Step 1. Student requests accommodations for an ESA with the Office of Disability Resources.

Step 2. Student will be sent a request form for a medical provider. **Student provides specific documentation from a medical provider that can speak to the fact the student has a diagnosed disability and that the disability causes a functional limitation. The provider should speak to the type of animal and how that animal is able to address the functional limitations. This can be any medical provider who has an established relationship with the student.**

Step 3. Disability Resource Coordinator examines documentation and may ask for clarification.

Step 4. The student and Disability Resource Coordinator meets with the student for the intake process.

Step 5. If the specific animal is approved, veterinarian records are requested along with the completion of an ESA Animal Information Form and the ESA Policy Agreement Form.

Step 6. If all is completed, a Roommate Agreement form is sent (if there is a roommate).

Step 7. The Disability Resource Coordinator sends a formal email to the student and the Office of Residential Life that the animal is approved.

Each of these steps is to be completed before the animal arrives on campus.

Animal Policy

We follow the guidelines from HUD, Department of Housing and Urban Development, which enforces the Fair Housing Act. "*Animals commonly kept in households. If the animal is a dog, cat, small bird, rabbit, hamster, gerbil, other rodent, fish, turtle, or other small, domesticated animal that is traditionally kept in the home for pleasure rather than for commercial purposes, then the reasonable accommodation should be granted because the requestor has provided information confirming that there is a disability related need for the animal. For purposes of this assessment, reptiles (other than turtles), barnyard animals, monkeys, kangaroos, and other non-domesticated animals are not considered common household animals.*"
Step 2 and Step 4 are extremely important and animals will not be approved without proper documentation and the intake process.