



**KENTUCKY STATE  
UNIVERSITY**

**ACCESSIBILITY AND DISABILITY RESOURCE CENTER (ARDC)**

**2023–2024**

## ***Welcome to Kentucky State University, home of the mighty Thorobreds!***

The Accessibility & Disability Resource Center (ADRC) staff would like to take this opportunity to congratulate you on your commitment to continued education. We are here to assist you. Please visit the Accessibility & Disability Resource Center or its webpage to receive pertinent information regarding required documents, timelines, and all related services.

### **To begin the accommodations process, we will need from you:**

- An evaluation report that is no more than three (3) years old
- A copy of your most recent IEP or Section 504 plan
- Copies of any medical records regarding your diagnoses

It is the responsibility of the student to seek our assistance. Therefore, we strongly advise you be proactive and come to the ADRC before problems arise. The ADRC will provide reasonable accommodations to support you if you qualify. We would like to inform you that the services you received in high school may be significantly different at the university level. Ultimately, your academic success depends on your effort and determination to succeed. In the case of specific housing accommodations, we will need the aforementioned documentations, along with specific documentation regarding the need for private accommodations.

### **What you need to do to be successful:**

- Contact the ADRC staff today, via phone or in person, to begin the accommodations process
- If you receive an appropriate accommodation, introduce yourself to your instructors to discuss your accommodation letter
- Attend class regularly
- Complete assignments on time
- Read your textbooks and other assigned readings on a consistent basis
- Review University email on a consistent basis
- Make studying a priority above any social activities
- Communicate with your instructors if you do not understand any material
- Access tutoring opportunities at the Thorobred Learning Center (TLC)
- Stay in communication with the ADRC if you qualify for accommodations and/or services

***Remember that it is your responsibility to sign required paperwork each semester.***

## **KENTUCKY STATE UNIVERSITY MISSION**

Kentucky State University is a public, comprehensive, historically Black land-grant university committed to advancing the Commonwealth of Kentucky, enhancing society, and impacting individuals by providing quality teaching with a foundation in liberal studies, scholarly research, and public service to enable productive lives within the diverse global economy.

### **Student Engagement Mission**

Student Engagement delivers student-centered services to a diverse study body in a safe, exploratory environment. Transformative education is cultivated through personal and global awareness.

### **ADRC Mission**

Accessibility and Disability Services is to facilitate equal access to KSU'S campus, programs, activities, and services, in accordance with federal and state regulations and University policies.

### **How the Mission is supported?**

The mission is supported by applying eligibility guidelines and coordinating the delivery of appropriate accommodations so that students with disabilities can pursue their educational goals and meet their initial needs. In addition, the ADRC promotes greater disability awareness campus-wide, and within the community.

### **ADRC WEBLINK:**

<https://www.kysu.edu/academics/disability-svcs/index.php>

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## GUIDELINES

*Please adhere to the following guidelines:*

- Documentation must be from a professional qualified in their area of expertise to evaluate a particular type of disability (e.g., physician, psychologist, licensed mental health counselor, psychiatrist, or audiologist).
- The document should clearly state the current, specific diagnosis that underlines the disability. General descriptions such as “depressed” or “anxious” are not acceptable. Use of terms such as “implies” or “suggests” in front of a diagnosis also are not definitive enough for purposes of documenting a disability.
- The report must be typed on a letterhead, and the evaluator’s name, title, date, and signature must be present. A medical diagnosis also written on a prescription pad, even though signed, is not adequate.
- Test results or an explanation of how the diagnosis was reached, and a clear determination that it substantially impacts academic performance or other major life activity, must be included.
- The document must be current. The acceptable time frame varies based on the type of disability (see note about Learning Disabilities below). Generally, for evaluations obtained during adulthood, documentation should be dated within three (3) years of the time it is submitted to the ADRC.
- A diagnosis supported by testing for a Specific Learning Disability should include a cognitive and achievement assessment that is based on adult measures (typically after the age of eighteen, adult norms will have been used). The resulting report should include all subtests and standardized scores from the comprehensive assessment battery.
- Your high school IEP or 504 or Transition Plan may not be sufficient to qualify you for accommodations. There are important limitations and differences between high school- and university-level learning environments that exist in and out of the classroom setting.
- If the documentation you obtain does not meet KSU’s standards regarding a provider’s credentials, the date of evaluation, or the detail of diagnosis, you will be required to obtain a new evaluation before receiving services. While the University will not provide or pay for the evaluation, the ADRC office can make a referral for testing in the surrounding community. If you have any doubts or concerns, we recommend submitting your documentation as early as possible for our review.

