



TUSKEGEE UNIVERSITY

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Office of ADA Compliance

ESA Form

CONFIDENTIAL INFORMATION

Guidelines for Emotional Support Animals in Residence Halls

Policy Statement

Tuskegee University is committed to the full participation of all students, faculty, staff, administrators, and visitors with disabilities in its programs and activities. Subject to the provisions of these Guidelines, Emotional Support Animals will be allowed in designated areas of the University. These Guidelines are aligned with the University's broader mission to remove barriers that prevent qualified individuals with disabilities from enjoying the same employment, education, and other opportunities that are available to persons without disabilities.

Following the verification by either the University ADA Compliance Director, Vice President of Student Affairs, and/or the Director of Housing and Residence Life that there is need for the accommodation of an Emotional Support Animal, the Resident/ Owner of the animal is responsible for submitting the approved Emotional Support Animal Procedure Acknowledgement and Information Form to the Director of Housing and Residence Life along with any other required documentation for final approval.

With respect to a request for an emotional support animal, the ADA Compliance Coordinator/Counselor, Dean of Students, and/or the Director of Housing and Residence Life in conjunction with the appropriate institution facilities management personnel will determine, on a case-by-case basis, and in accordance with applicable laws and regulations, whether the animal is a reasonable accommodation within university housing and residence halls.

For the purpose of this document, any Emotional Support Animal is described as "Animal" and any person requesting permission to have an Emotional Support Animal is being termed the "Owner" when it comes to the Standards, Care, Behaviors and Responsibilities for the "animal".

No animal will be permitted in Campus Housing and Residence Halls that:

- Is not approved by the ADA Compliance Director, Vice President of Student Affairs, and/or the Director of Housing and Residence Life
- Poses a direct threat to the health or safety of others;
- Would cause a substantial physical damage to the property of Tuskegee University and other residents;
- Would pose an undue financial and administrative burden to Tuskegee University; and/or
- Would fundamentally alter the nature of Tuskegee University housing operations

Emotional Support Animals

An “Emotional Support Animal” is an animal that, through its mere presence, provides some therapeutic benefit, emotional support, comfort, or well-being to an individual with a disability. An Emotional Support Animal may be any animal and need not be trained to provide a specific task or skill so long as there is an identifiable relationship or nexus between the individual’s disability and the emotional support that the animal provides. With rare exceptions, the University is not required to and will not allow an Emotional Support Animal anywhere on campus other than in the University housing that is occupied by the person who requires the Emotional Support Animal unless the animal also qualifies as a Service Animal pursuant to the University’s Service Animal Policy. Any requests for exceptions to this policy must be in writing and documented by compelling evidence.

Pets (animals kept for ordinary use and companionship that do not meet the definition of an Emotional Support Animal) are not allowed in any University facility. In addition, exotic animals or those animals that pose a disease threat to humans will not be allowed on campus as an Emotional Support Animal for any reason whatsoever.

Requesting an Emotional Support Animal

Although it is the policy of Tuskegee University that individuals are prohibited from having animals in any type of University housing, Tuskegee will consider a request by an individual with a disability for a reasonable accommodation from this prohibition to allow for an Emotional Support Animal.

A request for an Emotional Support Animal must be submitted to the University ADA Compliance Coordinator/Counselor, Dean of Students, and/or the Director of Housing and Residence Life that there is need for the accommodation of an Emotional Support Animal in a timely manner. Incoming students seeking to have an Emotional Support Animal on campus should submit their request and supporting documentation by June 1 for review and determination prior to the beginning of the fall semester. Returning students should submit all such requests by

as soon as possible in the prior semester. Any requests submitted after these deadlines will be considered on a case-by-case basis.

The University will require appropriate documentation from a medical or mental health professional with respect to an individual's disability and the manner in which an Emotional Support Animal alleviates the effects of that disability. The documentation must contain, at a minimum, the following information:

- That the individual has a qualifying disability, including an appropriate identification and description of the diagnosis and any associated functional limitation(s);
- That the Emotional Support Animal is necessary to provide the individual with a disability an equal opportunity to enjoy University housing;
- That there is an identifiable and documented nexus between the disability and the assistance that the animal provides, including a description of how the use of the Emotional Support Animal in the residence hall is necessary or required to mitigate the impact of the individual's functional limitation(s); and
- That the medical or mental health professional has a documented history of treating the individual for the underlying disability.

The documentation must be on professional letterhead and signed by the treating professional (i.e., information written on a prescription pad is not an appropriate form of documentation). The documentation must be recent and dated within the last six (6) months.

