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OFFICE OF SPECIALIZED SERVICES

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[www.ramapo.edu](http://www.ramapo.edu)

**Documentation Form: Animal on Campus**

Student's Name: \_\_\_\_\_

The student named above is requesting authorization to have an animal on campus with him or her as a disability accommodation. In order to determine if an exception should be made to the College's no animal policy; a qualified professional must certify that the student has a condition that represents a substantial impairment to a major life activity.

It is important to understand that a diagnosis by itself does not substantiate a disability. This form serves only to documentation of the need for an animal on campus. In order to receive other types of disability accommodations, more extensive documentation is required. Documentation requirements can be found at the following website: ([www.ramapo.edu/students/oss/documentation.html](http://www.ramapo.edu/students/oss/documentation.html))

The College expects the following in regards to documentation:

- Forms will be completed with as much detail as possible as partially completed form or limited responses may hinder the eligibility process.
- Assessment information that is more than a year old may be considered out of date depending on such factors as the student's current age, student's age at time of assessment and the nature of the diagnosis.
- Forms must be completed by a professional who has comprehensive training and direct experience regarding the condition. In addition, the professional must be in a field that is generally accepted as being able to make the type of diagnosis in question.
- The professional completing forms cannot be a family member of the student or someone who has a personal or business relationship with the student.

Date of first contact with student: \_\_\_\_\_

Date of last contact with student: \_\_\_\_\_

How often do you meet with the student: \_\_\_\_\_

When did you first prescribe the use of an animal for this student? \_\_\_\_\_

What type of animal have you prescribed for this student? \_\_\_\_\_

Please provide a description of the animal (size & weight) and the animal's name?

On what date was the animal acquired? \_\_\_\_\_

What is the nature of the student's diagnosis/condition?

How long has the student had this diagnosis/condition? \_\_\_\_\_

In detail, please describe what major life activities the student's condition/disability impacts.

In detail, please discuss how having an emotional support animal impacts on the student's well-being and day to day behaviors.

In detail, please describe how the denial of this request will impact the student's experience or ability to live on campus?

What is the severity of the condition?

Mild

Moderate

Severe

Explain the severity as indicated above:

What is the expected duration?

Chronic

Episodic

Short-term

Explain the duration indicated above:

In detail, please describe what function or support the animal provides to the student?

Where on campus would the student need the animal?

Would the student be able to live on campus and function effectively without the animal (i.e. interact with roommates/suitemates, personal grooming, meals, etc.)?

Yes

No

Can the student live on campus and take advantage of its offerings without the animal (interact socially, attend club meetings, participate in organizations on campus, etc.)?

Yes

No

**Certifying Professional**

_____ Name and Title	_____ License or Certification #
_____ Address	_____ Phone #
_____ City, State, Zip	_____ Fax #
_____ Signature of Certifying Professional	_____ Date

Methods of return:

- 1) Complete this fillable form electronically and email by clicking the email button at the top of page 1.
- 2) Print and scan to oss@ramapo.edu
- 3) Print and fax to 201-684-7004
- 4) Print and mail to:

Office of Specialized Services  
Ramapo College of New Jersey  
505 Ramapo Valley Rd.  
Mahwah, NJ 07430

**DOCUMENTATION RETENTION** - All submitted materials will be held in OSS as educational records under the Family Educational Rights and Privacy Act (FERPA). Students have a right to review their educational record. However, students are encouraged to retain their own copies of disability documentation for future use as the college is not obligated to produce copies for students. Under current New Jersey record retention requirements, ~~the ability of documentation mandated to be held on campus~~ - two years after a student has stopped attending the college.