

University of Science and Arts of Oklahoma

Emotional Support Animal Accommodation Request – Checklist

The checklist below is provided to ensure that all necessary paperwork/documentation is submitted to Science & Arts Disability Services. Please note that the approval process can take up to 30 days. Any person who brings an animal on campus *before* receiving the proper approval will be in violation of Science & Art's Housing guidelines. Should this violation occur, the student will be required to immediately remove the animal *and* will be subjected to Housing violation fines. Incomplete paperwork will not be considered.

CHECKLIST: (Initial beside each item once completed)

- _____ Read and understand the Emotional Support Animal Residential Policy **(p. 1-7)**
- _____ Emotional Support Animal Accommodation Request for Residential Housing **(p. 8)**
- _____ Answer 5 Disability Services Questions *and* read Documentation of Disability **(p. 9)**
- _____ Emotional Support Animal Provider Request for Information Form **(MUST be returned directly to Disability Services from the provider, p. 10-13)**
- _____ Emotional Support Animal Agreement and Release of Information and Consent Form **(p.14)**
- _____ Emotional Support Animal Registration Form *and* Emergency Contact **(p. 15)**
- _____ Veterinarian documentation (as listed on page 4)
- _____ Pictures of the animal, kennel/crate/cage, and other supplies (litter box with mat, etc)
- _____ Covid-19 Addendum (separate from packet)

Once the above items have been completed and submitted, the Director of Disability Services will be responsible for having all roommates/suitemates sign an agreement form. Additionally, the Director of Disability Services and the Housing Director will confirm that the animal will not be an issue to anyone in the immediate vicinity. After this is complete, you will receive word on whether you have been approved to have an Emotional Support Animal on campus. Please note: The process of determining whether a particular accommodation is reasonable is fact-intensive and case-specific.

University of Science and Arts of Oklahoma

Emotional Support Animal Residential Policy

I. Policy Statement

It is the policy of the University of Science and Arts of Oklahoma that emotional support animals assisting individuals with disabilities be permitted in university housing, given that required procedures are followed with Disability Services and the correct approval from university officials is received.

II. Emotional Support Animals

The University recognizes that living on campus and being in college can be stressful for students. In accordance with the Fair Housing Amendments Act (FHA), the University will consider a housing accommodation request to allow students experiencing significant mental health disabilities to keep an Emotional Support Animal (ESA) with them in-residence.

Science & Arts is committed to allowing ESAs necessary to provide students with significant mental health disabilities an equal opportunity to use and enjoy University Housing. This policy explains the specific requirements applicable for use of an ESA in University Housing. Science & Arts reserves the right to amend this policy, as circumstances require. This policy applies solely to ESA's, which may be necessary in University Housing. **It does not apply to service animals as defined by the ADA.**

It is the policy of Science & Arts that individuals are generally prohibited from having animals of any type in University Housing. Disability Services will consider a request by a student with a significant mental health disability to allow an ESA as a reasonable accommodation. **No ESA may be kept in University Housing at any time prior to the student receiving approval pursuant to this policy.** Individuals found with unauthorized animals in University Housing will be subject to disciplinary sanctions.

III. Definition

An "emotional support animal" is an animal that provides assistance or performs tasks for the benefit of a person with a disability. The animal is deemed necessary to assist, support, or provide service to persons with disabilities. For a requested accommodation to qualify as a

reasonable accommodation, the requester must have a significant mental health disability, and the accommodation must be necessary to afford a person with a disability an equal opportunity to use and enjoy Science & Arts housing. An animal qualifies as a reasonable accommodation if (1) An individual has a significant mental health disability, as defined in the Fair Housing Act or Section 504, (2) the animal is needed to assist with the disability, and (3) the individual who requests the reasonable accommodation demonstrates that there is a relationship between the disability and the assistance that the animal provides.

An emotional support animal is prescribed to an individual with a disability by a healthcare or mental health professional. Support animals provide specific functions for persons with mental and emotional disabilities in the private setting of the home and are not allowed in the public spaces covered by the ADA.

