Emotional Support Animal (ESA) Policy

Woodbury University values diversity and prioritizes equal access for all students, including those with disabilities. Woodbury is committed to ensuring equal access to the full range of campus experiences including curricular, co-curricular, and residential opportunities. Woodbury University supports the availability of Emotional Support Animals (ESA) to individuals with disabilities and has established the following policy regarding Emotional Support Animals. The Emotional Support Animal Policy of Woodbury University is based on the most recent interpretations of applicable laws. Woodbury University reserves the right to amend this policy as circumstances require. This policy and any accommodations pertaining to Emotional Support Animals cannot be retroactively applied to appeal pet violations. The Woodbury University Emotional Support Animal Policy must be completed, signed and dated by all parties before an Emotional Support Animal may reside in Woodbury Housing.

Section I: EMOTIONAL SUPPORT ANIMAL

A. Definition: An animal that alleviates clearly identified symptoms or effects of a student’s disability by providing emotional support. Emotional Support Animals may be dogs or other animals that do not pose a direct threat to the health and safety of others. The type of animal must reasonably be able to reside in Woodbury Housing. Emotional Support Animals may or may not be trained to perform specific tasks. Unlike a Service Animal, an Emotional Support Animal does not assist a person with a disability with daily living activities, nor does it accompany a person with a disability at all times. Emotional Support Animals may still be permitted, in certain circumstances, to reside within Woodbury Housing. (See “D” below.)

B. Documentation requirements for Emotional Support Animals: Relevant documentation of the need for an Emotional Support Animal in Woodbury Housing should follow the criteria for documentation, and must include the following information:

- Diagnosis of the individual’s disability from a physician or mental health professional licensed to make such diagnosis;
- Explanation of how the specific animal serves to alleviate symptoms or effects of the disability.

C. Emotional Support Animals on campus: Emotional Support Animals must stay within the assigned room at all times, except when transported outside the room in an animal carrier or controlled by leash or harness. In some circumstances, the animal may be permitted elsewhere, but only with written permission of the Coordinator of Disabilities and Accessibility Services. Upon approval of an Emotional Support Animal, Campus Security, Residential Life, Facilities Department, and other employees who will need to know to expect the presence of the animal will be notified as appropriate.

D. Emotional Support Animals in Woodbury Housing: A student requesting permission to keep an Emotional Support Animal in Woodbury Housing must make a formal written request to the Coordinator of Disabilities and Accessibility Services. This request should be submitted at least 30 days prior to the need for accommodation. The request should ideally accompany an application for housing. The Coordinator of Disabilities and Accessibility Services
Emotional Support Animal (ESA) Policy

will work together with the Office of Residential Life to determine appropriate housing arrangements, taking into consideration the student’s needs and preferences, the space needed for the animal, and other variables, including roommate(s). While applications submitted after these recommended deadlines will be considered and accepted, Woodbury University cannot guarantee that it will be able to meet late applicants’ accommodation needs, including any needs that develop during the academic year. The Coordinator of Disabilities and Accessibility Services and Residential Life will review the request and then will arrange a meeting with the student to discuss the decision and policies relating to having an Emotional Support Animal in Woodbury Housing. Upon approval of an Emotional Support Animal, the student’s roommate(s) and other potentially impacted individuals will be notified (if applicable) to inform them that the Emotional Support Animal will reside in shared housing.

Emotional Support Animal (ESA) Handler’s Responsibilities in Woodbury Housing:

- The Handler is responsible for assuring that the Approved Animal does not unduly interfere with the routine activities of the residence or cause difficulties for students who reside there.
- The Handler is responsible for any expenses incurred for cleaning and/or treatment of Residential Life property above and beyond normal maintenance such as, but not limited to, whole room flea treatments, or damages caused by the Emotional Support Animal while living in the Woodbury Housing or that are assessed after the student and animal vacate the residence. Woodbury shall have the right to bill the Handler’s account for unmet obligations.
- The Handler’s residence may be inspected for damage or other reasons, such as concern about the Emotional Support Animal’s wellbeing.
- Students are strongly advised to obtain Renter’s Insurance, including liability coverage for the Emotional Support Animal.
- The Handler is responsible for the actions of the Emotional Support Animal at all times. Any violation to this policy while not in the Handler’s custody will be reviewed by, but not limited to; the Disability Coordinator, Residential Life staff, the Dean of Students and other staff as appropriate.
- The Office of Residential Life has the ability to relocate the Handler and Emotional Support Animal as necessary according to current Residential Life Policy.
- The Handler must notify the Coordinator of Disabilities and Accessibility Services in writing if the Emotional Support Animal is no longer needed or is no longer in residence. To replace an Emotional Support Animal, the owner must file a new formal request.

