

Pennsylvania College of Technology

Policy Statement

Title: Service and Emotional Support Animals

Number: P 7.26

Approved by:
Presidential Action

Approved Date: 07/2014
Implementation Date: 07/2014
Last Review Date: 01/2025
Last Revision Date: 01/2025

Persons/Departments Affected:
All Employees and Students

Responsible Department:
People & Culture, Disability and Access Resources

Definitions:

Disability- A physical or mental impairment that substantially limits one or more major life activities, a record of such impairment, or being regarded as having such impairment.

Service Animal – A dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability. In some cases, a miniature horse may be permitted as a Service Animal. Other animals, whether wild or domestic, do not qualify as a Service Animal. The work or tasks performed by a service animal must be directly related to the student/individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting negative behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition. Service Animals may be excluded in areas where the presence of a service animal fundamentally alters the nature of the program or activity or is disruptive.

Emotional Support Animal – Is an assistance animal that an individual with a disability requires *in the residence halls* in order to have an equal opportunity to use and enjoy their residence/dwelling, or to participate in the housing service or program. The animal provides passive emotional support that alleviates the impact of a disability. There must be an identifiable relationship between the individual's disability and the assistance the animal provides. Emotional support animals are domesticated animals that are traditionally kept in the residence. Reptiles, barnyard animals, monkeys, kangaroos, and other non-domesticated animals are not considered common household animals.

Service Animals in Training – Under Pennsylvania law, individuals with disabilities who use Service Animals, or trainers of such animals, are entitled to equal opportunity in all aspects of employment and education, as well as equal access to and treatment in all public accommodations, and any housing accommodation or commercial property without discrimination. Employers are not required to accommodate Emotional Support Animal trainers. Puppy rearing (for dogs typically under six months of age) focused on socialization in general obedience training is not typically considered to be in training. Service animals in training must be engaged in learning service tasks.

Pet – A pet is an animal kept for ordinary use and companionship. A pet is not considered a Service or Emotional Support Animal. Pets are prohibited in campus buildings and residence halls. Refer to Policy [P7.18](#) – Pets on Campus.

Owner – The owner is the student/employee with a disability who is utilizing a Service Animal or a student/employee with a disability who has received approval for the use of an Emotional Support Animal as a reasonable accommodation on campus.

Policy:

- I. Pennsylvania College of Technology is committed to the full participation of all students, faculty, staff, administrators, and visitors with disabilities in its programs and activities.
- II. Subject to the provisions of this policy, Service Animals will be allowed anywhere in the College where students or employees have access. Emotional Support Animals will be allowed only in on-campus residence hall facilities unless approved otherwise as a reasonable accommodation.
- III. Employee requests for the use of a Service Animal or Emotional Support Animal should be directed to People & Culture. Student requests for the use of a Service Animal or Emotional Support Animal should be directed to Disability and Access Resources. Service Animals accompanying visitors with disabilities are welcome in areas of campus that are open to the public (except in situations determined to apply as stated in Section VIII below.)
 - a. Students who use Service Animals are encouraged, but not required, to contact Disability and Access Resources to receive access to disability-related resources, information, and support.
 - b. If the disability is not readily observable to form the basis for an Emotional Support Animal request, students should submit documentation confirming the student is an individual with a disability and identify the relationship between the disability and the assistance the Emotional Support Animal provides as outlined in Procedure [PR7.26](#) – Service and Emotional Support Animals.
- IV. Service Animals and Emotional Support Animals must comply with all applicable Pennsylvania laws including licensing, ID tags, vaccinations, rabies and other requirements. Animals must have up-to-date vaccination records and clean bill of health from a licensed veterinarian on file with Disability and Access Resources for students and People & Culture for employees.

- V. The supervision of Service Animals and Emotional Support Animals is solely the responsibility of the owner. The owner must be in full control of the animal at all times. The owner is expected to ensure the health, safety, and humane treatment of their animal..
- VI. The owner shall be responsible for any extra cleaning required or damage to College property or employee/student property caused by them and/or the Service or Emotional Support Animal.
- VII. Members of the College community with a medical condition(s), who are affected by animal dander (i.e. respiratory diseases, asthma, severe allergies) or who have other health or safety concerns related to exposure to an animal and require an accommodation, are asked to contact Disability and Access Resources for student issues and People & Culture for employee issues.
- VIII. Termination of use of a Service Animal or Emotional Support Animal will be considered in instances when:
 - a. The animal is not under the direct physical control of the owner.
 - b. The animal's behavior is disruptive to its surroundings or other members of the College community.
 - c. The animal poses a direct threat to the health and safety of others.
 - d. The animal's presence fundamentally alters the nature of the program or activity.
 - e. The owner fails to comply with any of their responsibilities in the guidelines.
 - f. The animal is not housebroken.
- IX. Any member of the College community may submit a complaint about a Service or Emotional Support Animal, identifying one or more concerns in the areas identified above. Complaints involving students should be reported through Disability and Access Resources and those involving employees should be reported through People & Culture.

Revision History:

Date: 01/2025 Changes made to name of People & Culture, clarifications to reflect most current guidance from OCR, HUD, and recent case law.

Date: 02/2022 Changes made to name of Disability and Access Resources department.

Date: 08/2020 Policy updated for clarity; Changed title of Policy to Service and Emotional Support Animals

Date: 07/2014 Policy implemented

Cross References:

Pets on Campus Policy, [P7.18](#)

Service and Emotional Support Animals Procedure, [PR7.26](#)