

# University of Arkansas at Monticello

## Emotional Support Animal Policy and Documentation Form

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The University of Arkansas at Monticello (UAM) recognizes the importance of emotional support animals for individuals with disabilities. UAM complies with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act as amended by the ADA Amendments Act of 2008 (ADA), the Fair Housing Act, and other applicable federal and state regulations that prohibit discrimination on the basis of disability. UAM is committed to equal access to university educational programs, activities, and campus housing for all students. To that end, UAM has established this **Emotional Support Animal** policy to ensure equal access to University Housing for all students, regardless of disability.

Students with Emotional Support Animals (ESAs) are responsible for following specific guidelines and meeting all requirements concerning the use of ESAs. Students should carefully review the policy set forth in this document before signing the accompanying acknowledgement form.

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### Emotional Support Animal

An Emotional Support Animal (ESA) is an animal providing emotional or other support to ameliorate one or more identified symptoms or effects of a disability. Emotional Support Animals are not required to be trained to perform work or tasks and can be species other than dogs or miniature horses. ESAs may not be brought into campus housing without prior approval from Student Special Services and the Dean of Students, or designee. Each request will be evaluated on a case-by-case basis as outlined in this policy, considering the individual request and the rules of the University of Arkansas at Monticello.

A person qualifies for a reasonable accommodation if:

1. The person has a documented disability and is registered with UAM's Student Special Services;
2. The animal is necessary to afford the person with a disability an equal opportunity to use and enjoy the residence halls; and
3. There is an identifiable relationship between the disability and the assistance the animal provides.

UAM will not permit emotional support animals if they would pose a direct threat to the health or safety of others, would cause substantial physical damage to the property of others, would pose an undue financial and administrative burden, or would fundamentally alter the nature of campus operations. Each set of documentation will be reviewed on a case-by-case basis.

NOTE: Emotional Support Animals are not trained to assist an individual with a disability in the activities of daily living and are therefore, not considered Service Animals under the criteria established by the ADA and do not qualify for the same legal protection.

Under this policy, a “Pet” is an animal kept for ordinary use and companionship. A pet is not considered a Service Animal or an Emotional Support Animal. It is not covered by these guidelines. Residents are not permitted to keep pets on university property or in university housing.

#### Approved Animal

An “Approved Animal” is an Emotional Support Animal that has been granted as a reasonable accommodation under these guidelines.

#### Owner

The “Owner” is the student or other covered person who has requested the accommodation and has received approval to bring the “approved animal” on campus.

#### Documentation for Emotional Support Animal

Requests for an Emotional Support Animal in student housing require complete documentation to be submitted before review. A student and the student’s physician must complete the attached form, explaining the need for the animal, the type of animal, a description of the animal, and the date(s) of the medical diagnosis and prescription for such an animal, and additional supportive information

If the office of Student Special Services determines that a qualifying disability exists, it shall arrange a meeting with a student housing representative and the person requesting an ESA in student housing. These guidelines will be carefully reviewed with the owner at that meeting.

#### Conflicting Needs/Health Concerns

If an Emotional Support Animal request is granted, the student housing officials will make a reasonable effort to notify members of the residence hall living in close proximity to the animal. This notice will be limited only to information regarding the presence in the building as an accommodation to a student with a disability. There will be no disclosure of the student’s disability or the specific reason the animal is required. The number of people provided notice of the animal will depend on the type of animal and on the type of housing the student is living in each academic year.

Individuals who have medical issues and are adversely affected by animals (e.g. respiratory diseases, asthma, severe allergies) are asked to contact the office of Student Special Services and/or Residence Life if they are concerned about exposure to an ESA. The person may be required to provide verifiable medical documentation to support such claim. Reasonable accommodation may be made to consider the needs of both persons to resolve the problem as efficiently and effectively as possible.

The office of Student Special Services and Residence Life will collaborate, as needed, to help resolve any conflicts related to an ESA and health concerns. All staff members will consider the needs and/or the appropriate accommodation of all residents involved.

## Expectations

1. The owner of the ESA must comply with state and local requirements regarding vaccination, licensure, leash control, cleanup rules, and animal health.

The city of Monticello requires that all dogs have a current vaccination against rabies by a licensed veterinarian who will issue to the owner a durable metal tag and a certificate of vaccination. Tags must be attached to the collar or harness of the animal and be worn at all times unless a properly implanted, registered microchip is present in said animal.