## HOUSING ACCOMMODATION NEEDS FOR STUDENTS WITH DISABILITIES

Kentucky State University recognizes its responsibilities to reasonably accommodate its students with disabilities through the Accessibility and Disability Resource Center.

*Students with disabilities who will need special accommodations for on-campus housing should indicate the need on their housing application. Also, the student should contact the Accessibility and Disability Resource Center (ADRC) to discuss their needs and fill out a Request for Accommodation Form prior to arrival. Additional information may be obtained by contacting:*

Office of Housing and Residence Life  
Julian M. Carroll Academic Services Building  
Suite 317  
400 E. Main Street  
Frankfort, KY 40601  
Phone: 502-597-6565

(Additional information can also be found in Kentucky State University's K-Book, the Americans with Disabilities Act (ADA) Section 504, and the Academic Accommodations Policy Manual.)

KSU does not discriminate in the provision of housing to students with disabilities. KSU will provide comparable, convenient, and accessible housing to students with disabilities at the same cost as to others. KSU will make reasonable modifications to its housing policies, procedures, and practices when the modifications are necessary to avoid discrimination, unless the University can demonstrate that making the modifications would fundamentally alter the nature of the housing services provided by the University.

The Office of Housing and Residence Life (OHRL) and Accessibility and Disability Resource Center (ADRC) work together to ensure consistency in evaluating requests for reasonable accommodations in Housing. **Students seeking reasonable accommodation(s) due to a documented disability, and who would like to be considered for reasonable accommodations under the Americans with Disabilities Act of 1990 and/or Section 504 of the Rehabilitation Act of 1973, should contact the Accessibility and Disability Resource Center (ADRC), located in Hathaway Hall, Suite 107, during office hours, Monday through Friday between 8:00 a.m. and 4:30 p.m., or by calling 502-597-6041.**

The ADRC will review all requests and share approved student requests with the OHRL. Students with approved requests will be offered a reasonable accommodation that meets the documented and approved need. The ADRC (<https://www.kysu.edu/academics/disability-svcs/index.php>) provides information for students regarding reasonable accommodations, documentation guidelines, and other information about the office.

All students who request reasonable accommodations regarding housing due to a documented disability must submit complete and current documentation to the ADRC. The OHRL will not accept any documentation or housing requests regarding a student's documented disability unless that information is provided from the ADRC.

If the ADRC determines that a student is eligible for reasonable accommodations in housing, the OHRL will contact the student about his or her assignment. The OHRL makes every effort to find appropriate and reasonable assignments as recommended by the ADRC.

**ADRC DOCUMENTATION QUESTIONNAIRE FOR SPECIAL  
ACCOMMODATIONS REQUEST**

This questionnaire is designed to assist the diagnosing professional in providing adequate disability documentation and may be submitted in place of a typed report. Please note that an official letterhead must be attached to all typed documents.

**STUDENT INFORMATION:**

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

CWID: \_\_\_\_\_ CLASSIFICATION: FR SO JR SR

DATE: \_\_\_\_\_

ACCOMODATION REQUESTED (circle one): SINGLE ROOM FIRST FLOOR OTHER

If you selected "Other," please describe the accommodation:

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1. DSM or ICD Diagnosis (please use words, for example, ADHD-Combined Presentation, not numeric codes):

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2. Date diagnosed: \_\_\_\_\_

3. Testing/assessment tools used in diagnosis with date(s) of evaluation:

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4. Describe current symptoms which meet criteria for this diagnosis:

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5. Describe current substantial limitations on academic performance and/or major life activity:

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6. Is the student currently on any medications as part of a treatment plan related to the diagnosis? If yes, please list medication(s):

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As appropriate, please list or attach any additional relevant information on official letterhead, which should include the provider's name, title, office address, and telephone number.

