal: _____

Age of animal: _____

The above-named student has indicated that you are the (psychiatrist, psychologist, or 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. We will accept documentation from providers in the State of Pennsylvania or the students' home state. 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 the Office of Disability Services at Slippery Rock University. The address is 1 Morrow Way, University Union Building Room 105, Slippery Rock, PA, 10657. Our fax number is 724-738-4399 and a general office email is disabilityservices@sru.edu.

Contact information: _____

Address: _____

Telephone: _____

FAX and/or Email address: _____

Professional Signature: _____

License #: _____

Date: _____

Student to complete: I certify that SRU's Disability Services is able to receive this information about me and my ESA. Signature: _____ Date: _____

APPENDIX G: GLOSSARY OF TERMS

Academic Accommodation	Changes in the delivery of course material and/or in the assessment of knowledge that assist students in meeting the standards of the course. Students are eligible for the accommodations based on the documentation of their disability. A few examples of accommodations include note takers, speech-to-text providers, sign language interpreter, recorded textbooks, extended test time, and the use of assistive technology during class and exams.
Documentation	A written assessment from a professional with expertise in that particular field of disability. This documentation is required in order to determine the student's eligibility for services and the specific services that are needed. Since there are some variations among colleges regarding the documentation required to receive services, students are encouraged to inquire at all colleges of interest.
Equal Access	Providing to students with disabilities who are "otherwise qualified" the same educational opportunities and full participation in programs and activities as provided to all other students.
Note-Taker	A person, typically a student in the class, who takes notes and provides them to the student with a disability. Notes include lecture information, diagrams, and comments from class discussions.
Otherwise Qualified	As a student with a disability, you are "otherwise qualified" when you meet the same academic requirements and standards as students without disabilities. These requirements and standards must be considered necessary to maintain the integrity of a course, program or college policy. For example, a student with a disability is required to meet the instructor's expectations for all students in regards to class participation, work standards, attendance, and ability to demonstrate acquired knowledge.

APPENDIX H: RELEASE OF INFORMATION FORM

*Form to be completed by student and given to service provider

Student: To receive accommodations and services from the Office of Disability Services, complete and current documentation must be on file. Download, print, and complete copies of this form and give it to any providers (doctor, psychologist, school, etc.) from whom you request documentation. The provider may then send the documentation to the address below or you may send the documentation to our office. A copy of this completed form should be included with any documentation sent to this office.

Name _____ Student ID _____

Address _____

City _____ State _____ Zip _____

Phone/TTY _____

I, _____, **release** a copy of all necessary records, including testing, evaluation, etc. to Slippery Rock University for the purpose of providing supportive services to me while enrolled as a student. I also give permission for the Office of Disability Services to contact the provider listed below. The student, upon written notification to Slippery Rock University, can cancel this release at any time.

Student Signature _____ Date _____

Please complete the following information and submit the form(s) to the agencies or persons who will provide the documentation of your disability. You must submit a separate form to each provider.

Name of Provider _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Disability documentation and a copy of this completed form should be sent to:

Slippery Rock University
Attn: Office of Disability Services
105 University Union
Slippery Rock, PA 16057
Phone: (724) 738-4877
Fax: (724) 738-4399
E-mail: disabilityservices@sru.edu

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