

Carroll University Policy for Service Animals and Emotional Support Animals (ESA) on Carroll University Campus

Overview

Carroll University is committed to compliance with state and federal laws regarding individuals with disabilities. Members of the Carroll University community who seek reasonable accommodations for a disability should contact the Office of Services for Students with Disabilities (OSSD) at The Walter Young Center (262-524-7335).

With respect to a request for a service animal or Emotional Support Animal (ESA), the OSSD will determine, on a case by case basis, and in accordance with applicable laws and regulations, whether such animal is a reasonable accommodation on campus. In doing so, Carroll University must balance the needs of the individual with the impact of animals on campus community members. An ESA must be at least 9 months old to be brought to campus.

Where it is not readily apparent that an animal is a service animal as defined by the ADA, or ESA under the Fair Housing Act, Carroll University may require sufficient information and documentation to determine whether the animal qualifies as a service animal or ESA under the applicable law. Letters purchased from the internet for a set price rarely provide the information necessary to support an ESA request. Carroll University requires that the documentation be provided on the letterhead of a treating physician or mental health provider, and that permits Carroll University to determine:

- That the student has a disability for which the animal is needed.
- How the animal assists the student including whether the animal has undergone any training.
- The nexus between the student's disability and the assistance that the animal provides.

Initial Request Process

Students requesting to bring a service or emotional support animal to campus must:

1. Make an appointment with the OSSD at least 30 days prior to the desired animal move-in date. At the appointment, please have in hand:
 - City of Waukesha animal license; if applicable
 - Carroll University Doctor's Documentation form for ESA which includes language the student is in long-term counseling and the ESA is part of a long-term treatment plan.
 - Vet health certificate & verification of required vaccinations
 - Pet emergency contact information
2. Review the Carroll University Policy for Service and Assistance Animals on Carroll University Campus before the appointment with the OSSD.
3. Submit the Service/Emotional Support Animal Registration Form.
4. (ESA ONLY) Submit documentation form that permits Carroll University to determine:

- That the student has a disability for which the animal is needed.
- That the student is involved in on-going treatment from a therapist.
- How the animal assists the student including whether the animal has undergone any training.
- The nexus between the student's disability and the assistance that the animal provides.

Requests that do not show evidence of the necessity of the animal, or of on-going treatment in the case of an ESA, will be denied.

For students seeking reasonable accommodations, an accommodation review process will be undertaken and may involve additional conversations between OSSD and the requesting student.

Consistent with federal and state law, a service animal or ESA may be prohibited from a Carroll University facility or program if the animal's behavior or presence poses a direct threat to the health or safety of others.

Exclusion of Service or Emotional Support Animals

- A service animal or ESA will be excluded from a facility if that animal poses a direct threat to the health and safety of others, or conflicts with a service animal.
- A service animal or ESA may be excluded from a facility if that animal's behavior, such as barking or displaying aggressive behavior, is disruptive to the other participants within the facility.
- An ESA will be excluded from a facility where the animal is prohibited due to safety or health restrictions, where the animal may be in danger, or where the animal's use will compromise the integrity of research or other programs. Examples include: food preparation areas, research laboratories, and areas requiring protective clothing. (ESA ONLY)

Policies and procedures for service animals and ESAs are enforceable through student conduct. Carroll University reserves the right to revoke permission granted for campus presence when these policies and procedures are broken.

Definitions

Service Animals

The Americans with Disabilities Act (ADA) defines a service animal "as guide dog, signal dog or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including but not limited to guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, promoting minimal protection or

rescue work, pulling a wheelchair, or fetching dropped items.” Service animals are not considered pets and are permitted under the ADA.

Emotional Support Animals (ESAs)

An ESA is an animal that is prescribed to a student with a disability by a healthcare or mental health professional and is necessary to afford the student with an equal opportunity to use and enjoy on-campus housing. The ESA is prescribed by a mental health provider and selected to play an integral part of a person’s treatment process that demonstrates a good temperament and reliable, predictable behavior. OSSD requires that the student with the ESA engage in “active and on-going treatment” in order to qualify as a student who can keep an ESA on the Carroll University campus. An ESA is not a service animal, and unlike a service animal, an ESA does not assist a person with a disability with activities of daily living, nor does it accompany a person with a disability at all times. Unlike service animals, ESAs cannot accompany a student to class.

Service Animal or ESA User/Owner Responsibilities

(Initial each statement)

GENERAL INFORMATION

- _____ The user/owner must register the service animal or ESA by completing the Service or Emotional Support Animal Registration Form.
- _____ The user/owner must acknowledge and sign the Service Animal or ESA User/Owner Responsibilities and those provisions are included in this policy.
- _____ The University strongly encourages user/owner to maintain renter’s insurance with an animal provision. See <http://collegerentersplan.com/carrollu> for information.
- _____ The user/owner must adhere to the Waukesha County policies and procedures for animal bites.
- _____ The user/owner is responsible for the repair or replacement expense of all animal-related damages caused to Carroll University property. The user/owner’s financial responsibility may include replacement of furniture, carpet, window, wall covering, and costs of damage to other university-owned property. The user/owner is expected to cover these costs at the time of repair and/or move-out. The University shall have the right to bill the account of the student for these costs at the time of repair and/or move out.
- _____ The user/owner’s residence may be inspected for pests as needed. Residence Life staff will schedule any such inspection. If pests are detected upon inspection, the residence room or hall will be treated using fumigation or other methods by a

University-approved pest control service. The user/owner will be billed for the expense of any pest treatment above and beyond routine pest management in the residence halls.