E. Emotional Support Animal maintenance and control requirements:

- Care and supervision of the Emotional Support Animal is the responsibility of the individual who benefits from the ESA. The Handler is required to maintain control of the animal at all times.
- The Emotional Support Animal must be kept on a leash when outside the Handler’s residential hall room.
- The Handler is responsible for ensuring the cleanup of the animal's waste and, when appropriate, must toilet...
Emotional Support Animal (ESA) Policy

the animal in areas designated by Woodbury University consistent with the reasonable capacity of the owner. Waste must be placed in a sturdy disposable container and secured for disposal in outside trash bins or dumpsters.

- The Handler must ensure that the Emotional Support Animal does not disrupt classroom learning, social events, or other activities that are the right of all Woodbury University students.

Section II: ANIMAL HEALTH AND WELLBEING (ASSISTANCE ANIMALS)

A. Vaccination: In accordance with local ordinances and regulations the Emotional Support Animal must be immunized against diseases common to that type of animal. Dogs must have current vaccination against rabies and wear a rabies vaccination tag. This documentation is to be submitted with the initial animal registration and each year thereafter, or upon request. Local licensing requirements must be followed.

B. Health: Animals that reside in Woodbury Housing must have an annual clean bill of health from a licensed veterinarian. Documentation can be a vaccination certificate for the animal or a veterinarian's statement regarding the animal's health. This documentation is to be submitted with the initial animal registration and each year thereafter, or upon request. In addition, preventative measures should be taken at all times for flea and odor control. Woodbury University has authority to direct that the Emotional Support Animal receive veterinary attention at the cost of the Handler.

C. Licensing: Woodbury University reserves the right to request documentation showing that the animal has been licensed. Local licensing laws will be enforced.

D. Other Conditions: The Coordinator of Disabilities and Accessibility Services may place other reasonable conditions or restrictions on the animals depending on the nature and characteristics of the animal.

Section III: NOTICE TO CAMPUS COMMUNITY

A. Notice to Residential Life of Emotional Support Animal in Woodbury Housing: The Residential Community staff will be made aware of the presence of Emotional Support Animals in the specific building or units in which they live. Roommates of the student with an Emotional Support Animal will be notified and will sign an Acknowledgement Form.

B. Conflicting Health Conditions: Students, faculty, or staff with medical condition(s) that are affected by animals (e.g., documented respiratory diseases, asthma, severe allergies, or animal phobias) are asked to contact the Coordinator of Disabilities and Accessibility Services if they have a health or safety-related concern about exposure to an Emotional Support Animal. The Office of Residential Life is prepared to reasonably accommodate individuals with medical conditions that require accommodation when residing in proximity to Emotional Support Animals. The Disability Coordinator will strive to resolve any conflict in a timely manner. Conflicting needs and/or accommodations of all persons involved will be considered. In the event that an agreement cannot be reached, the Vice President of
Student Development, or designee, will make the final decision.

Section IV: REMOVAL OF APPROVED EMOTIONAL SUPPORT ANIMAL

Woodbury University may exclude/remove an Emotional Support Animal when:

- The animal poses a direct threat to the health or safety of others.
- The animal is out of control and the Handler does not take effective action to control it.
- The animal is not housebroken.
- The animal’s presence results in a fundamental alteration of the academic and/or residential program.
- The Handler does not comply with residential community responsibilities or control requirements on campus.

Section V: APPEALS PROCESS

Students whose request for an Emotional Support Animal is not granted have the right to appeal such decisions in writing. All appeals are to be timely submitted to the Dean of Students for resolution.

*By my signature below, I verify that I have read, understand and will abide by the Emotional Support Animal Policy.

Print Name ____________________________ Date ______________

Student Signature ____________________________ Date ______________
Emotional Support Animal (ESA) Policy

APPROVED EMOTIONAL SUPPORT ANIMAL REGISTRATION FORM

________________________________________________________________________
Handler’s Name:

________________________________________________________________________
Woodbury University Residence and Room Number

________________________________________________________________________
Phone Number

________________________________________________________________________
E-mail Address

________________________________________________________________________
Animal’s Name:

________________________________________________________________________
Type of Animal:

________________________________________________________________________
Physical Description of Animal:

________________________________________________________________________

*Please include the current animal registration, vaccination records, and bill of health from veterinarian.

