

EMOTIONAL SUPPORT ANIMAL REFERENCE GUIDE

Applying for an Emotional Support Animal in Campus Housing

- **STEP 1: APPLYING FOR SERVICES**

- If you have an Emotional Support Animal (ESA) and want your ESA to live with you in on-campus housing, please provide the following information to the Office of Accessibility & Accommodations:

- Application for Emotional Support Animal
- Medical Professional Form
 - **Please note: form letters or letters purchased from the internet for a set price do not provide the information necessary to support an ESA request and applications with such letters will be denied.**
- Animal Information Form
- Photo of Animal
- Copy of Current (less than one year) Vaccinations
- Current Rabies Tag Information (if applicable)
- Flea & Tick Prevention Agreement
- Waste Management Agreement
- ESA Code of Conduct
- ESA Short Term Care Acknowledgment

- **STEP 2: APPROVAL PROCESS**

- The Coordinator for Accessibility will review documentation and contact the student for an intake meeting. During this meeting, you will:
 - Discuss your request and how this specific animal will accommodate your documented disability.
 - Both the supporting documentation and the intake meeting will determine if you are accepted, denied, or if a decision is not yet possible based on documentation provided.

- **STEP 3: DISCUSS WITH COORDINATOR OF RESIDENCE LIFE**

- If approved, the Coordinator for Accessibility will notify the Coordinator of Residence Life of your approval, including your specific animal and the date for which you will be approved.
 - Please note: unless otherwise specified during intake meeting, your animal will not be permitted in campus housing until the following semester.
- The Coordinator for Residence Life will meet with you to discuss housing options. ESAs are only permitted in Sperry and Weldon Halls.

- **STEP 4: REAPPLY FOR ACCOMMODATIONS**

- Each year, you will need to submit a new application and supporting documentation to the Office of Accessibility & Accommodations. The deadline for submitted an application is as follows:
 - **Fall Semester: March 1st**
 - **Spring Semester: November 1st**

EMOTIONAL SUPPORT ANIMAL REFERENCE GUIDE ACKNOWLEDGEMENT

If you have an Emotional Support Animal (ESA) and want your ESA to live with you in on-campus housing, please provide the following information to the Office of Accessibility & Accommodations:

Form letters or letters purchased from the internet for a set price do not provide the information necessary to support an ESA request and applications with such letters will be denied.

This application is valid for one year.

The Federal Trade Commission (FTC) has been asked to investigate websites that purport to provide documentation from a health care provider in support of requests for an ESA. The websites in question offer for sale documentation that is not reliable for purposes of determining whether an individual has a disability or disability-related need for an ESA because the website operators and health care professionals who consult with them lack the personal knowledge that is necessary to make such determinations.

Emotional Support Animal Application Checklist:

- | | |
|---|--|
| <input type="checkbox"/> Application for Emotional Support Animal | <input type="checkbox"/> Copy of Current (less than one year) Vaccinations |
| <input type="checkbox"/> Medical Professional Form | <input type="checkbox"/> Current Rabies Tag Information (if applicable) |
| <input type="checkbox"/> Animal Information Form | <input type="checkbox"/> Flea & Tick Prevention Agreement |
| <input type="checkbox"/> Photo of Animal | <input type="checkbox"/> Waste Management Agreement |
| <input type="checkbox"/> ESA Code of Conduct | |
| <input type="checkbox"/> Short Term Care Acknowledgement | |

*I have received, read, and understand the Reference Guide for Emotional Support Animals:
Applying for an Emotional Support Animal in Campus Housing.*

Student Name [Please Print]: _____

Student Signature: _____ **Date:** _____

APPLICATION FOR EMOTIONAL SUPPORT ANIMALS

Name: _____

Date of Birth: _____ C-SC Student Number: _____

Primary Phone: _____ Secondary Phone (optional): _____

Email Address: _____ Other (TTY, video, etc): _____

Address: _____

City: _____ State: _____ Zip: _____

Purpose of this Document:

An Emotional Support Animal (ESA) is an animal that is owned by an individual with a disability and provides the individual with equal access and equal opportunities to campus housing. ESAs provide assistance to their owner in relation to a specific diagnosed disability. There must be a clear connection between assistance provided by the animal and the student's disability.