IV. Emotional Support Animals in University Housing

Emotional support animals may not reside in Science & Arts housing without the expressed approval of university officials. An exception to the Animal and Pet Policy is granted for approved animals, provided that their behavior, noise, odor and waste do not exceed reasonable standards for a well-behaved animal and that these factors do not create unreasonable disruptions for residents and other staff. Dangerous, poisonous, and/or illegal animals are not permitted. Such requests should be processed as follows:

- A. A person requesting an emotional support animal must provide Disability Services with appropriate documentation at least 30 days before prospective housing is needed. Disability Services requires a 30-day notice period to do its due diligence by gathering and verifying the necessary documentation for the student. This documentation includes but is not limited to: Verification of a disability, the determination of any conflicting disabilities in the immediate vicinity where the animal will be housed, and verification of all vaccinations and the health of the animal.

Documentation of the need for an emotional support animal must include the Emotional Support Animal Request form filled out by a Health Care Provider. This may be a physician, psychiatrist, social worker, or other mental health professional. The provider should be familiar with the professional literature concerning the therapeutic benefits of assistance animals for people with disabilities. We will accept documentation from providers in the state of Oklahoma or the student's state of permanent residence. There is no formal recognized certification of ESAs, and such letters will not provide the information necessary to support a request and is not viewed as a reliable source of information.

V. Criteria For Determining If Presence Of The ESA Is Reasonable

- A. University Housing is unique in several aspects including the mandatory assignment of roommates for many individuals and the mandate that individuals must share a room or suite in certain residence halls. To ensure that the presence of an ESA is not an undue administrative burden or fundamental alteration of University Housing, Science & Arts reserves the right to assign an individual with an ESA to a single room without a roommate. Additionally, if roommates/suitemates have objections to sharing their living quarters with the ESA, alternative living arrangements may be necessary. Such decisions will be made on a case-by-case basis.

- B. Residence Life may consult with Disability Services in making a determination on a case-by-case basis of whether the presence of an ESA is reasonable. A request for an ESA may be denied as unreasonable if the presence of the animal: (1) imposes an undue financial and/or administrative burden; (2) fundamentally alters University housing policies; (3) poses a direct threat to the health and safety of others; and/or (4) would cause substantial property damage to the property of others, including University property.

- C. The University believes that University Housing is not an appropriate setting to raise a young puppy/kitten. Generally, dogs must be at least 12 months of age and cats six months of age, and be spayed or neutered, before being allowed to live in-residence. Generally, the presence of only one ESA will be approved for a student, in order to fulfill the intent of the FHA requirements in providing support to the student with a mental health disability.

- D. Science & Arts may consider the following factors, among others, as evidence in determining whether the presence of the animal is reasonable or in the making of housing assignments for individuals with ESAs, including, but not limited to:
 - 1. The space available is insufficient to house the animal and the necessary cage/crate to hold the animal;
 - 2. The animal's presence would force another individual from individual housing (e.g., serious allergies);
 - 3. The animal's presence otherwise violates individuals' right to peace and quiet enjoyment;
 - 4. The animal is not housebroken or is unable to live with others in a reasonable manner;
 - 5. The animal does not meet city, county, and/or state ordinances;
 - 6. The animal poses or has posed in the past a direct threat to the safety or health

of an individual or others such as aggressive behavior towards or injuring an individual or others;

7. The animal poses health risks from zoonotic diseases or safety concerns regarding containment that cannot be sufficiently mitigated for inclusion in the communal living setting;
8. The animal causes or has caused excessive damage to housing beyond reasonable wear and tear.

Requirements for assistance animals will be evaluated in the appropriate context of housing and are independent of the ADA regulations that are formulated to meet the needs of persons with disabilities in a different context and were adopted subsequent to the Department of Housing and Urban Development's regulations.