Additionally, Drew County ordinances prohibit the ownership or possession of vicious animals. These animals include domesticated dogs, cats, birds, poultry, horses, and cattle.

2. The ESA Owner agrees to abide by all other residential policies. An exception to the animal policy made under this ESA Policy does not constitute an exception to any other University policy.

3. The owner is responsible for making sure the approved animal does not disrupt the residential community.

4. The approved animal will remain in the ESA owner's assigned room and is not permitted in other student rooms or the common areas of the residential facilities, and other areas of the University such as classrooms, academic buildings, administrative buildings, the library, the Gibson University Center or the Student Success Center.

5. Approved animals brought on campus must be under the control of the ESA owner at all times (i.e. leash, harness, crate). The ESA owner is solely responsible for the animal's well-being, care and cleaning, including but not limited to regular feeding, bathing, grooming, daily care and veterinary services.

The owner must provide:

- Food of sufficient quality and quantity to allow for normal growth or maintenance of body weight
- Access to suitable water
- Veterinarian care when necessary to relieve distress from illness, injury or disease
- Access to an area kept reasonably free from excess waste or other contaminants that could affect the animal's health
- Suitable air temperature for the animal

6. Approved animals may not be left unattended overnight in the residential facilities to be cared for by another student. Approved animals must be taken with the owner if they leave campus for a prolonged period.

7. When approved animals are left unattended in the owner's room, they are required to be stored in a crate, carrier or kennel. This containment will allow UAM officials to routinely access the residential facilities for maintenance and other routine tasks without posing risk to the animal or employees.

8. Dogs as ESAs must be "house broken" and cats as ESAs must be litter box trained.

9. Fecal matter deposited on University grounds or within the facilities must be removed immediately and disposed of properly. Fecal matter shall be sealed in a plastic bag and placed in a dumpster. If animal waste is inside the building, the owner must properly remove the waste, and properly sanitize the affected area.

10. Approved animals must be taken out of the building by way of the shortest and most direct path, and must be maintained under standard restraints such as a carrier and/or collar when outdoors, in public areas, or in transit and must be confined to the residence when not in transit.

11. The ESA owner's residence may be inspected for fleas, ticks, pests, and/or damage to the residential facilities once per semester or as needed. If fleas, ticks, or other pests are detected through inspection, the residence hall will be treated using approved fumigation methods by a University-approved pest control service. The ESA owner will be billed for the expense of any necessary pest control treatment.

12. The University may remove or require the removal of the ESA that poses a threat to the health or safety to others on campus, disrupts the educational environment of the University and/or residential community, or if the owner does not comply with these guidelines. It is the responsibility of the ESA owner to ensure the approved animal does not interfere with the quality of life of other residents on campus. This includes noise violations (e.g. barking or other disruptive noise).

13. The owner will be financially responsible for expenses incurred for additional cleaning measures or for repairs to the residential premises, including losses, liability, claims, and harm to others caused by the ESA.

14. The owner will hold the University harmless in the event the approved animal goes missing. University staff is not responsible for the retrieval of the approved animal in the event the animal escapes or becomes lost.

15. The owner must notify the Office of Student Special Services in writing if the ESA is no longer needed as an ESA or is no longer in the residential facilities. To replace a previously approved ESA, the owner must complete any registration and other related forms to the Office of Student Special Services.

### Removal of Approved Animal

The owner of an emotional support animal may be required to remove the animal from University facilities if the owner or animal fails to comply with these guidelines. The following describes behaviors which may result in the removal of the animal:

1. Disruptive Behavior: An animal may be removed if its behavior is unruly or disruptive (e.g. barking, jumping on people, growling, running around, and exhibiting aggressive behavior).
2. Uncleanliness: Animals are required to be housebroken. Owners must also ensure that their animals are kept clean and well-groomed. Animals that are excessively unclean (e.g. repeated soiling of facilities, flea-infested, foul-smelling and/or shedding excessively) may be excluded from University facilities.
3. Damage to property: The owner is financially responsible for any property damage. The owner's responsibility covers but is not limited to replacement of furniture, carpet, window, wall covering, and the like. The owner is expected to cover these costs at the time of repair and/or check-out.
4. Failure to comply with state or local requirements. State and local requirements include vaccination, licensure, leash control, cleanup rules, and animal health.
5. The determination that an ESA must be removed from student housing will be made by the Dean of Students, or designee. This decision may be appealed to the Vice Chancellor for Student Engagement in writing within five (5) school days of the decision. After reviewing the appeal, the Vice Chancellor for Student Engagement will notify the owner in writing. The decision of the Vice Chancellor for Student Engagement shall be final.