_____ The user/owner must notify the OSSD in writing if the service animal or ESA is no longer needed or is no longer in residence. To replace the service animal or ESA, the user/owner must submit a new Service or Emotional Support Animal Registration Form and other necessary documentation as outlined in this policy.

_____ Residence Life may relocate the user/owner and service animal or ESA as necessary according to the Carroll University Housing license agreement.

_____ Any violation of this policy or the User/Owner Agreement Regarding Responsibility for Service or Emotional Support Animals may result in immediate removal of an ESA from the University.

_____ Should the service animal or ESA be removed from the premises for any reason, the user/owner is expected to fulfill his/her housing obligations for the remainder of the Carroll University Housing license agreement.

FORMS & VERIFICATIONS:

_____ I have provided the Office of Services for Students with Disabilities (OSSD) written verification of the health of my animal signed by a licensed veterinarian, and that all vaccinations appropriate for that type of animal are current and the animal is pest free.

_____ I understand that I must provide a verification of immunization to the OSSD each academic calendar year.

_____ I have provided the City of Waukesha license information to the OSSD annually, if applicable.

_____ My animal wears the license tag provided by the City of Waukesha at all times, if applicable, and also wears a valid vaccination tag at all times.

_____ I understand that my animal must wear appropriate visible identification that identifies that the animal is a service animal-in-training. (SERVICE ANIMAL-IN-TRAINING ONLY)

ANIMAL CONTROL & LIVING CONDITIONS:

_____ I understand that my animal must be under my full control at all times and crated when I am not in my room.

- _____ I am solely responsible for the supervision and care of the service animal or ESA. Under no circumstances will the service animal or ESA be under the care of anyone other than the user/owner. Should supervision or care be necessary, the ESA must be boarded or relocated to an off campus site where appropriate care can be administered.
- _____ I will not bring my animal onto campus if it is in estrus (heat).
- _____ I understand that my animal must be tethered at all times with a leash, collar, harness, or other appropriate means while on campus.
- _____ I understand that I am responsible for the sanitary disposal of my animal's waste in an outdoor trash receptacle while on campus.
- _____ I understand that my ESA is restricted to the user/owner's living unit. I am not allowed to bring the ESA to any other area in the residence halls including, but not limited to community/shared bathrooms, lounges, offices, dining rooms/areas, indoor recreational rooms, computer labs, and study rooms. The only permitted movement throughout the residence halls are to and from the living unit and the closest exit using the most efficient route. Stops are prohibited upon exit and reentry. (ESA ONLY)
- _____ I must provide appropriate food, water, and shelter for the animal and it is house broken, well-groomed, odor free, and not infected with external parasites (*i.e.*, ticks, fleas or lice).
- _____ I must not leave an ESA alone in a room or apartment for an extended period of time. In the event that an ESA is left alone in a room or apartment for an extended period of time and is not being properly cared for, Residence Life staff will attempt to contact the resident or the emergency contact to remove the animal. If this is not successful, Residence Life staff may notify the appropriate authority and seek to have the animal removed. All costs associated with removing the animal shall be the responsibility of the user/owner.
- _____ I understand I must not allow the animal to be neglected nor abused.
- _____ The user/owner's residence may be inspected for pests as needed. Residence Life staff will schedule any such inspection. If pests are detected upon inspection, the residence room or hall will be treated using fumigation or other methods by a University-approved pest control service. The user/owner will be billed for the expense of any pest treatment above and beyond routine pest management in the residence halls.

EMERGENCY PET PROCEDURE:

_____ If student is transported off campus in an emergency, Public Safety will retrieve the Pet Emergency Contact information from the wall behind the student's door.

_____ Public Safety will call the Waukesha Humane Animal Welfare Society (HAWS).

_____ HAWS will take the animal from campus and provide temporary room and board.

_____ Administrator On Call (AOC) that responds to the emergency will call the BackUp Administrator On Call (BAOC)

_____ BAOB will call the Pet Emergency Contact.

LIABILITY & CONDUCT:

_____ I understand that I am liable and financially responsible for my animal's behavior and activities while on campus, including any bodily injury or property damage caused by it.

_____ I understand that I must follow all procedures and requirements of an animal user/owner as outlined in the Carroll University Policy for Service or Emotional Support Animals on Carroll University Campus.

_____ I understand my animal is considered a student and must adhere to the policies and procedures outlined in the student handbook including the student code of conduct and residence life policies and procedures.

_____ The user/owner must notify the OSSD in writing if the service animal or ESA is no longer needed or is no longer in residence. To replace the service animal or ESA, the user/owner must submit a new Service or Emotional Support Animal Registration Form and other necessary documentation as outlined in this policy.

Conflicts over the use of ESAs

The use of ESAs may negatively affect others with allergies, respiratory impairments and other relevant disabling conditions. Evidence of disability and its impact may be required of those negatively affected by the use of the animal by these authorities. Applicable state and local requirements regarding vaccination, licensure, leash control, clean-up rules and animal health apply.

Confidentiality

Disability records are kept separate from academic, disciplinary and medical records to ensure each student’s privacy and confidentiality. No information is released without the knowledge and written consent of the student, except in those rare instances where disability services is required by law to reveal particular information.

Appeal Process

Appeal/grievance process will be the same as any disability request or student conduct violation. The appeal will go to the Vice President of Student Affairs.

User/ Owner’s Signature: _____ Date: ____/____/____

User/ Owner Print Name: _____ ID# _____

Carroll Signature: _____ Date: ____/____/____

Department: _____ Title: _____