



# On-Campus Living Guide

Office of Housing and Residence Life

9/7/18

## Table of Contents

<b>Residence Halls and R.O.C.K. Apartments .....</b>	<b>3</b>
<b>Entering Your Residence Hall.....</b>	<b>3</b>
<b>Mailing: Address Letters and Cards .....</b>	<b>3</b>
<b>Mailing: Address Packages.....</b>	<b>4</b>
<b>Residence Hall and R.O.C.K. Apartment Desk Services .....</b>	<b>4</b>
<b>Quiet Hours Policy &amp; Expectations .....</b>	<b>5</b>
<b>Alcohol/Drugs/Narcotics Policy.....</b>	<b>6</b>
<b>Guest Registration Policy.....</b>	<b>6</b>
<b>Roommates &amp; Room Change Requests .....</b>	<b>7</b>
<b>Clean &amp; Safe Environment.....</b>	<b>8</b>
<b>Room Condition Reports &amp; Inspections.....</b>	<b>9</b>
<b>Health &amp; Safety Policy .....</b>	<b>10</b>
<b>Laundry .....</b>	<b>10</b>
<b>Responsible Computer Use .....</b>	<b>10</b>
<b>Avoiding Damage Charges .....</b>	<b>11</b>
<b>Furniture, Storage, &amp; Thermostat.....</b>	<b>12</b>
<b>Emotional Support Animals (ESA) and Service Animals.....</b>	<b>13</b>
<b>SRU Hoverboard Policy.....</b>	<b>27</b>
<b>Smoking Policy.....</b>	<b>27</b>
<b>Tornado Drills.....</b>	<b>27</b>
<b>Fire Drills.....</b>	<b>27</b>
<b>Active Shooter .....</b>	<b>27</b>
<b>Emergency Procedure Guidelines.....</b>	<b>28</b>

# Slippery Rock University On-Campus Living Guide

## Residence Halls and R.O.C.K. Apartments

- **Postings:** University departments, SRU registered clubs, and organizations sponsoring university events, services, and resources may post signs in University residential facilities. The Office of Residence Life in Watson Hall must approve all postings. Postings may only be placed on bulletin boards. All postings must adhere to Slippery Rock University posting guidelines.
- **Bathrooms & Showers:** Members of the opposite sex are not permitted to use the community bathroom facilities in residence halls. All shower stalls are single occupancy only. Electronic devices such as stereos, cell phones, etc. are not permitted in community bathrooms or showers.
- **Elevators:** Elevator occupancy is limited to six people at a time. Individuals violating this policy and causing damage to an elevator may be required to pay for repair costs.
- **Equipment:** Games, athletic equipment, billiards, ping-pong equipment, vacuum cleaners, and recreational equipment may be checked out at the front desk with your SRU ID. Equipment is purchased by the Residence Hall House Council and is intended for use within the building by residents only.

## Entering Your Residence Hall

All residents must swipe their SRU ID card to gain access to their residence hall every time they enter the building. Students who do not swipe into the hall will have to register as a guest to the hall. If you need a temporary card or need assistance, please stop at the front desk for assistance. More information about front desk services and temporary cards can be found below.

## Mailing: Address Letters and Cards

All residence hall students receive a mailbox. Mailboxes for students in the Buildings A, B, D, E, and Watson Hall are located in the Watson Hall mail room. North Hall, Rhoads Hall, Rock Apartments and Residence Hall F have mailboxes provided in their main lobbies. Mail that will not fit in the standard campus mailbox will be considered a package and an email will be generated to the student's campus email address with detailed information as to where and when the student may pick up his or her package from the Old Student Union. The university receives U.S. Mail, Fed Ex, UPS and other carrier services. The student mailing address is:

First name Last name  
591 Residence Hall A  
Slippery Rock, PA 16057

The United States Postal Service has requested that all mail sent to students living in Residence Halls A, B, D, E, F, North, Rhoads and Rock Apartments use the exact format shown above. The word "Residence" must be spelled out, no abbreviations, and the room number and residence hall address line is directly above the city, state and zip code line. It is not necessary include "Slippery Rock University" in the address. Using this exact format will help assure that your student receives their mail without delay. Residents are expected to check their mail regularly and at least once per week.