### Unattended or Uncontrolled Animals

If an unattended or uncontrolled animal is observed on University property, a reasonable attempt will be made to locate the animal's owner. If the owner is located, they may face disciplinary measures by appropriate authorities through the student conduct process.

If attempts to find the animal's owner are unsuccessful, the City of Monticello will be contacted for removal of the animal from University property. The City of Monticello will typically hold an animal for 10 calendar days, then release the animal to a third party. If the University has to remove an animal under this provision on more than one occasion, the University reserves the right to require the owner to permanently remove the animal from campus.

The University will seek restitution for any animal-related damage to University property. The repair or replacement cost of damaged property is the sole responsibility of the owner of the animal that caused the damage.

### Non-Discrimination Policy

The Americans with Disabilities Act (ADA) guarantees equal opportunity in employment, public accommodations, transportation, state and local government services, and telecommunications. In addition, Section 504 of the 1973 Rehabilitation act states: “No otherwise qualified handicapped individual in the United States shall, solely on the basis of his/her handicap, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance”.

This **Emotional Support Animal** policy at the University of Arkansas at Monticello is consistent with the ADA and Section 504. UAM is open and accessible to students with disabilities.

### Confidentiality and Release of Information

The Office of Student Special Services is committed to ensuring all student information remains confidential, as required by law. Disability related information is to be treated confidentially, consistent with UAM policies.

### Grievance

Any student with a complaint regarding ESA, or the enforcement of this **Emotional Support Animal** should contact the Office of Student Special Services for additional information.

**Emotional Support Animal (ESA)  
Acknowledgement of Information Form**

UAM Student Special Services  
PO Box 3600  
Monticello, AR  
870.460.1026 or [AdmissionsOffice@uamont.edu](mailto:AdmissionsOffice@uamont.edu)



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This form must be submitted and approved prior to an animal occupying the assigned space.

Resident Name: \_\_\_\_\_

Animal Type: \_\_\_\_\_

Animal's Breed: \_\_\_\_\_

Animal's Name: \_\_\_\_\_

Most Recent Rabies Vaccination Date (Record must be attached): \_\_\_\_\_

Spayed or Neutered Date (Record must be attached): \_\_\_\_\_

**I acknowledge having read Emotional Support Animal Policy and agree to abide by its terms and conditions.**

\_\_\_\_\_  
Signature of Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the Director of Residence Life

\_\_\_\_\_  
Date

Alternate Caregiver for animal if owner is unavailable:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### Roommate Acknowledgement Form

By my signature below, I understand and agree that I will share the common areas of my assigned residential room with a service and/or emotional support animal by this agreement. Should I have any concerns regarding the care and control of the animal, I will discuss my concerns with the animal's owner and then with the Director of Residence Life if the animal owner and I cannot come to an agreement.

Resident Name: \_\_\_\_\_

\_\_\_\_\_  
Signature of Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Residential Life

\_\_\_\_\_  
Date



**Emotional Support Animal (ESA)  
Documentation Form**

UAM Student Special Services  
PO Box 3600  
Monticello, AR  
870.460.1026 or [AdmissionsOffice@uamont.edu](mailto:AdmissionsOffice@uamont.edu)



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**Student, please fill out the following information:**

Name of Student: \_\_\_\_\_  
Last First MI

Name of Animal: \_\_\_\_\_ Age of Animal: \_\_\_\_\_

Animal's Type: \_\_\_\_\_ Animal's Breed: \_\_\_\_\_

Academic Year Requesting ESA in Residence Hall: \_\_\_\_\_

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**Physician, please fill out the following information:**

**Student Information**

*The above-named student has indicated that you are the professional (physician, psychiatrist, social worker, mental health worker) who has suggested that having an Emotional Support Animal (ESA) in the residence hall will be helpful.*

What is the nature of the student's mental health impairment (that is, how is the student substantially limited?)

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How long have you been working with the student regarding this mental health diagnosis?

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Does the student require ongoing treatment? If so, has the student been compliant with treatment under your care?

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**Proposed ESA Information**

Is this an animal that you specifically prescribed as part of treatment for the student, or is it a pet that you believe will have a beneficial effect for the student while in residence on campus?

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What symptoms will be reduced by having the ESA?

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Please describe the evidence that demonstrates that an ESA has helped this student in the past or currently?

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**Student Well Being**

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

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