The University, in consultation with the requesting individual and other parties, as appropriate, may consider the following criteria as part of its individualized assessment of all reliable and objective evidence and information with respect to each request for an Emotional Support Animal:

- Whether the individual is able to care for and effectively control the animal;
- Whether the size of the animal is too large for available assigned housing space;
- Whether the individual has an already established relationship with the animal;
- Whether the animal's presence violates other individuals' rights to peace and quiet enjoyment;
- Whether the animal is housebroken or able to live with others in a reasonable matter;
- Whether the animal's vaccinations are up-to-date;
- Whether the presence of the animal would pose or has posed in the past a direct threat to the health and safety of others;
- Whether the presence of the animal could cause substantial physical damage to the property of the University or others;
- Whether the presence of the animal poses an undue financial and administrative burden on the University; and/or
- Whether the presence of the animal would fundamentally alter the nature of the University's operations.

The foregoing list not exhaustive or exclusive. The University will base its determination upon consideration of the behavior of the particular animal at issue and not on speculation of fear about the harm or damages an animal may cause.

The University makes approval only for one specific Emotional Support Animal per requesting individual. Approval by the University does not extend to a different Emotional Support Animal if an individual wants to exchange animals or request an additional Emotional Support Animal.

If the requested accommodation is approved, such approval shall be for one academic year only and must be renewed annually. Any individual with an Emotional Support Animal on campus must notify the University in writing if the individual no longer has a qualifying disability or if the Emotional Support Animal is no longer needed or is no longer in residence on campus.

Owner's Responsibilities

The individual acknowledges that standard residence hall policies apply equally to all persons, including those individuals residing in campus housing with Emotional Support Animals, especially with regard to the University's noise, health, cleanliness, and safety policies for campus living.

The individual who requires the assistance of an Emotional Support Animal is responsible for:

- Feeding and otherwise caring for the animal;
- Properly disposing of the animal's waste or, if unable to properly dispose of the animal's waste without assistance, coordinating with University staff for the proper disposal of the animal's waste; and
- Maintaining the animal's health and keeping up to date with immunizations and/or vaccinations, which the University reserves the right to inspect as necessary.

The cost of care, arrangements, and responsibility for the well-being of an Emotional Support Animal remains at all times the sole responsibility of its Owner. The University will not ask for or require an individual with a disability to pay a fee or surcharge for an approved Emotional Support Animal.

The individual who requires the assistance of an Emotional Support Animal is personally and solely responsible (legally and financially) for any harm, damage, or injury that the animal causes to persons or property, including, but not limited to, damage to the property of others, pest control, and damage that requires the replacement of furniture, carpet, blinds, etc. The Owner must cover all costs of returning the on-campus housing unit to the same condition it was in at the time of move-in, including, but not limited to, cleaning all carpets and furniture to remove pet odors, dander, hair, etc. This requirement applies to all parts of the housing unit, as well as landscaping and other outside improvements, if applicable. If items cannot be satisfactorily cleaned or repaired, charges may be assessed for complete replacement.

The individual who requires the assistance of an Emotional Support Animal is required to provide written consent for the Office of Housing and Residence Life and/or the Student Access Center to disclose information regarding the request and presence of the Emotional Support Animal to those individuals who may be impacted by the presence of the animal, including, but not limited to, appropriate University personnel and actual or potential tenants in the residence building where

the Emotional Support Animal is approved to reside. Such information will be limited to details related to the animal and will not include information pertaining to the individual's disability.

Emotional Support Animals On Campus

An Emotional Support Animal is approved for residence in the specific unit where its Owner lives. An Emotional Support Animal must be contained within an Owner's privately assigned residential area (room, apartment, suite) at all times, except as required for transportation off-campus or to eliminate waste. The most direct route out of the building from the individual's assigned unit should be used.

The Owner is responsible to attend to and be in full control of the Emotional Support Animal at all times. The Emotional Support Animal shall have a harness, leash, tether, or be transported in an appropriate enclosure whenever it is outside of the residence hall room. In addition, the Emotional Support Animal must be appropriately secured during times when Facilities Management or contracted personnel carrying out routine or requested maintenance are present in the Resident's campus housing unit.

The Emotional Support Animal may not spend time in lounges and other public areas of any on-campus residence hall. The Emotional Support Animal is not permitted in other residence halls, dining facilities, academic buildings, the student center, labs, the library, or any other University facilities. In addition, residence hall restrooms are not to be used for washing or cleaning animals under any circumstances.