## Mailing: Address Packages

All packages that are being sent through a carrier other than the United States Postal Service may require an official street address. In that case, "1 Morrow Way" may be used on the line after the student's name. 1 Morrow Way should ONLY be used in cases where a physical street address is required. This is often times equivalent to "Street Address 1."

The room number and residence hall name line still needs to appear and be directly above the city, state, zip code line as indicated above.

First name Last name  
1 Morrow Way  
591 Residence Hall A  
Slippery Rock, PA 16057

## Residence Hall and R.O.C.K. Apartment Desk Services

The residence hall desk in your main lobby offers many services to assist you. These include:

- **Temporary (Temp) Cards-** If you have temporarily misplaced or damaged your SRU ID, you can go to the front desk of your assigned building where a staff member will be able to provide you a temp card to utilize for 3 calendar days. If you are unable to return the temporary card within that time frame, a fee for the temp card may be applied to your student account. If your SRU ID is permanently misplaced or not working, please go to the Old Student Union to obtain a new card. At no time will any individual other than you be provided a temp card to your room. This includes: parents, significant other, former roommate, etc.
- **Room Lock Out: Key Required-** If you lock yourself out of your bedroom room, please see a staff member at the front desk for a spare room key. You will be expected to provide a picture ID. At no time will any individual other than you be provided a key to your room. This includes: parents, significant other, former roommate, etc.
- **Academic Printing Services-**The Office of Residence Life provides this service at each of the front desks. To activate, simply print your document from any residence hall computer lab/lobby e-mail station. The document will print to the residence hall front desk. Assure that your name is included on each page of the document in the upper/lower margin. Once the print request is made you have 2 hours to retrieve it from the front desk. You will need your student ID. Documents will not be provided to anyone other than the person whose name appears on the pages. We are not able to provide blank paper for your personal printers.
- **Emergencies-** In the case of immediate emergency (fire, medical emergency, threats, physical violence, etc.) please call campus police at (724) 738-3333, or from a university phone at ext. 3333 as soon as possible. If you are unsure of what to do the staff at the front desk will be able to assist you.

## Quiet Hours Policy & Expectations

You are expected to observe reasonable quiet hours at all times. This includes inside/outside your residence hall room, public hallways, lounges, bathrooms, stairwells, and in the areas directly adjacent to the residence halls.

Consideration of others is the primary responsibility of community living. Residents have the right to sleep and study in their residence hall rooms at any time during their community living experience.

The following quiet hours policies are in effect for all residence halls:

- **Quiet hours are from 10pm-8am daily.**
- **Finals week quiet hours: begin the Friday before finals at 10:00pm and end at building closing the following week.** Noise should not be heard in the hallway or adjacent rooms with your door closed. Requests to be quiet must be responded to immediately and permanently.

**Student Rights-** Residents rights regarding the quiet hour policy are listed below:

- Residence hall floor members have the right to address expectations regarding quiet/courtesy hours on their floor.
- Students having concerns about quiet/courtesy hours have the right to request assistance from a residence life staff member.
- Residence hall staff and students have the right to request that you close your room door so that a reasonable level of quiet may be maintained. Please note that failure to comply with residence hall staff may result in disciplinary actions.

**Expectations-** Slippery Rock University expects that as a residence hall student you will:

- Keep the volume of your stereo/TV at a level that cannot be heard outside your room with the door closed, in adjacent rooms, or outside of the residence hall. If you fail to observe quiet/courtesy hours as a result of the volume of your stereo/TV you will be requested to immediately remove that equipment from your room and it will be stored in the residence hall office for the remainder of the year, until you take it home.
- Keep all noise to a minimum so that other residents may sleep/study in their room during courtesy hours.
- Use ear/headphones to listen to your personal stereo/TV so that you do not disturb others.
- Do not place speakers in your room window/doorway for the purpose of listening to music outside of your room.
- Do not have music/TV sound louder in the room than would be appropriate for a reasonable conversation, a knock at the door, or building alarm to be heard.
- Do not yell, shout, or talk from your room window to individuals outside the residence hall.
- Do not yell or shout down the hallway, in the bathrooms, or in public areas.
- Do not conduct a private phone conversation in the hallway/public areas so that it disturbs other residents' ability to sleep or study.

