



CLARK ATLANTA UNIVERSITY
The Office of Counseling and
Accessibility Services

APPENDIX II

Student Emotional Support/Service/Therapy Animal Guidelines Office of Counseling and Accessibility Services



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Student Emotional Support/Assistance Animal Guidelines

The following guidelines have been established to assist in making decisions regarding the presence of emotional support animals in the residence halls for students with disabilities. These



guidelines pertain to emotional support animals only, and not to service animals. CAU reserves the right to amend these guidelines at any time.

University Policy on Assistance Animals and Pets

The Clark Atlanta University recognizes that service animals help people with disabilities participate in everyday life, and that other animals can provide support or comfort. The University has a general “no pets” policy in all its buildings. Service Pets are allowed on the grounds when leashed and under control. Service animals are generally allowed to accompany their handlers in any building or public space where their handlers are permitted. Emotional support and visiting therapy animals may be allowed in specified areas of the University with advanced approval. All animals are the responsibility of their handlers and should be under their control, house broken, in proximity to the handler and responsive to commands, in harness, on a three-foot lead, or in a carrier. The animal should not be disruptive or exploring others or the environment. An animal’s behavior is considered the handler’s behavior; the animal will be held to the same basic standard of conduct as their handlers. If they are disruptive to university business or community behavioral expectations in educational, or residential environments, handlers may be asked to correct the animal’s behavior or remove it from the environment. Assistance animal is the general term that incorporates service animals and emotional support animals.

Section I: Emotional Support Animals

An "emotional support animal" is defined as an animal that alleviates one or more identified symptoms or effects of a person's disability. It allows the student with a disability to receive full benefit or enjoyment of the residence facility.

Emotional support animals may not be brought into university housing without expressed approval from the Office of Counseling and Accessibility Services and The Office of Residence Life. Generally, the presence of emotional support animals is approved for University Housing only and will not be permitted in other CAU buildings (e.g. library, academic buildings, science labs, classrooms, labs, gymnasium, student center, dining hall).

Section II: Requesting Emotional Support/Assistance Animals in University Housing

A student requesting permission to keep an emotional support animal in campus housing should complete the steps below. Student **MUST** register and complete an Accessibility Services Application with the Office of Counseling and Accessibility Services.



Approval of 1) an emotional support animal and 2) the particular animal requested by the student are determined on a case-by-case basis. Students must reapply each academic year to have an emotional support animal in university housing.

- A. The student must meet with a Accessibility Services staff member to discuss the student's request to have an emotional support animal in university housing.
- B. The student should submit a "An Emotional Support Animal Application with the Office of Counseling and Accessibility Services (OCAS) which can be obtained by contacting (OCAS), located in Trevor Arnett Hall 3rd Fl. Suite #304.
- C. The student should provide the Accessibility Services Office with current documentation of disability from a physician, psychiatrist, psychologist, or other mental health professional. Documentation should include the following:

- 1. Verification of a disability that substantially limits a major life activity.
- 2. A description of why the animal is necessary for the student to use or enjoy the living arrangements provided by the university.
- 3. A description of the type of support the animal provides.
- 4. If applicable, provide a recommendation for alternative accommodation that may meet the needs of the student.

D. After steps A, B, and C are completed, the Office of Counseling and Accessibility Services and The Office of Residence Life (Mrs. G. Taylor-Young and Mr. L. Carter or Designee) will review the student's request.

1. If the request is approved:

- a. A meeting or conference call will be arranged with the student to carefully review the student's responsibilities pertaining to having an emotional support animal on campus (see Section

III).

- b. The student must complete the "Emotional Support Animal Registration Form" (see form below).
- c. The student's roommate(s), apartment mate(s), suitemates or housemate(s) will be notified, as appropriate, to obtain their agreement to have a specific emotional support animal housed in their living environment (see form below).



- d. Should there be conflicting considerations between the student approved for an emotional support animal and the needs of roommate(s), apartment mate(s), or housemate(s), such as health/allergy conditions or fear of the animal, either the student requesting the emotional support animal or the non-approving roommate(s), apartment mate(s), or housemate(s) may be moved to a different location based on space availability. The Office of Residence Life staff will respond promptly and will carefully consider options for all students involved.
 - e. An emotional support animal may not reside in campus housing until the following forms have been submitted: 1) Emotional Support Animal Agreement Form, 2) Emotional Support Animal Registration Form, 3) required veterinary records, and 4) Roommate/Apartment Mate/Housemate Acknowledgement Form, if applicable.
 - f. The Office of Residence Life building staff will be notified (e.g., the Residence Life Coordinator and Resident Advisor), as appropriate.
 - g. The student must provide contact information for an alternate caregiver who lives off/on **(student listed on approved registration form)** campus and can care for the animal if the approved student is unable to do so (e.g., unexpected hospitalization).
 - h. CAU will assume no responsibility/liability for the care of a student's emotional support animal.
 - i. The student must notify the Office of Counseling and Accessibility Services and the Office of Residence Life if the animal is no longer in university housing or if the student is requesting that the approved animal be replaced by another emotional support animal.
2. If the request is denied, the student may appeal the decision and meet with the Associate Dean, Wellness Outreach.

Section III: Responsibilities of Students Approved for Emotional Support Animals

A. Care and supervision. The emotional support animal is the responsibility of the student, who is required to maintain full control of the animal at all times.

I. As a courtesy to others, the animal generally should be contained in the student's room if the student lives in a university housing unit with a large number of residents and where it is not practical to obtain an agreement from all other residents to allow the animal to roam freely in shared spaces. The animal may roam freely in an apartment or house with a roommate's agreement. When transported outside of these environments, the animal must be on a leash or transported in a carrier.