Printed Name of Physician or Licensed Clinician: \_\_\_\_\_

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

FOR OFFICE USE ONLY:	
Braille	Building Access:
Return completed form to Dr. Clay, ADRC Coordinator phillip.clay@kysu.edu	

## **SERVICE AND EMOTIONAL SUPPORT ANIMAL INFORMATION**

### **Service Animal**

If you have a physical or mental disability that substantially limits one or more major life activities, then you are entitled to a service animal that performs tasks for you. If your disability is not apparent, people may ascertain that your animal is a service animal by asking if the animal is required due to a disability and by asking what tasks it has been trained to perform. However, others may not ask specific questions about your disability.

### **Emotional Support Animal**

An emotional support animal (ESA) is an animal that provides comfort just by being with a person. Because they have not been trained to perform a specific job or task, they do not qualify as service animals under the ADA. Unlike a service animal, students must request to bring an emotional support animal on campus and must provide sufficient documentation to the ADRC and OHRL.

### **Qualifications for a Service Animal**

For an individual to qualify for maintaining a service animal on campus:

- The student must have a disability as defined by the ADA; and
- The accompanying animal must be trained to do specific tasks for the student.

The ADRC also requests, but does not require, that any student with a service animal register it with the ADRC so that campus and housing accommodations can be coordinated.

### **Qualifications for an Emotional Support Animal**

For an individual to qualify for maintaining an emotional support animal on campus and in campus housing:

- The student must have a disability as defined by the ADA;
- The student must have registered the animal with the ADRC;
- The student must demonstrate an established relationship with the animal for it to be considered an emotional support animal (no less than 3 months);
- The student must notify the ADRC if an approved animal is to be replaced, and he or she must submit a new application/request for the new animal.

### **Process for registering an ESA at Kentucky State University**

1. Submit disability documents that are no more than three (3) years old to the Accessibility & Disability Resource Center. Those documents must be on an official letterhead from the mental health professional or doctor. The documents must be signed and dated by the mental health professional or doctor.

#### **The letter is to include:**

- Provider's name, license number, state, and the date it was issued
- Provider's letterhead
- Signature

2. Submit the medical document from the mental health professional or doctor approving the use of an ESA, along with proof of vaccination to the Accessibility & Disability Resource Center. All documents must be on an official letterhead from the mental health professional (licensed clinician) or doctor, and veterinarian. The documents must be signed and dated by the mental health professional or doctor, and veterinarian.

- The document must state the animal's name, weight, type, color, and how the animal will emotionally support the student.

3. Once all documents have been submitted and processed in the Accessibility & Disability Resource Center, the documents will be sent over to the Office of Housing and Residence Life (OHRL) for



processing.

4. Complete the Service/Emotional Support Animal Roommate Agreement located at the OHRL, located in the ASB Building.
5. You will be notified by the OHRL as to when the animal can be brought to campus.

\*\*\* (No animals are to be on campus without University approval) \*\*\*

**ADRC Regulations that need to be followed**

- The emotional support animal must be housetrained before coming to campus.
- Animals larger than 25 pounds cannot be placed in the residence hall.
- The Accessibility & Disability Resource Center (ADRC) will determine the species of animal allowed in the residence halls, based on the reasonableness of the accommodation and the health, safety, and welfare of others in the residence halls.
- Unless otherwise stated, the emotional support animal is only permitted in the residence hall where the student resides.
- Service and emotional support animals must be up-to-date on vaccinations, and proof will be required.
- An emotional support animal must be verified by a licensed mental health professional (non-KSU staff).
- Photo of the animal and completion of the Service/Emotional Support Animal Roommate Agreement will also be required.
- Service and emotional support animals must be under the control of their handlers at all times.
- Service and emotional support animals must be harnessed, leashed, or tethered while in a public space, unless such devices interfere with a *service* animal's work.