\*Failure to meet the aforementioned expectations may result in disciplinary actions.

**Courtesy Hours-** During all other times, you are expected to manage the noise inside your room and in public areas to be courteous of others. Requests to be quiet must be responded to immediately. Residence Hall House Council may vote to adjust courtesy hours for specific programs or events that benefit the entire residence hall community. These events may include picnics, dances, concerts, et cetera.

## Alcohol/Drugs/Narcotics Policy

- The possession, consumption, or serving of alcoholic beverages on the grounds of Slippery Rock University is prohibited.
- If you are present in a room where alcohol or drugs/narcotics are present you may be considered to be in violation of University policy.
- Any use of alcohol or illicit drugs on campus, which violates University policy will result in disciplinary and/or legal action.
- Empty alcohol containers or narcotics paraphernalia are not permitted for decorative purposes, and can be confiscated by residence hall staff, and available for retrieval at the next available university break.
- The illegal use, possession or sale of drug paraphernalia, narcotics, marijuana, or any other legally controlled substance is prohibited in the residence halls and on the Slippery Rock University campus. The use of substances which violate this law will result in disciplinary and/or legal action. Suspected drug or alcohol overdoses should be reported to the student Health Center immediately for evaluation.
- If you are found to be in violation of the University alcohol and/or drug policy as a result of possession, intoxication, or disorderly conduct while under the influence, you may be referred to and/or required to participate in an Alcohol and Other Drugs (AOD) Program. A monetary fee will be assessed for your participation in the program. You may also volunteer to attend the program. For more information, contact the Counseling Center at 724-738-2034 or a Graduate Resident Director (GRD).

## Guest Registration Policy

Residence hall guests are defined as any individuals who are not assigned to live in the residence hall to which they are trying to gain entrance. This includes parents, other SRU students, guests from home, faculty and staff, etc.

### All Residence Hall Guest Requirements-

- Must possess a photo ID
- Must register via the electronic guest process  
[https://reslife.sru.edu/vrp/new\\_user.cfm](https://reslife.sru.edu/vrp/new_user.cfm)
- Must be a guest of a residence hall student to gain access to the residence hall
- Residents may not have more than five concurrent guests.

**Visiting Guests-** All guests must use the front door for entry/exit from the residence hall. Residents of the hall may also be asked to display their university ID upon entry into the building. Residence hall staff has the right to request a guest to leave the building during visitation if the individual is causing a disturbance in the hall community. The host student assumes responsibility for their guest's behavior and may be held accountable for any violations of laws, policies, or the student code of conduct. Residence hall students may host a guest in their room with their roommate(s) permission. Guests must register at the front desk with their host. Roommates of the host student have the right to refuse the visitor in their residence hall room. The host student assumes responsibility for their guest's behavior. Violations of the guest policy may result in the loss of guest privileges. For more information please view the On-Campus Living Guide (<http://www.sru.edu/Documents/life-at-sru/housing/OnCampus%20LivingGuide.pdf>).

**Overnight Guests-** All overnight guests must register at the front desk. Hosting an overnight guest requires the permission of all roommates prior to the guest's arrival. The residence life staff has the right to refuse any guest overnight privileges if the roommate(s) are not in agreement. The host student assumes responsibility for their guest's behavior. Residents are only allowed to have guests for 10 out of 30 days in a month. Guests are permitted to stay no longer than two consecutive days. A resident is permitted to have only have one overnight guest at a time.

**Underage Guests-** Request to host an underage guest (under 17 years of age) overnight must be made in advance to the Graduate Residence Director by submitting a completed underage guest request form with all necessary signatures. Registering an underage guest requires the consent of the individual's legal parent/guardian. The residence life staff has the right to refuse any guest overnight privileges if the roommate(s) are not in agreement. Underage overnight guests may only stay on Friday & Saturday evenings. The host student assumes responsibility for their guest's behavior.

By agreeing to the guest registration form, you are acknowledging that you have gained consent from all of your roommates prior to your guest arriving.

