



Emotional Support Animal (ESA) Procedure

Definition of Emotional Support Animal (ESA)

An emotional support animal is one that is necessary to afford the person with a disability an equal opportunity to enjoy University housing. Emotional Support animals are not considered service animals under the Americans with Disability Act because they have not been trained to perform a disability-related work or task. The rights of individuals with an emotional support animal are protected under the Fair Housing Act. Emotional support animals may provide emotional support, calm, stability, and other kinds of assistance. Emotional support animals are not allowed anywhere except in a student's room.

To consider your request, IWU policy requires that a qualified professional provides current and comprehensive verification of the disability. The professional diagnosis and recommendation must be within one year to be considered current. The verification must state that the animal is necessary to allow the person with a disability an equal opportunity to use and enjoy a dwelling and that there is an identifiable relationship between the disability and the animal's assistance.

Things to Consider with an Emotional Support Animal in University Housing

- Indiana law makes it a class A infraction to represent the need for an ESA falsely
- Time obligation to care for the animal
- Time away from the animal, student schedules, college lifestyle considerations, and other responsibilities
- Financial cost of food, supplies, and veterinarian visits
- Anxiety an animal may experience in a new environment
- Caring for the animal during school breaks
- Travel
- Training of the animal
- Size of the residence hall room
- Roommate considerations and social implications of having an animal in the residence hall
- Allergy considerations of other residents

Procedures to Request an Emotional Support Animal

- Identify with Disability Services as a qualified student with a disability (i.e., have a physical or mental impairment that substantially limits one or more major life activities) and provide documentation explaining how the animal will be necessary to offer the student equal opportunity to use and enjoy IWU's residential housing not otherwise possible. A student cannot live with an ESA until given permission from Disability Services and Housing. Student may fill out the following documents to be reviewed by the Emotional Support Animal Review Committee. This committee comprises the Director of Disability Services, the Director of Housing, a Facility Services Representative, and the Resident Director of the requested living area. Once all documentation is submitted and verified, a meeting with the student and ESA Review Committee will occur. We want to ensure that the student, animal, and community have an enjoyable experience with an ESA on campus. The committee reserves the right to recommend an alternative accommodation.
 - **Emotional Support Animal Verification** - This is filled out by a qualified professional who can verify that the student has a disability and that an ESA is necessary.
 - **ESA Health Documentation** - Students requesting an ESA in campus housing must provide documentation from a professional veterinarian certifying the ESA is in good health and current on all applicable state and local vaccinations. The ESA must also have had a general maintenance vaccination series appropriate to the species. All ESAs must have an annual well-care visit with a licensed veterinarian. Applicable animals must wear a current rabies vaccination tag. ESA owners must provide satisfactory documentation of this ongoing compliance for an ESA.
 - **Handler's responsibilities for an ESA**- Students fill out this agreement confirming that they understand all responsibilities and expectations of the handler and ESA.

Handler's Responsibilities for an Emotional Support Animal

- 1.) An Emotional Support Animal (ESA) must be harnessed, leashed, tethered, or in an animal carrier when transported within the hall and outside the confines of the residence hall room. The animal should only be outside the confines of the residence hall room for transportation or animal hygiene care.
- 2.) The handler is financially responsible for the actions of the approved ESA. These actions include bodily injury and/or property damage; handlers must take appropriate precautions to prevent it. Property damage may include replacement of carpet, blinds, furniture, etc. The handler is expected to cover all costs of returning the property to its original condition.
- 3.) The cost of care and maintenance of the animal's health and well-being is the handler's sole responsibility. The animal must abide by local ordinances regarding vaccinations and proper licensure.
- 4.) All animals (caged or non-caged) must be placed in a cage/kennel when the handler is not present in the Residence Hall room. The handler must be present when the animal is out of the cage. The animal should not be left alone for long periods of time. It should never be left alone in the room overnight. The animal must leave with the handler during all breaks when the residence halls are closed.
- 5.) The animal must be in a cage during maintenance in the residence hall room. Facility Services reserves the right to request that the handler be present when maintenance staff complete work orders.
- 6.) The animal is expected to follow all policies. Efforts should be made to keep the ESA quiet during quiet hours and as a general courtesy to others.
- 7.) Animals must be housebroken. Waste cleanup is the sole responsibility of the handler. The waste should be disposed of in an outside dumpster/trashcan. All waste acquired indoors or outdoors must be immediately retrieved, placed in a plastic bag, and securely tied before being disposed of in an outside dumpster/trashcan. Animal waste must not be disposed of in university plumbing. Please work with Facility Services/Housing to arrange the details of waste disposal.
- 8.) The handler must provide the university with emergency contact information for someone who could care for the animal if the handler cannot care for the animal at any time.
- 9.) The emotional support animal must not display behaviors or noises that are disruptive to others.
- 10.) The ESA will remain in the handler's assigned campus room and is not permitted in other students' rooms or the common areas of the residential facilities, or in other areas of Indiana Wesleyan University such as classrooms, academic buildings, administrative buildings, libraries, dining services areas, recreation center, etc.
- 11.) The student is responsible for how their animal interacts and affects the community. Sensitivity to campus community members who have allergies and those who fear animals is essential to ensure a positive community (especially in the residence halls).
- 12.) The animal should wear an identification tag with the owner's contact information in case of emergency.
- 13.) Dogs should wear a rabies tag.
- 14.) Routine animal maintenance is expected and includes flea and tick prevention, deworming, and regular health care.
- 15.) If animal neglect or abuse is suspected, IWU will report this information to Marion Animal Care and Control and Campus Police.
- 16.) The student is responsible for instructing others on interacting with the animal and setting clear boundaries. The animal should not be handled by another student without the handler present. The animal is not to be used as entertainment for other residents.
- 17.) If the ESA lives in University Housing, roommates will be notified about the animal. Arrangements will be made to accommodate all parties if a roommate is uncomfortable or allergic to the animal or has a severe allergy in the unit. If an allergy or concern exists, the ESA and handler will move to a different room or unit to accommodate those with allergies or concerns.
- 18.) Residence Life will inspect the residential unit on normal Health and Safety checks. If fleas, ticks, or other pests are detected through inspection, the student will be responsible for the financial cost of mitigating the pest problem. The student is again responsible for any odor, cleanliness, or property damage to the unit.
- 19.) Secondary containment/carpet protection is required for cages/kennels and litter boxes in university housing.

