



POLICY ON EMOTIONAL SUPPORT ANIMALS IN UNIVERSITY HOUSING

The University of Redlands allows specific exceptions for animals or pets to reside on campus. Those exceptions: are certain small birds, reptiles (excluding snakes or scorpions), hermit crabs, fish (with permission from Residence Life & Housing), Service Animals, Service Animals in Training, and the University mascot. Any other animals or pets are not permitted to reside on the University of Redlands campus.

The University is committed to providing access to its programs and services, and as such, the University permits qualified students with disabilities to have an Emotional Support Animal (hereafter referred to as an ESA) as a reasonable accommodation in University residence halls. An ESA will be permitted to live in a student's personal residence provided it is in compliance with the University's policies regarding such animals.

Definitions

Emotional Support Animal. Emotional Support Animals (ESAs) are animals that provide emotional support which alleviates one or more identified symptoms or effects of an individual's existing disability. To be considered an accommodation, an ESA must be required by an individual with a disability, in their residence, in order for the individual to have an equal opportunity to use and enjoy their residence/dwelling. **Animals whose sole function is to provide comfort or emotional support are Emotional Support Animals, not Service Animals.** For policies applicable to Service Animals, consult the University Policy Handbook.

Dangerous, poisonous, illegal and any other animals that pose a direct threat to the health and/or safety of the campus community will not be permitted as ESAs. Size restrictions may also apply.

Pet. A pet is an animal kept for pleasure and companionship. A pet is not considered an Emotional Support Animal or Service Animal. Individuals are not permitted to keep pets on University property or bring pets into University buildings without authorization.

Owner. The owner is the resident student who has an approved ESA in university housing under this policy.

University Housing. Any facility owned or operated by the University for the purposes of housing residential students, whether leased or owned.

Emotional Support Animal Application and Approval Process

A student seeking to keep an ESA in University housing must make a formal request through the Academic Success and Disability Services (ASDS) office. ASDS will notify Residence Life and Housing and when a student is granted approval to bring an ESA into campus housing. Residence Life & Housing will then notify our cleaning and facilities staff in case there is a need to enter a student's room. To make a formal request, the student must meet with Academic Success & Disability Services regarding the possibility of bringing an ESA to campus AND must submit recent documentation from a qualified professional (treating physician, psychiatrist, psychologist, or other mental health professional) and must include a statement identifying a diagnosed medical or psychological disability and the reason (for what functional limitation) the ESA is required. There must be an identifiable and clearly established relationship between the individual's disability and the support the animal provides.

The student making the request to have an ESA needs to have an appropriate, qualified professional complete the ESA Request for Information form and submit a personal statement explaining the reason/s for this request to the office of Academic Success & Disability Services. The University will make every effort to accommodate housing requests made within 30 business days before the student intends to move into the residence hall or begin utilizing the requested accommodation. If the request for an ESA is made fewer than 30 business days before the student intends to move into the residence hall or begin utilizing the requested accommodation, the University of Redlands cannot guarantee that it will be able to meet the student's accommodation needs during the first semester of occupancy. Immediacy of need will be considered on a case-by-case basis.

Once the documentation has been received, it will be reviewed for approval or denial by the Accommodations Committee, chaired by ASDS. The Accommodations Committee will consider any and all relevant city, state, and local ordinances when approving or denying an ESA request. Students will be notified of the Accommodation Committee's decision in writing and by email. Once notified, the student must meet with ASDS to review and sign this policy, and to submit all appropriate documentation of the animal's vaccinations and health. Copies of the animal's documents will be kept on file in ASDS.

Any approval under this policy is valid for one academic year. Students must notify ASDS of their desire to continue utilizing this accommodation for each subsequent year when the housing and placement process begins for the upcoming academic year, a new policy will be signed.

Office of Residence Life & Housing Notifications and Student's Appeal Rights

If the request for an ESA is approved, the University will notify the Owner, who will be required to sign this policy. Failure or refusal to sign this policy will be presumed to be an indication that the student does not intend to abide by the policy and will result in revocation of the approval.