\*Please note that the Office of Residence Life has the right to remove any guest that may not uphold residence hall or university standards.

## **Roommates & Room Change Requests**

All roommates are encouraged to complete a roommate agreement within the first week of living together. The roommate agreement is appropriate for individuals who have known each other for a long time as well as roommates just getting to know each other.

**Conflict-** If conflict occurs between roommates residence life staff will encourage participation in conflict mediation. Conflict mediation is a non-disciplinary process intended to assist roommates in resolving their differences and living successfully together. If conflict cannot be resolved or if other circumstances are warranted residents can request to change rooms during the academic year.

**Room Changes-** Room changes can occur during:

- **Open Room Change Periods-** Typically during the third week of each semester, a time is designated and publicized for students to request to change residence hall rooms, floors, or halls. Room changes can be made if space is available at no charge to students during this period. Completion of all required requests and room condition reports is the responsibility of the student requesting the change. Instructions as to how this process will proceed will be posted as open room change periods approach.
- **Mid-year Open Room Change-** Mid-year open room change typically occurs in November. During this time, students may request a room change for the spring semester to a University recognized vacancy. There is no fee assessed for changes during mid-year open room change. All moves to the new room assignment must be completed before residence halls close for the fall semester. Individuals not completing the room change by this date will be assigned a room at the discretion of the Office of Residence Life for the spring semester.
- **All Other Times-** Room changes may be requested at other times during the semester. Anyone seeking a room change outside of the room change periods must first take the appropriate action steps (meetings, mediations) as provided by your building staff and must be approved by the building's Assistant Director. The Assistant Director or GRD will request a reason for the room change and may stipulate roommate mediation prior to approving the room change.

Residence life staff reserves the right (as stipulated in the housing agreement) to relocate students to accommodate management of the Residence Life program, address behavioral concerns, or protect the safety of residence hall students. However, residence life staff will not determine which resident(s) will vacate a room as a result of an unsolved roommate conflict.

The Housing Agreement is for the full academic year. Students should not sign a lease/agreement with an off campus landlord while obligated to the housing agreement. The legally binding agreement will be enforced. Students may request to be released from their housing agreement but should plan on having to wait at least one month from the time of application for information regarding the denial/acceptance of the request.

## **Clean & Safe Environment**

**Food Storage-** Slippery Rock University is located adjacent to a wooded area. Therefore, from time to time insects, mice, bats, and other unwelcome wildlife will make their way into a residence hall. Food and trash not properly stored welcome wildlife into the building. The university recommends the following for your protection:

- Keep your room clean including emptying your trash cans daily and cleaning up spills as they occur
- Keep all food sealed in airtight containers
- Report all sightings of pests to your residence life staff

**Sales & Solicitation-** Sales and solicitation are not permitted in University residence halls. Report all persons to residence life staff immediately.

**Cleaning Your Room/Restroom-** You and your roommates will need to decide who will do what and how often. The Residence Life Office has provided some basic cleaning supplies for your use:

- Plungers may be provided for your use.
- Vacuum cleaners/shop vacs are available for your use free of charge from the Front Desk in your building. Please be considerate of the next person and empty the vacuum/shop vac before returning it.

\*Please note that the university's custodial staff maintains community bathrooms.

**Safety Tips:** NEVER mix cleaning products. This can be harmful to you and the surface you are attempting to clean. Do not use more of a cleaning product than is recommended. Many people think that if a little cleaning product is good, then a lot has to be better. This is not always the case. Please follow the directions on the bottle.

**Report Maintenance Needs-** Reporting maintenance needs inside your room or suite is the responsibility of the room/suite mates. Work Orders can be submitted by phone, by calling 724-738-2678. Your work order has now been submitted. Work Orders are completed on a priority basis.

Work Orders can also be done through an online work order system through any university computer order. To place a Work Order, please follow these instructions:

- Go to SRU Homepage
- Click on "Life at SRU"

- Click on “Housing”
- Click on “Facilities & Furnishings”
- Click "Help & Repairs" Located on the right side of the page
- Click "Housing Facilities Work Orders"
- User Name: sruwo
- Password: sruwo
- Complete ALL fields on the work order screen
- Click "Submit"

If work has not been completed in a timely manner, please DO NOT submit another Work Order. Call the WORK ORDER DESK 724-738-2678 to check on status or to make changes.

