

Procedures for requesting to have an Emotional Support Animal (ESA) in University Housing

An ESA may not reside in University Housing without the prior approval of the University. Disability Resource Center (DRC) and Housing & Residential Education (HRE) work in collaboration on all ESA requests. Students planning to have their ESA reside in University housing are required to follow the steps outlined below.

1. Before completing any of the steps below, [please click here to fill out your initial request for accommodations and services with our office.](#)
  - a. Please note that step 2 can be completed via this link as well if you have your materials ready to be uploaded. If you do not have documentation ready for upload at this time, other methods for submission will be listed within the above request form.

\_\_\_\_\_ completed by your licensed medical or mental health provider, a color photo of your animal, and a copy of your animal's date vaccination records. After submitting the required documentation, a DRC staff member will notify the student if the

month. The Committee will only review ESA requests after all the requirements described above are completed by the student and/or their provider.

5. The student will be notified of the ESA Committee's decision via email within 7 to 10 business days, following the ESA Committee meeting. In some cases, the Committee may request more information. If this situation arises, a DRC staff member will contact the student.
6. Students whose Emotional Support Animal request is not approved will have the opportunity to  
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so to disciplinary sanctions under the Student Code of Conduct. Among other things, to provide false information regarding one's disability status adversely affects the ability of the University to respond to the legitimate needs of persons with disabilities.