



903.693.2000 • panola.edu

1109 West Panola • Carthage, Texas 75633

### Requesting a Service Animal in Panola College Housing

#### **Process Information**

Panola College Residence Life Housing and Food Services provides reasonable accommodations for a student with a disability who has a verifiable need of having a **Service Animal** at Panola College. A reasonable accommodation is an exception to the Panola College Residence Life and Food Services rules, policies, practices, or services that a student with a disability may need to have an equal opportunity to use and enjoy Panola College Housing.

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

- **Service Animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities.** These tasks can include things like pulling a wheelchair, guiding a person who is visually impaired, or alerting a person who is having a seizure. The tasks a service dog can perform are not limited to this list. However, the work or task a service dog does must be directly related to the person's disability. Service dogs may accompany persons with disabilities into places that the public normally goes. To request a "Service Animal in Panola College Housing" form email [ads@panola.edu](mailto:ads@panola.edu).
- An ESA is an animal (typically a dog or cat though this can include another type of animal) that provides a therapeutic benefit to its owner through companionship. The animal provides emotional support and comfort to individuals with psychiatric disabilities and other mental impairments. The animal is **not** specifically trained to perform tasks for a person who has emotional disabilities. **Unlike a Service Animal, an ESA is not granted access to places of public accommodation; the animal's access is restricted to the student's housing.**

The student must have an accepted Residence Hall Housing and Food Services contract to request consideration to have a Service Animal in Panola College Housing. These steps should be followed to request a Service Animal housing:

1. The student should submit the completed form to the Panola College Accommodations Disability Support office (A&DS).
2. The student will need to schedule an intake appointment with a A&DS staff member.  
**Additional documents may be requested at the time of the appointment.**

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

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

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



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**Request for a Service Animal at Panola College**

**COMPLETED FORM SUBMISSION AND INTAKE SCHEDULING**

The completed form should be submitted to [ads@panola.edu](mailto:ads@panola.edu) or hand delivered to the A&DS office housed in the Charles C. Matthews Student Success Center. To make an intake appointment, contact A&DS office:

<b>Panola College Accommodations &amp; Disability Support Office 1109 W. Panola Carthage, TX 75633</b>	Email Accommodations & Disability Support	<a href="mailto:ads@panola.edu">ads@panola.edu</a>
	Phone/fax contact information	903-693-2046 If calling from a TTY/TDD, use Texas Relay at 800-735-2989

**STUDENT INFORMATION - to be completed by the student**

Panola College will not ask about the nature or extent of a student’s disability. Panola College will reserve the right to inquire, when it is not readily apparent that the dog identified by the student is trained to do the work or perform task for the student, Residence Life Housing and Food Services and/or Accommodations & Disability Support may ask the student with the disability if the dog is required because of a disability and what work or task the dog has been trained to perform.

Student Name	Panola College Student ID#	
Student Panola College Email Address	Home/Cell Phone#	Alt Phone #
_____@students.panola.edu	_____	_____
Student Home Address	Campus Residence Life/Housing Address	
_____	_____	
_____	_____	



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**Request for a Service Animal at Panola College**

**REQUIRED INFORMATION**

- I have read the process and submission information pages of this document, and understand the conditions outlined.
- I authorize Panola College to **discuss** my medical information, reasonable accommodations request for housing, and room assignment with the following person(s) on my behalf.

Authorized Name \_\_\_\_\_

Relationship to student \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ ZIP \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**1. Is the dog a service animal required because of a disability?**     NO     YES

**2. What work or task has the animal been trained to perform?**

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Panola College is an Equal Opportunity Institution that provides educational and employment opportunities on the basis of merit and without discrimination because of race, color, religion, sex, age, national origin, veteran status, disability or genetic information.



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## **Service Animal Owner Responsibilities on Campus**

### **Service Animal Owner's Responsibilities**

- The student must abide by current city, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. The student must know and understand these ordinances, laws, and regulations. Panola College has the right to require documentation of compliance with such ordinances, laws, and/or regulations, which may include a vaccination certificate or a veterinarian's statement regarding the animal's health. Panola College reserves the right to request documentation showing that the animal has been licensed.
- The student is required to clean up after and properly dispose of animal's feces in a safe and sanitary manner. If the animal is a dog, the dog must be housebroken and kennel trained.
- In the case of an emergency, Panola College is not responsible for evacuating the animal.
- The student is financially responsible for any and all actions of the animal, including but not limited to, bodily injury or property damage, such as furniture or floor coverings replacement. The student may be charged for any damage caused by the Service Animal that is beyond reasonable wear and tear.
- The student is responsible for the appropriate management of the animal. Disruptive and/or aggressive behavior by the animal cannot be permitted, and if it occurs, the animal will need to be removed from campus.

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Student Signature

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Date