**\*Checking In & Out of your Room:**

When you check in or out of a residence hall room it is your responsibility to properly complete the check in/out process. This involves:

In the case of move-in:

In the case of room switches:

In the case of university withdrawal:

In the case of final check-out:

- Notifying your Community Assistant of your intended check out date/time
- Notifying the Residence Life Assistant Director/Graduate Residence Director in your new building of your intended check in date/time
- Completing the Room Condition Report form for the room you are vacating
- Completing and submitting within 24 hours a Room Condition Report for the room into which you are moving

**Room Condition Reports & Inspections**

**Room Condition Reports (RCR)** when you move into your residence hall room you are expected to complete a Room Condition Report on the MyHousing portal available on the university website. This report should be completed in detail to avoid charges for previous damages to your room. Any damage found in your room that was not noted on your RCR will be billed to you and/or your roommate(s) upon the first person checking out of the room.

**Monthly Health & Safety Inspections:** Your room may be subject to entry and inspection by authorized members of the University staff for health and safety reasons. Your room will be inspected periodically during the academic year and upon your departure of the residence hall. Every effort will be made to give you twenty-four (24) hour notice as to the date and general time of inspections so that you may be present for the inspection. The University reserves the right to request the corrections to be made to your room when violations of policy and/or procedures are found. Safety inspections will be performed on a monthly basis in your room to ensure compliance with all safety policies and procedures. University staff may enter your room without you being present. If you wish to be present for inspections, it is your responsibility to make reasonable arrangements with the staff.

## Health & Safety Policy

Items or conditions in residence hall rooms that pose a threat to the health and safety of the residents are illegal are strictly prohibited. Examples of these items include: open flames, unsafe physical structures, unsafe electrical equipment, or items that hang over lighting. Also prohibited are road, university, and/or traffic signs (Pennsylvania State law prohibits the possession of these items by individual citizens and considers the possession of these items as theft). Please note the following:

- **Extension cords-** for your safety, only an authorized electric strip (surge protector type) may be used in your room.
- **Inappropriate Behavior-** You may not be involved in running, yelling, jumping, jumping in elevators, or any type of inappropriate rowdiness in the residence halls. These activities are not permitted in the hallways and public areas. Examples of rowdiness would include, but are not limited to wrestling and the use of sports equipment, water guns, skateboards, scooters, roller-blades, and/or bicycles. Violations may result in disciplinary actions and the confiscation of the prohibited equipment by the residence life staff and available for pickup during the next designated university break.
- **Window Screens-** You should not remove your room window screen from your room's window, nor should you throw any items out of your room window including water.
- **Elevators-** Elevator use should be confined to the policies and procedures outlined in the guide. Elevator occupancy is limited to no more than six (6) people at a time.
- **Cleanliness-** Room care and cleanliness is your responsibility. Your room should be kept clean and in good repair in order to meet all health and safety standards.
- **Beds-** Beds must remain on the floor. Beds may not be stacked on desks, chest of drawers, and/or on any other pieces of residence hall furniture. Your mattress may not be placed on the floor.
- **Decorating Your Room-** Materials may not be attached or draped from the ceilings, doors, light fixtures, sprinkler pipes, sprinkler heads, and/or smoke detectors for any reason at any time. You may utilize clean-removable adhesive materials upon your walls.

\*Any damage done to university property may be considered billable.

## Laundry

- Laundry rooms are provided in each residence hall, in each building in the ROCK Apartments and on each floor in the residential suites. The Office of Residence Life and the Association of Residence Hall Students (ARHS) provide washers and dryers.
- Washers and dryers are \$1.50 per cycle.
- Washers and dryers can only be activated through coin operation or debit/credit cards
- Problems with washers and dryers should be reported to Caldwell & Gregory by calling 800-927-9274 with the machine #. Requests for repairs and refunds are responded to as they are received.
- As a courtesy to others, please post an out of order sign on any machine not working properly.