# ACCESSIBILITY & DISABILITY RESOURCE CENTER [ADRC] EMOTIONAL SUPPORT ANIMAL [ESA] APPLICATION

Please submit the completed and signed application VIA EMAIL to: [Phillip.Clay@kysu.edu](mailto:Phillip.Clay@kysu.edu)

All applications must include the following completed documents at the time of submission:

- ADRC ESA Application Form
- Personal Medical Document (documentation must have been created within the last three (3) years, and the purpose for the ESA must be clearly stated)
- Current Veterinary Documentation (immunizations, records, etc.)
- Roommate Agreement, if rooming with another student (located in Residential Life Department)

## 1. Student Information:

Student Name: \_\_\_\_\_

(Circle One): Freshman   Sophomore   Junior   Senior

Declared Degree: \_\_\_\_\_

Residence Hall: \_\_\_\_\_ Room #: \_\_\_\_\_

Residence Hall Director: \_\_\_\_\_

Off-Campus Address: \_\_\_\_\_

School Email: \_\_\_\_\_

Personal Email: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Parent or Guardian Name: \_\_\_\_\_

Parent or Guardian Address: \_\_\_\_\_

Parent or Guardian Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## 2. Animal Information:

Name: \_\_\_\_\_

Animal Type and Weight (reptiles and animals over 25 lbs. are not permitted):

\_\_\_\_\_

**Policies, Rules, and Conditions:**

1. All ESA-related policies and regulations, ESA informational documents, and KSU policies and regulations are incorporated by reference into an ESA application.
2. Students applying to bring an ESA onto KSU’s campus may be required to provide additional information prior to application approval or denial.
3. No animal is to be brought onto KSU’s campus or KSU-provided hotel housing (hereinafter “campus grounds”) without the prior written approval of the ADRC and Residential Life.
4. Any student who fails to adhere to ESA and KSU policies, regulations, rules, and conditions contained herein will be disciplined accordingly.
5. Penalties for non-compliance shall include, but are not limited to, the following:
  - A. Removal of the ESA from campus within 72 hours; and
  - B. Removal from campus housing in accordance with the disciplinary procedures found in the student handbook (K-Book).
6. Students are *fully liable* for any and all charges incurred due to cleanup and damages caused by an ESA while in campus housing, or in/on campus grounds and facilities.

**Student Signature and Acknowledgement**

I, \_\_\_\_\_, have read the ESA application and all ESA-related policies and information documents, and agree to adhere to all policies, rules, regulations, terms and conditions set forth in those documents.

I understand that if I do not completely follow all policies, rules, regulations, terms and conditions, I will be subject to disciplinary action, including but not limited to, the penalties listed herein, including and up to the immediate removal of my ESA and the loss of housing.

\_\_\_\_\_  
ESA Owner/Student Signature

\_\_\_\_\_  
ESA Owner/Student Name, Printed

\_\_\_\_\_  
Date

**FOR STAFF USE ONLY: APPROVED**      YES \_\_\_\_\_      NO \_\_\_\_\_      Date: \_\_\_\_\_

If not approved, reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

## HEALTH CARE PROVIDER VERIFICATION OF EMOTIONAL SUPPORT ANIMAL (ESA) NEED

*(The health care provider need not use this specific form, but all the information requested here is necessary for the institution to have in order to consider the request for an ESA; the form is provided as a convenience.)*

This form is only to be completed by the applicant's personal health care provider. Letters of documentation or need from non-medical professionals or individuals/entities who do not have personal knowledge of the applicant or their specific need for an ESA will not be accepted.

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Student's Name: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_  
*(Printed Name)*

Breed and type of ESA (if identified): \_\_\_\_\_

Approx. age of animal: \_\_\_\_\_ Weight of animal: \_\_\_\_\_

NOTE: The above-named student has indicated that you are the health care provider who has suggested that having an Emotional Support Animal (ESA) in the residence hall will have therapeutic benefit in alleviating one or more of the identified symptoms or effects of the student's mental health disability. The student's signature indicates written permission for you to disclose information which will be used in evaluating their request.

The Federal Trade Commission (FTC) has been asked to investigate websites that purport to provide documentation from a health care provider in support of requests for an ESA. The websites in question offer for sale documentation that is not reliable for purposes of determining whether an individual has a disability or disability-related need for an ESA because the website operators and health care professionals who consult with them lack the personal knowledge that is necessary to make such determinations. **Submissions from these websites will not be accepted.**

*Please complete all sections:*

### **I. Information About the Student's Disability**

Federal law defines a person with a disability as someone who has a physical or mental impairment that **substantially limits** one or more major life activities. That suggests that a diagnosis (label) does not necessarily equate with a disability (substantial limitation).