- 20.) The handler will make efforts to control allergens. The handler must have their own vacuum, mop, and cleaning supplies. The handler should not use the hall's vacuum to prevent danger/allergens from traveling through the hall. The handler should keep the door closed to their room to ensure allergens do not float in the hallway. Baby gates or screens are not permitted on the door to the room or apartment.
- 21.) Residence Life will conduct a review two weeks after the introduction of an ESA to ensure that all expectations are being met, to provide additional resourcing for the handler as needed, and to verify that the ESA's presence is not interfering with the normal activities and responsibilities of other residents in the community.
- 22.) Failure to comply with the policies and expectations herein may result in removal of the ESA from campus housing and/or handler referral to the Office of Student Conduct and Community Standards.

I have read and agree to uphold all the above information.

_____	_____
Student Signature	Date
_____	_____
Parent Signature (for students under 18)	Date

LOCAL Emergency Contact Name: _____

LOCAL Emergency Contact Address: _____

LOCAL Emergency Contact Phone: _____



INDIANA WESLEYAN UNIVERSITY

**Emotional Support Animal Health
Documentation**

Student Information - *Completed by Student*

Date: _____

Student Name: _____

Student ID Number: _____ **Student Date of Birth:** _____

Student Phone Number: _____

Animal Information - *Completed by Veterinarian*

Animal Name: _____

Animal Age: _____

Animal Type: _____

Animal Breed: _____

Animal Weight: _____

Hair Length and Color: _____

Rabies Tag # (if applicable) _____

Most Recent Rabies Vaccination Date: _____

(Student Must Submit This Record with This Form)

Spayed or Neutered Date: _____

(Student Must Submit This Record with This Form)

Vet Records Showing Animal is in Good Health Date: _____

(Student Must Submit This Record with This Form)

Veterinarian Name: _____

Veterinarian Phone Number: _____

To your knowledge, has the animal ever attacked another animal or person?

I certify that this animal is in good health and appropriate to live in a residence hall room at Indiana Wesleyan University.

Veterinarian Signature

Date



INDIANA WESLEYAN UNIVERSITY

Emotional Support Animal Student Documentation

Student Portion of Emotional Support Application

Date: _____

Student ID Number: _____ Student Name: _____

Student Date of Birth: _____

Proposed ESA Name: _____ Type of Animal: _____ Age of ESA: _____

I authorize Indiana Wesleyan University for Disability Services to receive information from my provider (name) _____

I also authorize my provider to discuss my condition(s) with the appropriate and qualified Indiana Wesleyan University personnel on an as needed basis.

Student Signature: _____ Date: _____

The Indiana Wesleyan University student named above is requesting the use of an emotional support animal in University Housing. Since the animal is not a service animal as defined by the Americans with Disabilities Act, the university needs to review documentation that specifically addresses three areas to determine if the request for this accommodation is a reasonable and appropriate accommodation to Housing's no pet policy.

1. Clear documentation of the student's disability.
2. Proof that the animal is necessary to afford the student an equal opportunity to use and enjoy University Housing.
3. Proof of a direct relationship between the disability and the animal's assistance. There must be evidence that the animal has previously provided emotional support to this student.

Please note that Indiana law makes it a class A infraction to represent the need for such an animal falsely.

To assist Indiana Wesleyan University in determining whether the student who shared this form with you would qualify for an assistance animal in University Housing, we ask that an appropriately licensed professional thoroughly responds to the questions below and on the following page. The health care professional completing this form should have provided care for a length of time to be able to determine if the presence of an animal could alleviate the impact of a student's disability in an environment such as a university residence hall. The provider completing this form cannot be a relative of the student. Please note that non-specific form letters from online organizations and web-based "certifications" of support animals will not be considered appropriate documentation.

Please complete this form and attach any necessary documentation. The information will be protected as a confidential file in the **Center for Student Success**.

Documentation of Disability

Must be completed by a licensed medical or mental health professional. This form is valid for one year.

Please list all relevant diagnoses and severity.

Date of diagnosis: _____ Date of last office visit: _____

Did you specifically prescribe or recommend the emotional support animal for this student?

Yes No

Why are you recommending that the student have an animal live with her/him in university housing, such as a residence hall?

Could the burden of caring for an animal in the residence hall negatively affect the mental health of the student?

By my signature below, I certify that I conducted or formally supervised and co-signed the diagnostic assessment of the above student.

Professional's Signature _____ **Date:** _____

Professional's Printed Name and Title: _____

Office Phone Number: _____ **Office Fax:** _____

Office Address: _____

Please return the form to:

Indiana Wesleyan University
Disability Services
Center for Student Success
4201 S. Washington Street
Marion, IN 46953
Phone: 765-677-2257
Fax: 765-677-2140
Email: ADArequest@indwes.edu

Thank you for your help in providing this information. This form should be signed and returned via fax, email, or mail to the address listed above. **All documentation submitted is considered confidential.**