VI. Requirements of Persons with an Emotional Support Animal

Health: The animal must be properly inoculated and free from diseases. All vaccinations must be current, and the animal must have an annual clean bill of health from a licensed veterinarian. The University reserves the right to request an updated verification at anytime during the animal's residency.

Dwelling: The owner shall keep the animal properly restrained at all times and shall not permit the animal to be at large off the premises or property of the owner except to the extent the individual is taking the animal out for natural relief. At all other times the Emotional Support Animals shall be kept in the owner's assigned residence (e.g., room or apartment). Emotional Support Animals may not be taken into classrooms or other buildings on campus. Emotional Support Animals shall be crated, caged, or kenneled when alone in the residence.

You may not leave your dog unattended in your room for more than six (6) consecutive hours at a time, or other types of animals for more than twenty-four (24) consecutive hours. Your animal must be removed from college premises during break periods (Fall Break, Thanksgiving, Christmas, Spring, Summer, etc.) or any other time in which you are not physically on campus for longer than six (6) consecutive hours if it is a dog and twenty-four (24) consecutive hours for other types of animals. The assistance animal may not be left overnight in University Housing to be cared for by any individual other than the Owner. If the Owner is to be absent from his/her residence overnight or longer, the animal must accompany the Owner. The Owner is responsible for ensuring that the assistance animal is contained (caged or crated) as appropriate when the Owner is not present during the day while attending classes or other activities. The university reserves the right to inspect the enclosure to be used in containing the animal.

Dominion and Control: If the university is required to assume responsibility for the animal due to the illness or incapacitation of its owner and user, or because the student abandons the animal, all cost incurred by the university will be charged to the student's account. If an animal is found running at large, the animal is subject to capture and confinement and immediate removal from University Housing.

Under Control: The owner/keeper of the animal must be in full control of the animal at all times. The care and supervision of a service animal is solely the responsibility of the owner. It must be contained within the private residential area (dorm room or apartment room) at all times, except when transported outside the private residential area in an animal carrier or controlled by leash or harness. The Owner must abide by current city, county, and state ordinances, laws, and regulations pertaining to licensing, vaccination, and other requirements for animals. It is the Owner's responsibility to know and understand these ordinances, laws, and regulations. The University has the right to require documentation of compliance with such ordinances, laws, and/or regulations.

Owner's Responsibilities: Owners are solely responsible for the custody and care of the ESA and must meet the following requirements:

- a. Indoor animal waste, such as cat litter, must be placed in a sturdy plastic bag and tied securely before being disposed of in outside trash dumpsters. Litter boxes should be placed on mats so that feces and urine are not tracked onto carpeted surfaces.
- b. Outdoor animal waste, such as dog feces, must be immediately retrieved by owner, placed in a plastic bag, and securely tied before being disposed of in outside trash dumpsters.
- c. For dogs and other animals requiring exercise and outside toileting, the animal may be walked on university grounds excluding athletic fields.
- d. The animal is not to be bathed or its cage/crate, or bedding cleaned using University Housing or University facilities.
- e. Waste disposal via university plumbing is prohibited.
- f. The owner is required to ensure the animal is well cared for at all times. Any evidence of mistreatment or abuse may result in immediate removal of the ESA and/or discipline for the responsible individual.
- g. The Owner must fully cooperate with University personnel with regard to meeting the terms of this policy and procedures related to the care of the animal (e.g., cleaning the animal, feeding/watering the animal, designating an outdoor relief area, disposing of waste/fluids, etc.).
- h. Science & Arts personnel shall not be required to provide care or food for any ESA including, but not limited to, removing the animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove the animal and

may not be held responsible for the care, damage to, or loss of the animal. The Owner must provide the University with the name and contact information for someone who does not reside in university housing and who can take responsibility for the animal within 6 hours should the Owner be unable or unavailable to care for it.

i. The individual acknowledges information may be shared to those individuals who may be impacted by the presence of the animal including, but not limited to, Residence Life personnel and potential and/or actual roommate(s)/neighbor(s). Such information shall be limited to information related to the animal and shall not include information related to the individual's disability. The individual understands that this information will be shared with the intent of preparing for the presence of the assistance animal and/or resolving any potential issues associated with the presence of an assistance animal.

j. the individual further recognizes that the presence of the assistance animal may be noticed by others visiting or residing in University Housing and agree that staff may acknowledge the presence of the animal, and explain that under certain circumstances assistance animals are permitted for persons with disabilities.

k. The Owner is responsible for instructing others on appropriate interactions with the animal and setting clear expectations.