The Owner is responsible for ensuring that the Emotional Support Animal does not interfere with the routine of the residence hall or cause difficulties for other persons who reside in the on-campus housing facility. The Owner is responsible for instructing others on appropriate interactions with the Emotional Support Animal and setting clear expectations.

When the Emotional Support Animal's Owner must leave the residence hall, it is the responsibility of the Owner to ensure that that the Emotional Support Animal is appropriately contained within the residential unit and not able to leave the Owner's room. The Emotional Support Animal may not be left overnight in University housing in the absence of its Owner to be cared for by another individual under any circumstances. In the absence of its Owner, an Emotional Support Animal may not remain in residence alone for more than twelve (12) hours.

Health and Safety Considerations

The Office of Housing and Residence Life, in conjunction with the Student Access Center, will make reasonable efforts to notify tenants in the residence building where the Emotional Support Animal is approved to reside. Students with medical or other condition(s) that are affected by animals (e.g., respiratory diseases, asthma, severe allergies, etc.) should contact the Office of Housing and Residence Life and/or the Student Access Center if they have a health or safety concern about exposure to an Emotional Support Animal. The University is prepared to reasonably accommodate individuals with such conditions that require accommodation when living in proximity to Emotional Support Animals. The Office of Housing and Residence Life and the

Student Access Center will resolve any conflict in a timely manner and will consider the conflicting needs and/or accommodations of all persons involved in such a case.

Removal of an Emotional Support Animal

Tuskegee may require an individual to remove an Emotional Support Animal from University housing if, among other circumstances:

- The animal poses a direct threat to the health or safety of others or causes substantial property damage to the property of others, including University property;
- The animal's presence results in a fundamental alteration of a University program;
- The Owner of the Emotional Support Animal fails to comply with these Guidelines; and/or
- The animal or its presence creates an unmanageable disturbance or interference within the University community.

If an Emotional Support Animal is removed from campus, Tuskegee will work with the Owner of the Emotional Support Animal to identify reasonable alternative opportunities to participate in the University's services, programs, or activities in the animal's absence. Any removal of an Emotional Support Animal will be made in consultation with University ADA Compliance Coordinator/Counselor, Dean of Students, and/or the Director of Housing and Residence Life. Any removal of an Emotional Support Animal may be appealed pursuant to the University's grievance procedure. And in such a case, the Owner of the Emotional Support Animal will be afforded all rights of due process and appeal as provided for in the University's grievance procedure.

Emergency

The Owner of an Emotional Support Animal must provide current contact information for a person residing off-campus in the event of an emergency to assume responsibility for and care of the Emotional Support Animal if the animal's Owner is unable to do so. This emergency contact must be able to arrive to campus within a reasonable timeframe. All animals must be removed in no more than twelve (12) hours after the emergency contact receives notification of emergency removal.

Non-Retaliation

Tuskegee University will not retaliate against any individual who has requested or received a reasonable accommodation in campus housing pursuant to these Guidelines.

Guidelines for Emotional Support Animals in Residence Halls
Acknowledgment and Information Form

This Acknowledgment and Information Form (in addition to other required documentation) must be submitted and approved prior to any animal occupying the assigned housing.

Resident Name: _____

Residence Hall: _____

Animal Type: _____

Animal Breed (if applicable): _____

Animal Name: _____

Most recent rabies vaccination date (if applicable): _____
(copies of immunization and vaccination records must be submitted with this Acknowledgment)

Spayed or neutered date (if applicable): _____
(copies of records must be submitted with this Acknowledgment, if applicable)

Emergency Contact Information: _____

By signing below, I hereby acknowledge that I have read, understand, and will abide by the Tuskegee University Guidelines for Emotional Support Animals. I understand that if I fail to meet the requirements set forth in these Guidelines that the University has the right to remove my Emotional Support Animal, and that I will nonetheless be required to fulfill my housing, academic, and all other obligations for the remainder of my housing contract.

I give permission to appropriate University personnel and actual or potential tenants in the residence hall where the Emotional Support Animal is approved to reside to receive information that I will be living with an animal as an accommodation. I understand that this information will be shared with the intent of preparing for the presence of the Emotional Support Animal and/or resolving any potential issues associated with the presence of the Emotional Support Animal. I will hold Tuskegee University harmless from any liability for disclosing such information.

I further recognize that the presence of the Emotional Support Animal may be noticed by others visiting or residing in University housing, and I agree that University personnel may acknowledge the presence of the animal and explain that under certain circumstances Emotional Support Animals are permitted on campus for persons with disabilities.

Resident Signature: _____

Date: _____

Approved By: _____

Date: _____