1. What is the nature of the student's mental health impairment, and how is the student substantially limited?

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2. Does the student require ongoing treatment?

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3. When did you first meet with the student regarding this mental health diagnosis?

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4. When did you last interact with the student regarding this mental health diagnosis?

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**II. Information About the Proposed Emotional Support Animal**

*(Please note that there are some restrictions on the kind of animal that can be approved for the residence hall; it is possible the student may be approved for an ESA based on the information you provide here, but may not be allowed to bring the specific animal identified.)*

1. Is this an animal that you specifically prescribed as part of the treatment plan for this student, or is it a pet that you believe will have a beneficial effect for the student while in residence on campus?  
Yes | No

2. What specific symptoms will be reduced by having an ESA and how will those symptoms be mitigated by the presence of the ESA?

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3. Is there evidence that an ESA has helped this student in the past or currently? If yes, please describe.

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**III. Importance of an Emotional Support Animal to the Student's Well-Being**

1. In your professional opinion, how important is it for the student's well-being that the ESA be in residence on campus?

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2. What consequences in terms of disability symptomology may result if this accommodation is not approved?

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3. This student was provided with a copy of the rules and restrictions surrounding the presence of an animal in residence in the University housing. Has the student shared those restrictions with you? Yes | No

4. Have you discussed the responsibilities associated with properly caring for an animal while engaged in typical college activities and residing in campus housing? Yes | No

5. Do you believe those additional responsibilities might exacerbate the student's symptoms in any way? Yes | No

If yes, why?

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**Thank you** for taking the time to evaluate our student's needs by completing this form. We recognize that having an ESA in the residence hall can sometimes be a real benefit for someone with a significant mental health disorder, but the practical limitations of our housing arrangements make it necessary for us to carefully consider the impact of each request on both the student and the campus community. The named student has signed this form (below) indicating written permission for you to share additional information with us in support of the request.

**Provider, please provide your contact information, sign and date this completed form, and return it via email attachment to:**

Dr. Phillip Clay, Coordinator for Accessibility & Disability Resource Center (ADRC)  
Kentucky State University  
E-mail: [phillip.clay@ksu.edu](mailto:phillip.clay@ksu.edu)  
Phone: 502.597.6041

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Type of License:** \_\_\_\_\_ **License #:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**KSU STUDENT:**

Please sign and date the following statement *before* providing it to your mental health provider to complete.

By signing below, I consent to allowing my health care provider to share any information relevant to my need for an ESA as an accommodation as shown on this form, with the Coordinator of ADRC, for the next 60 days.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## RESOURCES

### **What is an Emotional Support Official Service & Support Animal Registration?**

**Link:**

[https://usserviceanimals.org/certification?utm\\_content=Bing;Search;ECD;EmotionalSupportAnimal1;%2Bsupport%20%2Banimal;100&msclkid=855b6f91aa051534054c335016f991fc&utm\\_source=bing&utm\\_medium=cpc&utm\\_campaign=MMP%20-%20Enhanced%20CPC%20-%20Desktop&utm\\_term=%2Bsupport%20%2Banimal](https://usserviceanimals.org/certification?utm_content=Bing;Search;ECD;EmotionalSupportAnimal1;%2Bsupport%20%2Banimal;100&msclkid=855b6f91aa051534054c335016f991fc&utm_source=bing&utm_medium=cpc&utm_campaign=MMP%20-%20Enhanced%20CPC%20-%20Desktop&utm_term=%2Bsupport%20%2Banimal)

### **Service Dog Certification:**

**Link:** <https://www.servicedogcertifications.org/emotional-support-dog-requirements/>

### **Kentucky Service Dog Laws:**

**Link:** <https://esadoctors.com/how-to-get-an-emotional-support-animal-in-kentucky/>

**Link:** <https://usaservicedogregistration.com/statelaws/kentucky-service-dog-laws/>