Inspections: The owner's residence may be inspected for fleas, ticks, or other pests once per semester or as needed. The Resident Director will schedule the inspection, normally done during routine Health and Safety inspections. If fleas, ticks, or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a university-approved pest control service. The owner will be billed for the expense of any pest treatment above and beyond normal required pest management.

Fines: All rooms must pass routine Health and Safety checks, as per university requirements. Failure to pass these will result in fines. Also, any noise complaint violations from the animal will be treated the same as others and the student will be fined. Continued nuisance may result in the animal no longer being able to be accommodated. Should the ESA be removed from the premises for any reason, the Owner is expected to fulfill all housing obligations for the remainder of the housing contract.

Removal: Science & Arts has the right to have an assistance animal removed if:

- 1) the animal poses a direct threat to the health or safety of others or causes substantial property damage to the property of others;
- 2) the animal's presence results in a fundamental alteration of a university program;
- 3) the Owner does not comply with the Owner's Responsibilities set forth above; or

4) the animal or its presence creates an unmanageable disturbance or interference with the University community.

VII. Request for Accommodations

A student with a significant mental health disability who wishes to request an emotional support animal in University Housing must contact Disability Services at (405) 574-1326 at least 30 days in advance of the semester for which an ESA is requested so that appropriate arrangements regarding accommodation determination, placement, roommates, etc. can be made. Science & Art's Disability Services may reevaluate the need for one's ESA as necessary. A decision about whether a particular accommodation is reasonable is a fact-intensive, case-specific determination.

Documentation Criteria: Documentation of a significant mental health disability and the associated need for an ESA should come from a mental health provider with whom an established provider-patient relationship exists and knows and understands the difficulties and can explain how the presence of the animal may help to alleviate one's symptomology.

The University is concerned about the growing number of questionable website services that offer to "certify" an ESA or to create an ESA letter for a set price, based on nothing more than for example, answers to an online survey. There is no formal recognized certification of ESAs, and such letters will not provide the information necessary to support a request for accommodation and are not viewed by the University as a reliable source of information and are not seen as acceptable in accordance with the Oklahoma Telemedicine Law.

Disability Services (Student Center, 3rd Floor)
1727 West Alabama Avenue
Chickasha, OK 73018
Phone: 405-574-1326
Fax: 405-574-1220
disabilityservices@usao.edu

University of Science and Arts of Oklahoma

Emotional Support Animal Accommodation Request for Residential Housing

Science & Arts recognizes the importance of providing reasonable accommodation in its housing policies and practices where necessary for students with disabilities to use and enjoy college housing. A reasonable accommodation is an exception to the usual rules or policies that a resident with a disability may need to have an equal opportunity to use and enjoy college housing.

The individual making the request for an ESA should complete this form as soon as practicably possible before moving into college housing. However, if the form (which initiates the process of seeking approval for an ESA) is received less than 30 days before the individual intends to move into college housing, Science & Arts cannot guarantee that it will be able to meet the individual's request for an ESA during the first semester of occupancy. If the request is made during the semester, it may not be possible to meet the individual's request until the next semester.

Student Identifying Information

Student Name: _____

Home Address: _____

Contact Number: _____

School Email: _____

Disability Services Questions

Disability Services works with students to provide accommodations for housing needs related to cognitive, mental health, physical, and medical disabilities in compliance with Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990, the ADA Amendments Act of 2008 (ADAAA), and the Fair Housing Act Amended (FHAA). ADAAA defines disability as a physical or mental impairment that substantially limits one or more major life activities. Under this definition, an impairment is a disability if it substantially limits the ability of the person to perform a major life activity as compared to the average person in the general population, and generally lasting more than 6 months.