## Responsible Computer Use

To provide you with the best service for your personal computer we recommend the following guidelines for

responsible computing:

**When using e-mail:**

- Pay attention to virus protection warnings regarding infected files or messages.
- If you do not recognize the sender or the message appears out of context, do not open it

**When using the network:**

- Close file-sharing programs
- Turn off your computer when you are not using it
- Do not share copyrighted materials over the internet
- Avoid peak network hours when downloading legal files
- If you experience problems with your internet connection (ResNet) call 1-855-813-7015 to speak an Apogee representative.

**Spyware** can be installed without your knowledge and is used to transmit personal information to another source. In addition to the personal security concerns spyware programs can deplete your computers resources. Anti- spyware software can assist in detecting and deterring spyware packages from being installed.

**Critical updates** or security patches will help to protect your computer from vulnerabilities such as backdoor ports, hackers, destruction of personal data, and preserve your computer's resources. Additionally, these updates avoid problems such as your computer sending viruses, spam, personal data, et cetera to others without your intent.

**File sharing** has a direct impact on the speed of the SRU network. The bandwidth available is adequate for transfers when everyone is using a reasonable amount of bandwidth. Sharing of music and movie files slows down the network for everyone. The SRU network is closely monitored for illegal file sharing. Violations may result in suspension of internet access, possible criminal charges, and University judicial action.

**Avoiding Damage Charges**

The resident(s) assigned to a room are responsible for any damages or disappearances of property to their room. Damage or disappearance of university property may involve financial restitution and/or documentation of university policy.

The residents of the floor/building community are responsible for damages or disappearances of property from public areas including: hallways, stairwells, bathrooms, lounges, computer labs, and lobbies. Five dollars of each student's \$20.00 activity dues (paid at the beginning of the year) is used to pay for common area damages for which the responsible parties cannot be found. Damages incurred beyond the damage fund will be responsibility to floor/building residents for excessive or malicious acts.

Acts of vandalism, intentional destruction of property, and theft of University property are always reported to University Police and remain an open investigation until the individual(s) responsible are identified. The Office of Residence Life does request criminal charges, University disciplinary charges, and financial

restitution for these acts.

At times, residents unintentionally cause a damage charge that is assessed. To avoid these charges residents should never:

- Paint, stencil, and/or write on walls, furniture, or other university property. Easily removable adhesive materials are the only items that should be used to hang items on the walls. Some rooms may have metal hanging strips that can also be utilized for hanging things. Consider using a hairdryer for easy removal of adhesive materials.
- Hang items from sprinkler systems, smoke detectors, light fixtures, doorways, or ceilings.
- Remove furniture from rooms or use room furniture for purposes other than those intended. This includes never removing closet doors.
- Sweep room debris into the hallway or leave room trash in hallways or bathrooms. Always remove trash to the designated bin for your hall.

## **Furniture, Storage, & Thermostat**

- Each student room is provided with extra-long twin beds, mattresses, desks and chairs, drawer space and wardrobes or closets.
- All room furniture in the residence hall room is the responsibility of the students occupying the room. Room furniture assigned to the room may not be removed, stored, or traded. Damage or removal of university furniture from your room is a violation of university policy and may result in disciplinary action and a possible criminal complaint.
- Lobby and lounge furniture is provided for all students in the residence hall. This furniture may NOT be removed or relocated to student rooms. Removal of lobby or lounge furniture is considered theft of university property and will result in disciplinary action and a possible criminal complaint.
- The limited amount of space in the residence hall does not allow for storage of personal items or room furniture.

**Bicycle storage** is permitted in your room, in limited inside storage in some residence halls, and on bike racks outside your residence hall.

- Storage in your room – the bicycle may not block the doorway or prevent safe evacuation from the room. Bikes may not be hung from walls, ceilings, or furniture unless you have a University installed bike rack.
- Storage in your hall – some residence halls provide limited bike storage in a locked or unlocked area inside. Please consult with your Community Assistant for details about availability in your hall.

**Operating Your Thermostat: DO NOT TURN YOUR THERMOSTAT BELOW 65 DEGREES.**

- Do not leave windows open when a/c is on. Running air conditioning with windows open can result in excess condensation, cooling unit malfunction and flooding.
- If a/c or heat does not seem to be working turn switch on the thermostat to “OFF” wait 5 – 10 seconds and turn back on. If unit does not start call maintenance staff at x2678. After normal business hours (8:30- 4:00 M-F) and weekends please notify the front desk in your building.

