

# MONTCLAIR

## STATE UNIVERSITY

### EMOTIONAL SUPPORT ANIMAL AGREEMENT

#### Statement

Montclair State University permits emotional support animals (ESA) in University housing units as a reasonable accommodation in accordance with the University's Policy for Animals on Campus.

#### Determination to Permit Emotional Support Animals

The determination of whether an ESA will be permitted in University housing is made on a case-by-case basis through an interactive process involving the student requesting the accommodation. In all cases, the needs of the student requesting the ESA are balanced with the impact of the ESA on other campus residents. In order for an ESA to be considered a reasonable accommodation in housing, there must be current verification of need from the student's treating mental health provider provided to the Disability Resource Center (DRC) which: a) verifies the individual has a physical or mental impairment that substantially limits one or more major life activities; b) describes the need for the requested accommodation; and c) identifies how the ESA alleviates the symptoms of a disability. All requests for an ESA are subject to annual review.

A request for no more than one (1) ESA must first be made to the DRC in accordance with its procedures outlined in this policy. No more than one ESA will be allowed.

The student must also provide evidence that the ESA is in good health, has been vaccinated against diseases common to the breed of animal as recommended by American Veterinary Medical Association, and provide veterinary records attesting to the fact that the ESA is not aggressive or dangerous. The request for an ESA must be made to the DRC no less than 60 days prior to the move-in date into housing. If all criteria are met to establish the need for an accommodation of an ESA, a meeting will be arranged by the DRC with the student and Residence Life to discuss how to best accommodate the student, and the campus community.

The DRC and Residence Life may deny a request for an ESA if its presence: a) fundamentally alters the nature of a program or activity; b) would result in substantial physical damage to the property of others; c) would substantially interfere with the reasonable enjoyment of University property by others; and/or d) is disruptive.

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## **Process Checklist**

\_\_\_ Students with a disability must follow the steps on the DRC website to register for services and submit the documentation required by DRC to establish the need for an ESA. Student may visit Cole Hall, Room 331 or call 973-655-5431 for more information.

\_\_\_ Student attends intake meeting(s) with DRC and Residence Life. It is critical for the student to attend this meeting to establish the need for the ESA and to review the University's policies and expectations.

\_\_\_ Student provides information about the ESA and supporting documentation from a physician or mental health provider to DRC.

\_\_\_ Student must provide evidence that the ESA is in good health and has been vaccinated against diseases common to that breed of animal, as recommended by the American Veterinary Medical Association. Veterinary records must be provided attesting to the fact that the ESA is not aggressive or dangerous

\_\_\_ Student reviews and signs an acknowledgment that he/she will comply with the University's Policy for Animals on Campus.

## **Responsibility of Students Approved for an ESA**

Students must initial next to each paragraph to acknowledge that they have reviewed, understand and agree to the University's expectations.

### **1. Care and Supervision**

\_\_\_ Care and supervision of the ESA is the responsibility of the student approved to have the ESA. The student must commit to providing proper care of the ESA, which includes, feeding, fresh water, exercise, rest and opportunities to relieve itself in a manner that does not damage University property. The student is required to maintain control of the ESA at all times. The ESA must be on a leash, harness, or other tether when in public places. The student is also responsible for maintaining a clean living environment for the ESA, ensuring the cleanup of the ESA's waste and, must toilet the ESA in areas designated by the University for this purpose. If at any point, the student cannot care for the ESA, as in the case of illness or hospitalization, an emergency contact must be on file with the DRC and Residence Life so the ESA can be released to the care of a responsible designated party.

\_\_\_ Students may not allow an ESA to be neglected or abused. If any neglect is suspected, Residence Life will contact the student, University Police, and the Humane Society. In some circumstances, Residence Life may allow an animal control officer or humane society representative to enter the room/apartment and remove the ESA if, in its judgment, the

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ESA has been abandoned, left in the room/apartment for an extended period of time without food or water, is sick or neglected.