The following questions will assist Disability Services in assessing whether an Emotional Support Animal is necessary for you to reasonably use/enjoy college housing. Please provide complete, detailed answers for all five questions below so our office can better assist you with your request. Please attach answers on additional paper if needed.

1. Describe your disability/disabilities, giving any symptoms, restrictions or functional limitations related to your disability pertaining to housing and your request for an Emotional Support Animal.
2. List any symptoms, restriction or functional limitations related to your disability/disabilities pertaining to housing.
3. Why do you believe an Emotional Support Animal is necessary, related to your disability, for you to have an equal opportunity to use and enjoy college housing? What impacts may occur as a result of your not being approved for an Emotional Support Animal?
4. Describe or list any treatment(s) related to your disability, such as medications or therapy.
5. What strategies do you practice which assist you in compensating for your disability?

Documentation of Disability

Documentation must be provided by a reliable third-party (e.g., a physician or other medical profession), establishing that you have a disability and that the Emotional Support Animal is necessary to provide you an equal opportunity to use and enjoy college housing. Please have your physician/provider complete the ESA Provider Request for Information. Once Disability Services receives *all* forms, an Intake Appointment will be scheduled. Please contact Disability Services with any questions or concerns.

University of Science and Arts of Oklahoma

Emotional Support Animal Provider Request for Information Form

The University of Science and Arts of Oklahoma provides reasonable accommodations to students with disabilities who have a verifiable need for the reasonable accommodation. A reasonable accommodation is an exception to the usual rules, policies, practices, or services that a resident with a disability may need to have an equal opportunity to use and enjoy college housing. The Reasonable Accommodation Request Form authorizes you to provide the information requested on this form.

Student Information

Student Name: _____

Home Address: _____

Contact Number: _____

School Email: _____

The student listed above has indicated you as their established provider (physician, psychiatrist, social worker, mental health worker), and that you believe the student having an Emotional Support Animal (ESA) in their residence hall will help to alleviate one or more of the identified symptoms or effects of their disability. **ADAAA defines disability as a physical or mental impairment that substantially limits one or more major life activities.** Under this definition, an impairment is considered a disability if: 1) it substantially limits the ability of the person to perform a major life activity as compared to the average person in the general population, and 2) generally lasts more than 6 months.

We will accept documentation from providers in the State of Oklahoma or the student's state of permanent residence.

For us to better evaluate the request for this accommodation, please be sure to address **the severity of the disability/how it limits major life activities**, and how having the animal with the student in the residence hall would be helpful. **Complete and detailed information is necessary to assist us in the decision-making process for the ESA request.**

Disability Information

1. What is the nature of the student’s mental health disability? Please include a **DSM-V diagnosis** (specific disability) AND pertinent background information related to the disability.

2. Specifically, how is the student **substantially limited** by this disability such that an ESA would be **necessary** for this student to have full benefit or enjoyment of housing on a college campus?

3. Does the student require ongoing treatment for this diagnosis? If so, how is that treatment being provided?

4. When did you first meet with the student regarding this diagnosis, and how long have you been actively treating the student? Have you met with this student more than one time regarding this diagnosis?

5. What symptoms will be reduced by having the ESA? Please explain.

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

Information About the Proposed ESA

ESA Information:

Species:	Breed:
ESA Name:	Age of animal:

Gender of the animal: **(choose one)**

- a. Male, Intact
- b. Female, Intact
- c. Male, Neutered
- d. Female, Neutered
- e. Unknown

Recommended Animal: **(Choose one)**

- a. This is a specific individual animal explicitly prescribed as part of treatment for the student.
- b. The animal is a pet that you believe will be beneficial to the student while in residence on campus.
- c. The recommendation is for an ESA, but the specific animal breed/species has not been selected at this time.
- d. Other:

Importance of ESA to Student's Well-Being

1. In your opinion, how important is it for the student's well-being that the ESA be in the residence on campus? What consequences, in terms of disability symptomology, may result if the accommodation is not approved?