## Emotional Support Animals (ESA) and Service Animals

Included below is the Campus Animal Procedure as defined by the Office of Disability Services

### 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](mailto:disabilityservices@sru.edu)
- Scan and e-mail the completed documents prior to the meeting to [disabilityservices@sru.edu](mailto: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](mailto: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](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 workorders.
- 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.

### **Acknowledgement**

*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

**Emergency Contact Information**

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: \_\_\_\_\_

\_\_\_\_\_

**Slippery Rock University**  
**Animal Documentation and Certification of Veterinary Care**

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: 1<sup>st</sup> shot lasts one year; subsequent shots last 3 years.)

\_\_\_\_\_ Veterinarian check-up verified. Date of check-up: \_\_\_\_\_

Notes:

Office of Residence Life Presence of Animals in On-Campus  
Housing Roommate Agreement

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: \_\_\_\_\_

## ESA REQUEST FOR INFORMATION FORM

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](mailto:disabilityservices@sru.edu).

Contact information:

---

Address:

---

Telephone:

---

FAX and/or Email address:

---

Professional Signature:

---

License #: \_\_\_\_\_

Date: \_\_\_\_\_

## **SRU Hoverboard Policy**

To minimize the risk of personal injury and property damage upon the campus, ALL self-balancing, personal electronic transportation devices, also referred to as battery-operated scooters or hands-free Segway-like scooters or powerboards, and more popularly known as Hoverboards, are prohibited from use, possession, charging and/or storage on campus. This includes any property owned, leased or controlled by the University.

The full policy is available for download at: <http://www.sru.edu/Documents/offices/HR/hoverboard-policy.pdf>

## **Smoking Policy**

All residence halls are smoke free. Smoking in individual residence hall room is not permitted. Users of smokeless tobacco are not permitted to expectorate in any common area of the residence hall. Electronic smoking devices, commonly referred to as electronic cigarettes or e-cigarettes, are battery operated devices that can closely resemble cigarettes; these products are strictly prohibited for use in the on-campus residence halls as well. If you prefer to use an e-cigarette please abide by the regular smoking policy and use the provided smoking stations located throughout the Slippery Rock University campus. Students smoking must stay 25 feet away from the building.

The entire University smoking policy can be seen at:  
<http://www.sru.edu/Documents/offices/HR/SmokingPolicy.pdf?1467117416998>

## **Tornado Drills**

Tornado Drills may be conducted throughout the year. When the tornado warning is issued, all students/guests must assemble in the nearest designated tornado shelter immediately. Do not attempt to leave the building.

## **Fire Drills**

Fire drills will be conducted throughout the year. When the fire drill is enacted via the building's fire alarm system, all students/guests must leave the building. Failing to do so may result in disciplinary actions.

## **Active Shooter**

(reproduced from the [Emergency Procedures and Guidelines for Employees, Students, and Visitors](#))

1. EVACUATE – IF YOU CAN DO IT SAFELY
  - i. As you evacuate, notify anyone you encounter to leave the building immediately.
  - ii. DO NOT ACTIVATE THE FIRE ALARM IN AN ACTIVE SHOOTER SITUATION.
  - iii. Disperse individually – do not congregate in groups.
  - iv. Contact SRU Police Dispatch by calling 724.738.3333 and provide as much information as you can.

## 2. IF UNABLE TO EVACUATE SAFELY

- i. Make a plan.
- ii. Find a location where you can lock yourself in a room or area and lock and barricade the doors.
- iii. Turn off the lights, close the blinds and stay away from doors and windows.
- iv. Silence radios, cell phones, pagers, etc.
- v. Stay as calm as possible, remain silent and out of sight.

## **Emergency Procedure Guidelines**

The University has a set of procedural guidelines for employees, students, and visitors in the event of an emergency situation which were developed by the SRU Office of Environmental Health and Safety. Familiarity with the guidelines help to minimize risk and confusion for everyone involved.

[Emergency Procedures and Guidelines for Employees, Students, and Visitors](#)