(Updated: 02/15/2019)
Emotional Support Animal (ESA) Policy

ROOMMATE ACKNOWLEDGEMENT OF EMOTIONAL SUPPORT ANIMAL IN SHARED LIVING SPACE

By my signature below, I understand that I will share the common areas of my room with the animal approved by this agreement. I am not to touch, pet or feed an Emotional Support Animal unless invited to do so. I am not to inquire into details about the owner’s disability. Disclosure of a person’s disability to roommates is not required. The care of the animal is the responsibility of the Animal’s Handler. Should I have concerns regarding the animal, I will discuss my concerns with the Animal’s Handler. If we cannot come to an agreement, I will contact Woodbury Residential Life staff or the Disability Coordinator.

____________________________________________________________
ANIMAL HANDLER’S NAME

____________________________________________________________
ANIMAL HANDLER’S SIGNATURE

____________________________________________________________
ROOMMATE’S NAME (PRINT)

____________________________________________________________
ROOMMATE’S SIGNATURE

____________________________________________________________
ROOMMATE’S NAME (PRINT)

____________________________________________________________
ROOMMATE’S SIGNATURE

(Updated: 02/15/2019)
Emotional Support Animal (ESA) Policy

ROOMMATE’S NAME (PRINT)

ROOMMATE’S SIGNATURE

RESIDENCE HALL and ROOM NUMBER

DATE

(Updated: 02/15/2019)
*Please attach a current picture of the Emotional Support Animal.*

**Policy Statement**

It is the policy of Woodbury University to comply 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. Woodbury University is aware of its responsibility to provide safe, healthy housing to all students living in University Residence Halls and is committed to providing equal access to University Housing to all students with qualifying disabilities. In keeping with this obligation, it is the policy of Woodbury University that emotional support animals are permitted in all housing facilities in accordance with University procedures and policies.

This policy includes the procedures for requesting an emotional support animal and the responsibilities of students who have emotional support animals in University Residence Halls.

**Definitions**

**Emotional Support Animal (ESA).** 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 residential communities without prior approval from the Office of Disability and Accessibility Services. 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 Community.

**Approved ESA.** Approved Emotional Support Animal (ESA) is an animal that has been permitted in designated areas of residential communities as a reasonable accommodation under this policy.

**Pet.** A pet is an animal kept for ordinary use and companionship. A pet is not considered an Emotional Support Animal or a Service Animal. Individuals are not permitted to keep or bring pets on University property or in University housing unless otherwise approved through the Residence Hall Community Living Standards Pet Policy.

**ESA Owner.** The Owner is the resident student who has an approved Emotional Support Animal (ESA) in University housing under this policy.

**University Housing.** Any facility owned or operated by the University for the purpose of housing residential students, whether leased or owned by the University and regardless of location.

**Denials of Requests for Emotional Support Animals.**

The University is not required to provide accommodations that would pose a direct threat to the health or safety of others. Thus, if a particular animal requested by a student with a disability has a history of dangerous behavior or an unsafe disposition, the University will deny the request for an emotional support animal. The University will also deny
requests that would: (1) result in substantial physical damage to the property of others unless the threat can be eliminated or significantly reduced by a reasonable accommodation; (2) pose an undue financial and administrative burden on the University; or (3) fundamentally alter the nature of the University’s Student Life operations. If your request for an emotional support animal is denied, please contact the Office of Disability and Accessibility Services for further clarification of its decision.

Conflicting Health Conditions and Aversions
Students with a medical condition or aversion who are affected by animals (e.g. allergies, asthma, respiratory conditions, zoophobia, etc.) because of living in close proximity to Emotional Support Animals should contact the Office of Disability and Accessibility Services. The Office of Disability and Accessibility Services will work with Residence Life to reasonably accommodate residents with disabilities who need accommodation when living in close proximity to Emotional Support Animals, as may be required by applicable law.

Rules and Responsibilities of ESA Owner
Once the Office of Disability and Accessibility Services has approved the ESA, the ESA Owner must abide by the following rules and responsibilities. Failure to abide by the ESA rules and responsibilities may lead to sanctions including removal of the ESA from University Housing.