2. Have you discussed the responsibilities associated with properly caring for an animal while being engaged in typical college activities and residing in campus housing? Do you believe those responsibilities might exacerbate the student's symptoms in any way?

Thank you for taking the time to complete this form. If the Director of Disability Services requires additional information, the University may contact you at a later date. The University recognizes that having an ESA in the residence can be a real benefit for someone with a significant mental health disorder, but the practical limitations of our housing arrangements make it necessary to carefully consider the impact of the request for an ESA on both the student and the campus community.

Provider Information

Provider Name: _____

Agency of Provider: _____

Provider Address: _____

Contact Number: _____

Fax and/or Email: _____

License #: _____

Date: _____

Signature: _____

By signing this document, you verify that the person named as the Provider above completed the information provided.

Please return form directly to:

Science & Arts Disability Services 1727 West Alabama Avenue Chickasha, OK 73018	Phone: 405-574-1326 Fax: 405-574-1220 Email: disabilityservices@usao.edu
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University of Science and Arts of Oklahoma

Emotional Support Animal Agreement and Release of Information Consent Form

I have read and understand the Emotional Support Animal Policy and I agree to abide by the requirements applicable to an Emotional Support animal (ESA). I understand that if I fail to meet the requirements set forth in the policy, **Science & Arts has the right to remove the ESA and I will nonetheless be required to fulfill my housing, academic, and all other obligations for the remainder of the housing contract.** Additionally, failure to comply with the policy and Owner responsibilities may result in a referral to the Director of Housing for consideration of sanctions in violation of the Science & Arts Student Housing Policy.

I agree to abide by all equally applicable residential policies that are unrelated to my disability, such as assuring the ESA does not unduly interfere with routine activities of the residence or cause difficulties for individuals who reside there. Behavior, noise, and odor must not exceed reasonable standards for a well-behaved ESA and these factors must not create unreasonable disruptions for other residents.

I furthermore give permission to the Disability Services Office to disclose to others impacted by the presence of my ESA (e.g., Residence Life Staff, Security, Pest Control, Maintenance, potential and/or actual roommate(s)/neighbor(s)) that I will be living with an ESA as an accommodation. 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 the ESA.

I further recognize that the presence of the ESA may be noticed by others visiting or residing in college housing and agree that staff may acknowledge the presence of the animal.

By my signature below, I verify that:

- I have read and understand the policy pertaining to an ESA at Science & Arts and agree to abide by this policy.
- I agree to provide the additional information required to complete my Request for a Reasonable Accommodation under the university's **Emotional Support Animal Policy for Residential Housing.**
- I voluntarily agree to allow an identifying sticker to be placed on my door.

Owner's Signature: _____ Date: _____

Director of Disability Services Signature: _____ Date: _____

University of Science and Arts of Oklahoma
Emotional Support Animal Registration Form

Owner's Name: _____

Owner's Address: _____

Owner's Phone #: _____

Animal's Name: _____

Species of Animal: _____ Breed of Animal: _____

Animal's Sex: _____ Color: _____

Age: _____ Weight: _____ Spayed Neutered

Date of immunizations: _____ Rabies tag number: _____

Physical Description of Animal:

EMERGENCY CONTACT

List the name and contact information of a person you designate to take care of your animal should you need to leave campus and/or be unable to care for your animal. The person may not be another student who resides on campus. This person must remove your animal from your residence hall within six hours of your departure from campus. In the case that the emergency contact is unable to take your animal in a timely manner, the university will take steps to have your animal boarded at a local animal facility and you will be responsible for any financial charges.

Name: _____

Address: _____

Phone Number: _____

Please attach copies of appropriate vaccination documentation and current veterinary Health Certificate to this form. Please ensure documentation states the age of the animal.