2. The student is responsible for ensuring the emotional support animal does not interfere with routine activities of the residence or cause difficulties for other residents.

3. Emotional support animals may not become the responsibility of another student living on campus. The animal must be taken with the student if leaving the campus for a prolonged period of time, as appropriate for the animal, including overnight.

4. The student is responsible for ensuring proper cleanup of the animal's waste and, when appropriate, must toilet the animal in a designated green space. Solid waste, including litter must be placed in a securely tied bag before being disposed of in an outside designated area metal trash can.

5. The Office of Counseling and Accessibility Services and the Office of Residence Life may place reasonable conditions or restrictions on approved animals, depending on the nature, temperament, and characteristics of the animal.

B. Health and wellbeing. Local ordinances regarding animals apply to emotional support animals, including requirements for immunization, licensing, noise, restraint, and dangerous animals.

1. The ESA-Dog must wear a license tag and a current rabies vaccination tag.

2. Animals housed in university housing must have a clean bill of health from a licensed veterinarian.

C. Financial responsibility. Any cost for the actions of the emotional support animal including bodily injury, property damage, pest control and/or non-standard cleaning must be met by the student. Clark Atlanta University reserves the right to bill the student's account for charges related to emotional support animals.

D. Removal of the animal from the University may be necessary if there are any violations of student responsibilities, the animal poses a direct threat to health or safety of others, or other situations arise that negatively impact the campus environment. Should this occur, the student will be expected to fulfill all housing obligations for the remainder of the student's housing contract.

F. Student Handbook.

1. Students can refer to the Office of Counseling and Accessibility Services (OCAS) portion of the handbook for Emotional Support Animal Guidelines.

2. Students who reside in university housing can refer to the Office of Residence Life portion of the handbook for Emotional Support Animal Guidelines.



Low- and High-Level Sanctions for Noncompliance of ESA Guidelines Students who do not adhere to the guidelines will be sanctioned as follows:

1 st Offense	Written Warning
2 nd Offense	Educational/Service Sanction
3 rd Offense	Monetary Fine
4 th Offense	Referral to Office of Student Conduct

New /Renewal Deadlines

- Incoming first year students: **June 30 for Fall semester**
- Returning students seeking new ESA, **June 30 for Fall semester; November 1 for Spring semester (IF SPACE IS AVAILABLE)**
- Returning students seeking ESA renewal: **June 30 for the next academic school year.**

(applications to submit ESA/Service Applications are ongoing honoring the above guidelines)

Definitions

Assistance Animals

Assistance animals include those that provide active support (i.e., Service Animals), as well as those that provide passive support. Animals providing these passive services are generally referred to as Emotional Support Animals (ESAs), and they can help to alleviate or partially mitigate an impact of a disability, which can allow that individual to benefit from CAU's programs and services. Listed below are the types and definitions for each category of Assistance Animal.

Service Animals

Service animals are trained to perform tasks directly related to the individual's disability (e.g., psychiatric, cognitive, mental, communication, physical and sensory disabilities), and are generally allowed to access anywhere their handlers are permitted on campus (exceptions may exist in sterile environments and areas requiring protective equipment or clothing for access). Under the Americans with Disabilities Act, only dogs and miniature horses are protected service animals. Some examples of work tasks of a Service Animal include:



-Guide -Retrieve -Assist -Alert -Prevent/interrupt behavior

Service Animals in Training

Service animals in training are not recognized by federal law. Puppy rearing (for dogs under six months of age) focused on socialization is general obedience training is not typically considered to be in training. Service animals in training must have a liability insurance policy provided by the nonprofit agency sponsoring the training and be engaged in learning service tasks.

Emotional Support Animals

Emotional support animals (ESA) provide passive support that partially alleviates the impact of a disability, but they do not have the same access rights as service animals. Use of an ESA on campus is potentially a reasonable accommodation to No Pet Policies.

Therapy Animals

Therapy animals have been trained to provide comfort, support, and affection to people other than the handler. Therapy animals may be allowed access to specific locations with prior permission.

Emotional Support Animal Agreement Form

By my signature below, I verify that:

1. I have read, understand, and will abide by the guidelines outlined above.
2. I agree to provide the additional information below that may be required to complete my request to have an emotional support animal in university housing.

Student Signature:

Date

The Office of Counseling and Accessibility Services Staff: Date

The Office of Residential Life Staff:

Date

Emotional Support Animal Registration Form Student Information



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Student's Name

900# Phone

Student's On-Campus Address

Student's Permanent Address: City/State Zip
Code



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Emotional Support Animal's Information

Animal ' s Name

Breed

Animal's Sex

Spayed/Neutered? Y / N

Color

Age & Weight

Description of Animal/ Please attach a picture of the ESA:



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Temporary On/Off-Campus Alternate Caregiver's Information in The Event of An Emergency:

On-campus Alternate Caregiver's Name: _____

Phone _____

Off-campus Alternate Caregiver's Name: _____

On campus Alternate (Student) Caregiver's Residential Hall: _____

Room
Number
r

Signature of On-campus Alternate Caregiver _____



Additional Document

Please attach:

1. A veterinarian's verification that the animal has all veterinary-recommended vaccinations to maintain the animal's health and prevent contagious disease, as required by local ordinances and regulation. This documentation must be provided annually. [OBJ]



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Roommate/Apartment Mate/Suitemates/Housemate Acknowledgement Form

By my signature below, I understand that I will share the common areas of my assigned residential space with the animal approved by this agreement. Should I have any concerns regarding the approved animal, I will discuss my concerns with the approved animal's owner and with Housing and Residential Life.

Student Names.....

900#

Date