



EMOTIONAL SUPPORT ANIMALS

Emotional support animals (ESAs) are animals prescribed as part of a specific treatment plan for a variety of diagnoses. Students may have an ESA on campus only if CASAS has approved them for an ESA accommodation. If approved, the ESA is only allowed in the student's bedroom; they are not permitted in residential common areas (including any other rooms within a suite), classrooms or any other building on campus. Students approved for an ESA must comply with all SCSU policies regarding ESAs. ESA accommodations are valid for one academic year at a time, and approved students must meet with CASAS staff each year to determine whether the accommodation is still necessary and appropriate and, if so, to provide updated documentation and records (see below). In some cases, students may be asked to provide additional or updated medical documentation to support their continuing need for an ESA accommodation.

Students applying for an ESA accommodation must do the following:

1. Complete the [Student Accommodation Intake Form](#) using their SCSU ID number.
2. Have their current healthcare provider complete the appropriate "**Licensed Provider Form for ESA Requests**" available [here](#) (under "Registering," then "Documentation Guidelines"). **Documentation must be completed by a qualified and licensed practitioner who knows the student well and with whom the student has an established therapeutic relationship.** As a result, documentation purchased over the internet is insufficient for CASAS to approve an ESA.
3. **Submit** the completed Provider Form to CASAS by:
 - Attaching it to the bottom of the online registration form
 - Logging into the Accommodate portal (go to "MyApps" then "Accommodate Symplicity" on the top left), clicking "Documents" on the menu, "Add New" at the bottom, and "Submit."
 - Emailing it to casas@southernct.edu
 - [Faxing](#) it to (203) 392-6829, or
 - Dropping it off at the CASAS office (Buley Library 303) in a sealed envelope marked "*For Accessibility Staff*"
4. Schedule a **virtual or in-person intake meeting** with a member of the CASAS accessibility services team:
 - Through Accommodate by clicking "Appointment" on the menu, then "Request New Appointment" at the bottom
 - By calling (203) 392-6828, or
 - By visiting the CASAS office

Note: If provisionally approved for an ESA, the student must submit the following documents before CASAS will issue an ESA Accommodation Letter to the student and the Office of Residence Life:

- Completed ESA Registration Form for the current school year (available on the CASA website)

- Color photo of ESA
- ESA Agreement signed by the student for the current school year (available on the CASAS website)
- If applicable, proof of current vaccination (for canine and feline ESAs only)
- If applicable, copy of current dog license issued by the Town of Hamden (for students in North Campus) or the City of New Haven (for students in any other residence hall)

Under no circumstances may a student bring an ESA onto campus prior to the issuance of the ESA Accommodation Letter, or another date specified by the Office of Residence Life.

CASAS Fall 2024