ESAs are not considered service animals under the Americans with Disabilities Act (ADA), as they have not been trained to perform a disability-related work or task. As such, ESAs are not allowed in any campus building other than the student's room.

In order to consider your request, Culver-Stockton College requires that a qualified professional provides current and comprehensive verification of the disability. To be considered current, the professional diagnosis and recommendation must be **within one year**. The verification must state that the animal is necessary to allow the student equal access and equal opportunity to use and enjoy a dwelling and that there is an identifiable relationship between the disability and the assistance this animal provides. **Accommodation requests are due by:**

Fall Semester: March 1

Spring Semester: November 1

Please complete this form and attach any necessary documentation and return to the Office of Accessibility and Accommodations.

Diagnosis(es) [Please Print]: _____

Describe the difficulties, limitations, or barriers that you have, or may have, in a residential setting at C-SC that are related to your diagnosis(es) [Please Print]: _____

Explain the relationship between your disability and the support provided by this specific animal.

Explain the relationship between how your disability and the animal you are requesting will allow for equal access and equal opportunities to Culver-Stockton College's programs and services. _____

Have you reviewed the responsibilities and regulations of having an ESA in on campus housing?

Yes

No

Do you anticipate any difficulties in caring for this animal while living in on-campus housing? Please consider the amount of time you are involved in campus activities (attending classes, social obligations, athletic activities, etc.) and the requirement for your animal to be caged or kenneled while you are away: _____

Note: All information provided during the application process will help the Office of Accessibility & Accommodations work with you to determine appropriate academic accommodations, auxiliary aids, and other services. Your signature on this form indicates your desire to pursue services and allows us to initiate a review of the requested adjustments.

Once documentation is received and approved, you will need to meet with the Assistant Director of Student Success and Coordinator for Accessibility to discuss accommodations, procedures, and policies. Information regarding your disability is kept in the Accessibility & Accommodations Office and is not part of the student's permanent academic record.

STUDENT NAME [Please Print]: _____

SIGNATURE: _____ DATE: _____

For Office Use Only:

Date Received: _____

Date of Intake Appointment: _____

APPLICATION FOR EMOTIONAL SUPPORT ANIMALS

ANIMAL INFORMATION

Name: _____ Age of Animal: _____

Animal: _____ Breed: _____

Size: _____ Weight: _____

Description of Animal: _____

How long have you had this animal? _____

Is this animal spayed/neutered? _____

Veterinarian Information:

Clinic Name: _____

Doctor: _____ Phone Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Date of Last Vaccinations: _____

Rabies Tag # (if applicable): _____

Local Veterinarian:

(Even if your ESA regularly sees a vet in your hometown, we need this information on file in case of emergencies)

Clinic Name: _____

Doctor: _____ Phone Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Emergency Contact Information:

Please provide the names and contact information of **two** individuals who:

- Do not reside in Culver-Stockton College housing.
- Live within four hours of campus
- Would be able to take responsibility for the animal within twelve (12) hours should the owner be unable or unavailable to care for it.

Emergency Contact #1: _____

Address: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____ Secondary Phone (optional): _____

Relationship to Handler: _____

Emergency Contact #2: _____

Address: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____ Secondary Phone (optional): _____

Relationship to Handler: _____

APPLICATION FOR EMOTIONAL SUPPORT ANIMALS

MEDICAL PROFESSIONAL FORM

This documentation must be filled out by a licensed medical or mental health professional who has an established and ongoing relationship with the student. Form letters or letters purchased from the internet for a set price do not provide the information necessary to support an ESA request and applications with such letters will be denied.

This form is valid for one year from the signed date.

The Federal Trade Commission (FTC) has been asked to investigate websites that purport to provide documentation from a health care provider in support of requests for an ESA. The websites in question offer for sale documentation that is not reliable for purposes of determining whether an individual has a disability or disability-related need for an ESA because the website operators and health care professionals who consult with them lack the personal knowledge that is necessary to make such determinations.

Student's Full Name: _____

Animal Name: _____ Age of Animal: _____

Animal: _____ Breed: _____

Information About the Student's Disability:

Describe the history of the presenting problem and any current mental/medical health diagnosis(es): _____

Expected duration of the condition:

Permanent Temporary Stable Progressive

Does the student require ongoing treatment? _____

Describe how the diagnosis listed above causes the student to be ***substantially limited*** to a major life activity (i.e. walking, breathing, seeing, hearing, learning, etc.). _____

When did you first meet with the student regarding this diagnosis, and in what context (that is, was it a face-to-face meeting or virtual interaction)? _____

When did you last interact with the student regarding this mental health diagnosis? _____

Information about the Proposed ESA:

(Please note that there are some restrictions on the type of animal that can be approved for a residence hall; it is possible that the student may be approved for an ESA based on the information you provide here, but may not be allowed to bring the specific animal named. Please consider the size and temperament of the ESA you are recommending, as it will be housed in a dorm room and around other students.)

Is the animal identified here one that you specifically prescribe as part of treatment for the student, or is it a pet that you believe will have a beneficial effect for the student while in residence on campus? _____

What *specific* symptoms will be reduced by having an ESA, and *how* will those symptoms be relieved by the presence of the ESA? _____

Is there evidence that an ESA has helped the student in the past or currently? If yes, please explain. _____

Importance of ESA to Student’s Well-Being:

In your opinion, how important is it to the student’s well-being that an ESA be in residence on campus? What consequences, in terms of their disability symptoms, may result if the accommodation is not approved? _____

Have you discussed with the student the responsibilities associated with properly caring for an animal while engaged in typical college activities and residing in campus housing? _____

Do you believe those responsibilities might increase the student’s symptoms in any way? _____

Thank you for taking the time to complete this form. If we need additional information, we may contact you at a later date. The named student has signed this form (below) indicating written permission to share additional information with us in support of the request.

We recognize that having an ESA in the residence hall can have a significant positive impact on a student with a disability, but the practical limitations of our housing arrangements make it necessary to consider the impact of the request on both the student and the campus community.

If you have any questions, please feel free to contact the Office of Accessibility & Accommodations by phone at 573-288-6000 ext. 6726 or by email accommodations@culver.edu.

Please provide contact information, sign and date below, and return the completed form via fax at 573-288-6547 or via email to accommodations@culver.edu.

Medical/Mental Health Provider's Contact Information:

Name: _____
Email: _____ Phone Number: _____
Address: _____
City: _____ State: _____ Zip: _____

Medical/Mental Health Professional's Licence Information:

Type of License: _____ Date: _____
State or other jurisdiction: _____ License #: _____

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

PROFESSIONAL SIGNATURE: _____

DATE: _____

OFFICE OF ACCESSIBILITY & ACCOMMODATIONS

EMOTIONAL SUPPORT ANIMAL (ESA) CODE OF CONDUCT

All students who have an Emotional Support Animal (ESA) as an accommodation are required to read, understand, and agree to the following policies. These policies exist for the protection of everyone on Culver-Stockton College's campus, *including* the animals being utilized as ESAs.

This document contains an overview of the policies and procedures that students with ESAs are expected to adhere to. **This list is not exhaustive**, and students with ESAs are still required to read and abide by all policies in the Student Handbook.

Please read this document carefully and be sure you can agree to **all** policies and procedures, and understand the potential consequences if the policies are not followed. If you have questions, please let the Office of Accessibility and Accommodations know. After reading this document, please sign and date at the bottom to acknowledge your agreement.

Policies & Procedures for ESAs:

1. **Your ESA must be up-to-date on all vaccinations**, and their most recent vaccination records must be on file with the Office of Accessibility & Accommodations.
2. **Your ESA must stay in your residence hall room.** If your ESA needs to be taken out of your room for any reason (such as bathroom needs, visiting the vet, or returning home with you on the weekend), the animal **must** be leashed or in a carrier for the entire time it is on campus outside your room. Under **no** circumstances should the ESA ever be wandering the halls or in another student's residence hall room.
3. **Your ESA must be housebroken, and you are responsible for cleaning up after your animal.** This includes cleaning up outdoor bathroom messes for dogs, scooping/changing out cat litter, changing bedding materials for caged animals, and cleaning up indoor "accidents" promptly. You should also sweep or vacuum your residence hall room on a regular basis (at least weekly) to remove hair, dander, and spilled litter or bedding materials.

4. **You are responsible for the health and wellbeing of your ESA**, including regular feeding, providing clean water, play and exercise, and vet visits.
5. **Your ESA must be placed in a cage/kennel when you are not in the room.** The animal may not be outside of the cage unless you are present in the room. The animal must be in a cage when maintenance is being performed in the residence hall room. You must also be present when maintenance staff are completing work orders.
6. **Your ESA must wear identification tags with your contact information in case of an emergency.** Dogs and cats should additionally wear rabies tags.
7. **Your ESA may not be left unattended overnight for any reason, and you may NOT ask another student to care for your animal.** If you need to be off campus overnight, you will need to remove your animal from campus. If you will be off campus for a College-related reason, you may designate a short term caregiver using the Short Term Care Agreement with the Office of Accessibility & Accommodations.
8. **Your animal must stay on a flea and tick regiment for the entire time that the animal resides on campus.**
9. **You are responsible for any property damages your animal causes.** This includes such things as chewing, scratching, damages, or stains caused by bathroom messes, or any other damages to the residence hall room or other areas on campus.
10. **Your animal should not bother other students.** This includes: sniffing, jumping, growling, howling, whining, barking continuously, singing, or any other burdensome actions. Your animal may not harm or threaten another person on campus. This includes biting, scratching, snapping, or lunging.

OFFICE OF ACCESSIBILITY & ACCOMMODATIONS
EMOTIONAL SUPPORT ANIMAL (ESA) CODE OF CONDUCT AGREEMENT

Student Name: _____ Phone Number: _____

Residence Hall & Room Number: _____

Animal Name: _____ Animal Type: _____

I, _____, have read and understand the terms listed above and I agree to abide by all policies and procedures regarding having an ESA on campus. I understand that if any of these rules are violated, I may be subject to disciplinary action.

I understand that failure to fulfill any part of this agreement could result in the removal of my ESA. If I have questions regarding this policy, I agree to contact the Office of Accessibility & Accommodations.

Furthermore, I give permission to the Office of Accessibility & Accommodations to disclose to others impacted by the presence of my ESA (e.g. Residence Life, potential and/or actual roommate(s)/neighbor(s), and Campus Safety) that I will be living with an ESA. I understand that this information will be shared with the intent of preparing for the presence of the ESA and/or resolving any potential issues associated with the presence of my ESA. I understand that information about my disability, other than my use of an ESA, will not be disclosed.

I further recognize that the presence of the ESA may be noticed by others visiting or residing in Campus Housing. I agree that staff may acknowledge the presence of my animal and explain that under certain circumstances ESAs are permitted as an accommodation for persons with disabilities.

Student Signature

Date

FLEA & TICK PREVENTION AGREEMENT

Student Name: _____ Phone Number: _____

ESA Name: _____ Animal Type: _____

Description of Animal: _____

I, _____, agree to keep the above listed Emotional Support Animal on a flea and tick prevention program for the entire duration that the animal resides in a Culver-Stockton College residence hall with me. If a flea infestation occurs as a result of my ESA, I understand that I will be responsible for notifying the Coordinator of Residence Life of the need for extermination services and that I may be financially responsible for the cost of those extermination services.

I further understand that failure to fulfill any part of this agreement could result in the removal of my ESA. If I have questions regarding this policy, I agree to contact the Office of Accessibility & Accommodations.

Student Signature**Date**

ANIMAL WASTE MANAGEMENT GUIDELINES

Cat Litter Care

- All cats must be properly housebroken before living in campus housing.
- Use an appropriate litter box for the cat. Consider size, material, depth, and what supplies you will use in the litter box. The box should be large enough for the cat to comfortably move around without any overhang.
- The litter should be 2 to 4 inches deep in the box, depending on how much your cat digs.
- The litter box should have minimal impact on other people.
- Scoop the litter box free of all urine and feces at least twice per day. Place clumps in a securely tied bag and take it to the dumpster. Add new litter as needed depending on how much is scooped out.
- Completely empty the litter box weekly by putting it into a sturdy, securely tied bag and placing it in an outside dumpster.
- Wash the box thoroughly with soap and hot water every time you empty the litter.
- NEVER put any litter down the drains or toilets.

Caged Animal Care

- If the animal is removed from the cage while in campus housing, it must be properly housebroken.
- Please do research to ensure that you have the appropriately sized cage for your animal. The size of the cage will depend on the size and type of animal.
- Provide appropriate bedding/flooring material for your animal.
- Remove any uneaten fresh food daily.
- Clean out all bedding/flooring material and replace it weekly. Place material in a sturdy, securely tied bag and take it to an outside dumpster.
- Remove and wash all accessories in the cage weekly.
- Thoroughly wash the cage, inside and out, weekly.
- NEVER put any bedding/flooring material down the drain or toilets.

Dog Bathroom Care

- All dogs must be properly housebroken before living in campus housing.
- Dogs should be taken outside to relieve themselves regularly. On average, healthy adult dogs need to go outside 3-5 times per day. Young dogs and old dogs will need to go more frequently.
- Take your dog to relieve itself in a location that is less used by people. Avoid common areas where students lay down in the grass, play sports, etc.
- Solid waste must be placed in sturdy, securely tied bags before being disposed of in outside trash dumpsters.

ANIMAL WASTE MANAGEMENT AGREEMENT

Student Name: _____ Phone Number: _____

Animal Name: _____ Animal Type: _____

Description of Animal: _____

I, _____, have read and agree to the waste management guidelines regarding my animal in campus housing. I understand that I am responsible for properly disposing of any and all waste related to my animal.

I further understand that failure to fulfill any part of this agreement could result in the removal of my ESA. If I have questions regarding this policy, I agree to contact the Office of Accessibility & Accommodations.

Student Signature

Date

EMOTIONAL SUPPORT ANIMAL SHORT TERM CARE

Student Name: _____ Phone Number: _____

Animal Name: _____ Animal Type: _____

ESAs may not be left overnight in Culver-Stockton College housing to be cared for by any individual other than the student. The animal cannot be relocated to another student's on-campus housing. If the student will be absent from their residence hall overnight or longer, the ESA must accompany the student. If a student is off campus for an extended period for College-related travel (i.e. fine arts tour, athletic competition, field trip, etc), the student may designate someone to care for their ESA by completing the Short Term Care Contract.

The ESA must remain in the ESA-approved student's residence hall room and the student must notify the Office of Accessibility & Accommodations, the Coordinator of Residence Life, and their Resident Assistant (RA) of this arrangement so that the designated caregiver can be let into the residence as needed. The student may not ask campus housing or their RA to care for their ESA during the absence.

SHORT TERM CARE ACKNOWLEDGMENT

I, _____, have read and understand the terms listed above and understand that my ESA may not be left alone in College housing overnight. I understand that my ESA must accompany me on any extended travel. Additionally, I understand that if I am away from campus for a College related reason, I can designate a caregiver using the Short Term Care Agreement.

Furthermore, I understand that failure to fulfill any part of this agreement could result in the removal of my ESA. If I have questions regarding this policy, I agree to contact the Office of Accessibility & Accommodations.

Student Signature**Date**