

## **Procedures for Requesting an Emotional Support Animal (ESA) as an Accommodation in College Housing:**

Residents of Northampton Community College (NCC) affiliated residence hall or apartment are not permitted to bring any animal to campus without the prior written approval from the Office of Disability Services designating the Emotional Support Animal (ESA) as a reasonable and appropriate accommodation to the Housing program and the Emotional Support Agreement is completed through the Office of Housing and Residence Life.

The process for obtaining reasonable and appropriate accommodations through the Disability Services Office is an interactive process on a case by case basis.

### **1. Complete NCC's Emotional Support Animal (ESA) Request Form**

Requests for ESA should be submitted as soon as possible, or by:

June 15 for the Fall Semester

December 1 for the Spring Semester

Due to the limited housing options available at NCC, requests after these dates will be accepted and considered on a case by case basis, however, NCC cannot guarantee it will be able to meet late requests, including any that develop during the current semester.

2. Participate in a Pre-Service meeting with a Disability Services Specialist. This meeting may be completed by phone or video conferencing for non-local students. To schedule your Pre-Service meeting, please contact 610-861-5342.

AND

3. Submit documentation of your disability

4. Upon completion of the above process, any decision made will be communicated to the student, in writing, via their NCC issued email.

5. If the request is approved, the student will work with the Office of Housing and Residence Life to complete the ESA agreement for maintaining community standards and resident responsibilities while the animal is in residence. In addition, the following documents must be submitted to the Office of Housing and Residence Life before the approved animal is permitted in residence.

- Copy of Veterinarian's verification that all vaccinations are up to date. For animals, other than cats and dogs, must have Veterinarian's written statement regarding requested emotional support animal's good health.
- For dogs only: Copy of current Dog License

**Documentation of Disability for an Emotional Support Animal (ESA)  
Accommodation Request:**

Documentation is to be provided by qualified professional, including psychiatrist, social worker, physician, or other mental health professional treating the individual with a disability. Documentation must be typed on letterhead or be in report format. Certifying professional cannot be a family member of the individual requesting an ESA as an accommodation in NCC's Housing and Residence Life program.

Documentation of disability standards for students requesting a housing accommodation of an ESA based upon a psychological/psychiatric disability indicate:

1. There is an identifiable relationship, or nexus, between the individual's verified disability and the therapeutic value this animal will provide. The statement(s) will explain the connection the ESA provides to alleviate one or more identified symptoms or effects of a person's disability; any possible negative effects of not having an ESA on their condition may also be addressed.
2. Verify the medical necessity of the ESA to afford the individual with the disability equal access to fully participate in NCC Housing program.

All documentation of disability and the Emotional Support Animal Request form should be submitted by person, mailed, faxed, or emailed to:

Disability Services  
Northampton Community College  
3835 Green Pond Road  
Bethlehem, PA 18020  
FAX: 610-861-5351  
[disabilityservices@northampton.edu](mailto:disabilityservices@northampton.edu)

In person: Disability Services is located in College Center 341

Disability Services: 610-861-5342    TTY: 800-654-5984

Office of Housing and Residence Life: 610-861-5324