During the housing application process, the Office of Residence Life & Housing 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 Residence Life & Housing 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 residence hall room, and this must be communicated to the Assistant Dean of Academics & Student Life. 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, the Residential Life & Housing 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. Residence Life & Housing 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.

Facilities Management, Sodexho staff and other relevant personnel will be notified in which residence hall rooms ESAs are housed, in case of possible cleaning or work orders to be completed during the course of the academic year.

The requesting student may appeal a denial of a request for an approved ESA within five business days to the Associate Dean of Student Life or designee. The student must appeal the denial in writing (which includes email). The decision of the Associate Dean of Student Life or designee is final.

Owner's Responsibilities for Approved ESAs in University Housing

The Owner must comply with the following provisions regarding behavior and care of approved ESAs:

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 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 hall 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 hall room. Dogs may be walked out of the hall to excrete waste and for brief exercise but cannot be outside the residence hall room for extended periods of time. ESAs cannot be in residence hall lobbies and cannot go to other areas of campus, including but not limited to, the Commons, Plaza or U-Club restaurant, 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 hall 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 University of Redlands' 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 Animal Control Unit of the Redlands Police Department, City of Redlands. The ESA may be removed without warning if removal is warranted due to safety concerns.

For a list of approximate costs for owning and caring for animals, please see:

https://www.aspca.org/sites/default/files/upload/images/pet_care_costs.pdf.

- 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.
- The Owner must notify Residence Life & Housing or the appropriate housing personnel (e.g. GIS students) in writing if the approved ESA is no longer needed or is no longer in residence. To replace an approved ESA, the Owner must submit a new written request to Academic Success & Disability Services for review.
- The Owner agrees to abide by all other University policies, including all university housing policies. Any violation of this policy may result in immediate removal of the approved ESA from the University. Reported violations will be reviewed by the Office of Student 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 (caged or non-caged) must remain in a crate or cage – or the residence hall room – when the Owner is absent and/or when University personnel are present in the room to complete work orders.

- 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 remove his or her approved ESA when it is out of control and the Owner does not take action to control it, when it is not housebroken, or when it poses a threat to health and safety.
- 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 an 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 emergency contact and will not be permitted.
- 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.

Guest Policy

The University’s responsibility for ESAs applies only to currently enrolled students. All other personnel or individuals (e.g. guests) are not allowed to bring ESAs into residence halls. This includes day visitations, overnight stays, or weekend visits, despite receiving approval from roommates.

Print Your Name

Date

Signature

Revocation of Approval

The University of Redlands will take appropriate measures, up to and including revocation of approval for an ESA if, among other reasons:

- The Owner violates any term of this policy, after notice and reasonable opportunity to cure when possible;
- The approved ESA is no longer needed to assist with a disability;
- The University of Redlands determines that the approved ESA is a direct threat to the health, safety, or property of anyone in the University community, or that the approved ESA is adversely affecting the University’s programs or activities or;
- The University of Redlands discovers that false or misleading information was provided in the Owner’s application for approval of an approved ESA.

The University of Redlands 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 five business days of the notice of revocation to the Associate Dean of Students or designee. The student must do so in writing. The decision of the Associate Dean of Students or designee is final.

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.***):

Name: _____ Relationship to Owner: _____

Phone: _____ Email: _____

Off Campus Contact

Name: _____ Relationship to Owner: _____

Phone: _____ Email: _____

By my signature below, I verify that I have read, understand, and agree to abide by this Policy on Emotional Support Animals in University Housing.

Owner (Signature Required even if under 18 years old)

Date

If Owner is under 18 years old:

I, _____, am the parent or legal guardian of the Owner. I have read, understand, and agree to this Policy on Emotional Support Animals in University Housing.

University of Redlands Policy on Emotional Support Animals in University Housing ESA Documentation

Student's Name _____

Animal's Name _____ Type of Animal _____

Breed _____ Colorings/Markings _____

Age _____ Weight _____ Gender _____ Spay/Neuter ____ (yes) ____ (no)

License # (if applicable) _____ (Redlands requires renewal each year.)

_____ Vaccination verified. Date of Vaccination _____

(Rabies shot: 1st shot lasts one year; subsequent shots last 3 years.)

_____ Veterinarian check-up verified. Date of check-up: _____

Notes: