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| POLICY NAME | Emotional Support Animal (ESA) Eligibility Policy | POLICY NO. | CC603 |
| APPROVING BODY | President/Cabinet | VERSION NO. | 01 |
| RESPONSIBLE DEPARTMENT | Compliance & Communications - Wellness and Accessibility Services | | |
| EFFECTIVE DATE | 01-JUL-2024 | REVIEW/REVISION DATE | 12-SEP-2024 |

PURPOSE:

To establish the eligibility of a student needing an Emotional Support Animal (ESA) in their Residence Hall and walk the student through the process of obtaining approval to have their ESA. All ESA's will be considered on a case-by-case basis.

POLICY:

Emotional Support Animals are not permitted in classrooms, indoors, or at any University events on campus. An Emotional Support Animal is not classified as a Service Animal under the Americans with Disabilities Act (ADA). A student who needs an Emotional Support Animal requires prior approval from Wellness and Accessibility Services (WAS) before bringing their animal to live with them in the Residence Halls. To be granted permission to have an Emotional Support Animal in the Residence Halls, a student must follow through and complete the following steps:

- Submitting Documentation:** The student must submit an On-Campus Housing Accommodation Request form found online at <https://reslife.wnmu.edu/on-campus-housing-accommodation-request/> . Students are encouraged to register for services as soon as possible.
- Meeting with WAS:** As soon as the On-Campus Housing Accommodation Request form has been submitted to WAS, the office will get in contact with the student and make an appointment to complete a New Student Intake.
 - During this appointment, WAS will talk with the student about the current impact or barriers to education related to their residence life they experience and will determine if an Emotional Support Animal would be appropriate for the student to have.
 - The student will be instructed to have the Healthcare Verification Form completed and signed by a physician, therapist, or an equivalent licensed professional (psychiatrist, psychologist, etc.) and submit it to WAS.
 - The student will be instructed to have the Veterinarian Verification Form completed and signed by their animal's veterinarian and submit to WAS.

3. **ESA Approval Letter:** Once the student has submitted both the Healthcare Verification Form and Veterinarian Verification Form to WAS, the office will send an ESA Approval Letter to the Office of Housing and Residence Life along with the Veterinarian Verification Form.
4. **Policy Agreement:** Once the Office of Housing and Residence Life receives the necessary documents, they will get in contact with the student to go over and sign the ESA Policy Agreement. The process is not complete until the Policy Agreement is reviewed and signed. Therefore, if the Policy Agreement is not signed, the student cannot have their animal with them in the Residence Halls.
5. **Renewal of ESA Approval:** The student must reregister for approval of an Emotional Support Animal every year through this same process. A reminder will be sent to the student prior to the expiration of their previous approval.
6. **Failure to Complete Process:** The student must complete this process prior to bringing their animal with them to the Residence Halls. Failure to complete and submit the required documents will result in the ESA application rejection.

A student who is permitted to have an Emotional Support Animal in WNMU Student Housing is responsible for the care and supervision of the animal. Additionally, an Emotional Support Animal may be removed from WNMU Student Housing if it is out of control and effective action is not taken to control it, it is not housebroken, or it poses a direct threat to the health or safety of others.

A student who requires multiple animals registered as Emotional Support Animals must provide a letter from a healthcare provider that specifically states their need for more than one animal and how this specific need will aid in their residence life.