Please initial after each section bellow indicating you have read and understood these responsibilities.

1. The ESA Owner must complete all documents as required through the formal written ESA policy established in the Office of Disability and Accessibility Services.
   _____ Initial

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.
   _____ Initial

3. The ESA will remain in the ESA Owner’s University assigned room and is not permitted in other student’s rooms or the common areas of the residential facilities, and other areas of the University such as classrooms, academic buildings, administrative buildings, libraries, dining services areas, fitness center, pool, etc.
   _____ Initial
4. ESAs brought on campus must be under the control of the ESW Owner at all times. The ESA Owner must be in full control of the animal at all times (e.g., leash, harness, crate).

_____ Initial

5. The ESA Owner must comply with all applicable laws regarding the keeping of an animal and is responsible for making sure the ESA does not disrupt the residential community.

_____ Initial

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

_____ Initial

7. Dogs as ESAs must be “house broken” and cats as ESAs must be litter box trained. Other smaller animals (i.e., gerbils, rabbits, guinea pigs, etc.) must be caged and may not be left loose in the student’s room.

_____ Initial

8. ESAs 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.

_____ Initial

9. Fecal matter deposited on University grounds or within the facilities needs to be removed immediately and disposed of properly.

_____ Initial

10. The ESA Owner's residence may be inspected for fleas, ticks, pests, and/or damage to the residential facilities once a semester or as needed. Residence Life will schedule the inspection and notify the resident in advance of the scheduled inspection. 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.

_____ Initial

(Updated: 02/15/2019)
11. 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 the ESA Owner’s rules and responsibilities for Emotional Support Animals. It is the responsibility of the ESA Owner to ensure the ESA does not interfere with the quality of life of other residents on campus. This includes noise violations (e.g. barking or other disruptive noise).

_____ Initial

12. The ESA Owner will hold the University blameless in the event the ESA goes missing. University staff is not responsible for the retrieval of the ESA in the event the animal escapes or becomes lost.

_____ Initial

13. All roommates or suitemates of the ESA Owner must state in writing that they agree to live with the approved ESA in the residence hall room, and this must be communicated to Residence Life. In the event that one or more roommates/suitemates do not approve, or have a health or safety-related concern regarding exposure to the approved ESA, general University policies regarding roommate or suitemate disagreements will be followed to enable either the Owner and the approved ESA or the non-approving roommate(s) or suitemate(s) be moved to a different location. Written acknowledgement from a parent is required for roommates or suitemates under age 18.

_____ Initial

14. The ESA Owner is financially responsible for the approved ESA, including for any bodily injury or property damage caused by the approved ESA. The Owner’s financial responsibility may include replacement of furniture, carpet, window, wall covering and costs of damage to other University-owned property. The Owner is expected to cover these costs at the time of repair or when moving out. For a list of approximate costs for owning and caring for animals, please see: https://www.thesimpledollar.com/pet-cost-calculator/.

_____ Initial

15. The care and supervision of the approved ESA is solely the responsibility of the Owner. The Owner is responsible for ensuring the safety of an approved ESA and the University community. If it is suspected an approved ESA is being neglected, mistreated, or has been abandoned, the University may contact the Animal Control Unit of the Burbank Police Department, City of Burbank. The EAS may be removed without warning if removal is warranted due to safety concerns.

_____ Initial
16. The Owner will provide emergency contact information (for an individual) should the Owner be unable to care for the ESA at any time. A current University student or University personnel (unless the University personnel are the parents/guardians of the student) are not appropriate choices for an emergency contact and will not be permitted.

_____ Initial

17. The ESA Owner will take the approved ESA outside during fire drills and/or emergency preparedness procedures. The approved ESA must remain in the crate/cage or on a leash during this time.

_____ Initial

18. The ESA Owner must notify the Office of Disability and Accessibility Services (ODAS) 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 ODAS.

_____ Initial

---

Agreement between the Student and Woodbury University.

__________________________________________________________

Student’s Printed Name

__________________________________________________________

Student’s Signature

__________________________________________________________

ODAS Representative (print title)

__________________________________________________________

ODAS Representative (signature)

__________________________________________________________

Student ID Number

__________________________________________________________

Date Signed

__________________________________________________________

ODAS Representative (signature)

__________________________________________________________

Date Signed

(Updated: 02/15/2019)