\_\_Students may not leave an ESA unattended in a room or apartment overnight without appropriate food, water, shelter and the means to relieve itself, or for an extended period of time beyond normal working/class hours. Should this occur, Residence Life will attempt to contact the student or emergency contact to remove the ESA. If this is not successful, local animal control will be contacted to have the ESA removed. All costs associated with removing the ESA shall be the responsibility of the student.

\_\_\_\_\_ No offspring of the ESA are permitted.

\_\_\_\_\_An ESA must be crated or otherwise secured when left alone.

### **2. Emergency Situations**

\_\_Should an emergency situation arise (for example, flood or major facilities issue) and the student cannot be located by a Residence Life staff member, then, if appropriate and safe, Residence Life, at their discretion may remove the ESA from the room to a safe location until the student can be located.

### **3. Health and Vaccination**

\_\_In accordance with local ordinances and regulations, the ESA must be immunized against diseases common to that type of animal. For example, dogs must have current vaccination against rabies and distemper. Cats must have the shots required for licensure. Animals, other than cats and dogs, living in University housing must have an annual clean bill of health from a licensed veterinarian. Documentation can be a vaccination certificate for the ESA and/or a veterinarian's statement regarding the animal's health. The University has the authority to direct that the ESA receive veterinary attention. The ESA must be kept clean and free of fleas and other parasites. Routine maintenance of the ESA is required. For dogs, this includes flea and tick prevention and de-worming. Recommended vaccinations and annual examinations must be completed. Residence Life has the right to request updated veterinary verification annually, or at any time during the ESA's residency.

\_\_Students must comply with all applicable laws of the municipality, county and/or State where the student maintains permanent residency including but not limited to, those that require licensure and vaccination of the ESA. If such laws require licensure of the ESA, the owner must apply for a license prior to bringing the ESA on-campus. ESAs must wear license tags at all times. The tags verify that the shots (rabies, etc.) required by law have been given.

\_\_The student approved for the ESA is responsible for any injury to others or damage to University property caused by the ESA. If the ESA is infested with fleas or other parasites, the owner is responsible for all pest control costs.

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#### **4. Modifications**

\_\_The University reserves the right to make reasonable changes to this agreement. If such changes are made, Residence Life will distribute a written copy of any changes to every student with an ESA.

#### **Removal of ESA**

No ESA may be on campus prior to approval by DRC and Residence Life. ESAs found on campus prior to such approval will be considered pets and must be removed immediately, and students will be ineligible to request an ESA for a period of 1 academic semester immediately following the violation.

Approval of an ESA may be rescinded if: a) the ESA is out of control and the student does not take effective action to control it; b) the ESA's presence fundamentally alters the nature of a program or activity; c) the ESA has caused substantial physical damage to the property of the University or others; d) the ESA creates a substantial threat to the health or safety of persons or other animals; e) the ESA substantially interferes with the reasonable enjoyment of University property by others; f) the student neglects or abuses the ESA; or g) the ESA is disruptive.

#### **Roommates and Conflicting Disabilities**

Residence Life will make a reasonable effort to notify students in the residence building where ESAs will be located. Students with medical conditions that are affected by the ESA (respiratory diseases, asthma, severe allergies, etc.) are asked to contact DRC if they have a health or safety related concern about exposure to an animal. The student will be asked to provide medical documentation that identifies the condition(s) affected by animals, and the University will make a determination as to whether there is a need for a reasonable accommodation. Residence Life will resolve any conflict in a timely manner taking into consideration the needs and/or reasonable accommodations of all persons involved.

Roommates or apartment mates must agree to the presence of the ESA. In situations where agreement cannot be reached, the owner of the ESA may be offered a single room as a reasonable accommodation.

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## Appeals and Grievances

A student who feels approval of an ESA was unfairly denied, may appeal the decision to the Associate Dean of Students. The Associate Dean of Student's decision shall be a final determination.

My signature below indicates that I have read and agree to this Agreement and acknowledge receipt of the Policy for Animals on Campus.

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Emergency Contact (Off-campus) for my emotional support animal:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship to you

\_\_\_\_\_  
Home Phone Number

\_\_\_\_\_  
Cell Phone Number

Email: \_\_\_\_\_