



Accessibility Services
419 College Drive, Barnesville, GA 30204

Emotional Support Animal (ESA) Procedure

The ESA may not be brought on campus until all steps are completed, and the Director provides a move in date for the ESA. There are no exceptions.

Step 1: Have a physician, therapist or psychiatrist complete the Emotional Support Animal Request for Information Form, which is below.

Step 2: Obtain the ESAs up to date vaccination records from a licensed veterinarian, which must include a current Rabies vaccine. The record should state when the next vaccine is required.

Step 3: Make a current photo of the ESA and email to hopeh@gordonstate.edu and aliciad@gordonstate.edu.

Step 4: Return all documents mentioned above by email to hopeh@gordonstate.edu and aliciad@gordonstate.edu or you may bring them to the Student Center, Room 212.

Step 5: All documents will be reviewed for approval by the Director for the Counseling and Accessibility Office. All correspondence will use your Gordon State College email, no exceptions.

Step 6: The Director will request a virtual meeting which includes the student, the Director and a representative of the Housing Department. In this meeting, all rules and guidelines will be discussed. There will be a written contract provided and must be returned to the Director signed.

Step 7: The student must obtain written permission from **all** roommates to have the ESA in the dorm room. This form will be emailed to you by the Director after your virtual meeting. Once signed by all roommates, it is returned to the Director.

Step 8: The Director will provide a date the ESA may move to campus.

Please understand this process takes time and is necessary for the safety of Gordon State College students as well as the Emotional Support Animal.

How long have you been working with this student in line with the diagnosis/diagnoses?

Does this student require ongoing treatment? _____

Information About the Proposed ESA

Is this an animal that you would specifically prescribe as part of the 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? _____

In observing the student and the proposed animal, what symptoms do you believe will be reduced by having the ESA? _____

Importance of the ESA to the Student's Wellbeing

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 the disability symptomatology, 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 these responsibilities might exacerbate the students' symptoms in any way?

Thank you for taking the time to complete this form. If additional information is needed, we may contact you at a later date. We recognize that having an ESA in the residence halls can be a benefit for some students with a significant mental health disorder. 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 the Following Information:

Provider Signature: _____

Provider Name: _____

Title: _____

License #: _____

Date: _____

Phone Number: _____

Fax and Email Address: _____

Please return to:
Gordon State College
Attn: Counseling and Accessibility Services
Student Center, Room 212
419 College Drive, Barnesville, GA 30204
Phone: 678-359-5585