



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 bringing the animal to campus:

Please note: All housing requests are evaluated on a case-by-case basis. Incomplete applications or those without disability documentation will not be considered.

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.
 - b. A staff member will email you with a link to complete a housing accommodation request form.
2. Submit the [Emotional Support Animal Documentation Form](#) completed by your licensed medical or mental health provider, a color photo of your animal, and a copy of your animal's up-to-date vaccination records. After submitting the required documentation, a DRC staff member will notify the student if the documentation and other paperwork is sufficient to be forwarded in the process.
3. With sufficient documentation, a DRC staff member will instruct the student, via email, to schedule an appointment with a DRC staff member. During this appointment, the student will engage in the following process with a DRC staff member:
 - a. Provide self-reported information about their disability and the need for their ESA in University Housing.
 - b. Review of documentation of disability and animal records (described in step 1). Additional documentation may be needed from the student's provider and/or their ESA's veterinarian. This may involve a DRC staff member directly contacting the student's provider to obtain more information about the impact of the student's disability and their ESA. If this is necessary, DRC staff will have the student fill out a release of information, granting permission to DRC to contact the provider.

4. After the student has submitted sufficient documentation and completed the initial meeting at DRC, an ESA Committee will review the request at a meeting, which typically occurs once per 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

subject the person doing so to disciplinary sanctions under the Student Code of Conduct.