

East Carolina University Emotional Support Animal (ESA) Check List

Process:

1. Student contacts ECU Disability Support Services and submits paperwork. Student must show proof of animal vaccinations.
2. ECU Disability Support Services will notify student when the request is approved and Campus Living
3. Student will notify their roommates or suitemates about pending ESA approval. The roommates or suitemates should reach out to their coordinator with any concerns.
4. The student will meet with the Campus Living Conduct Associate and submit/sign required paperwork and discuss policies.
5. Campus Living Conduct Associate will notify Coordinator of ESA approval
6. The ESA can then move into the student's room.
7. Coordinator schedules follow up meeting with resident to meet ESM and remind them of key ESA policies. Hall Staff continue to check in and monitor to ensure no ongoing issues or concerns.

Owner should be aware of the Animals on University Property Policy- <http://www.ecu.edu/prr/05/10/03>

Owner's Responsibilities in the Residence Halls.

- Campus Living has the ability to relocate the Owner and Emotional Support Animal (ESA) as necessary according to the Campus Living Agreement.
 - The Owner is responsible for assuring that the ESA does not unduly interfere with the routine activities of the residence hall or cause difficulties for students who reside there. **The owner is responsible for notifying any roommates/suitemates 24 hours BEFORE moving the animal into their room.**
 - The Owner is financially responsible for the actions of the ESA including bodily injury or 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 move-out.
 - The Owner is responsible for making sure the ESA does not disrupt the residential community or the roommate/suitemates living situation. Disruptive behaviors can include, but are not limited to: threatening behaviors, or excessive or constant noise.
 - The Owner must place the ESA in a Restricted Area whenever the Owner is not present in the Owners room.
 - The Owner is responsible for any expenses incurred for cleaning above and beyond a standard cleaning or for repairs to Campus Living premises that are assessed after the student and animal vacate the residence. Campus Living shall have the right to bill the Owner's account for unmet obligations.
 - The Owner must notify Campus Living and Disability Support Services in writing if the ESA is no longer needed as an ESA or, is no longer in the residence hall. To replace an ESA, the Owner must file a new Request for Accommodation to the Office of Disability Support Services.
 - The Owner's residence may be inspected for fleas, ticks, and other pests manually once a semester or as needed. Campus Living will schedule the inspection and notify the Owner two weeks 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 Owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls.
 - ESAs must be contained within the privately assigned residential area (room, suite, living room space) at all times, except when transported outside the residence hall area in an animal carrier or controlled by leash or harness. Owner must carry proper documentation of approved ESA.
 - ESAs must solely be taken care of by approved resident.
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- ESAs may not be left unattended overnight in any residence hall to be cared for by another student. ESAs must be taken with the Owner if they leave campus for a prolonged period.
- ESAs must remain only in approved resident room or outside the residence hall.
- All ESA waste must be properly disposed of in trash receptacles outside the residence hall communities.
- The Owner agrees to continue to abide by the ECU Student Code of Conduct and Campus Living Agreement. Reasonable accommodation which may constitute an exception to a policy that otherwise would prohibit having an animal does not constitute an exception to any other policy.
- Any violation of the above rules may result in immediate removal of the ESA from Campus Living and may be reviewed through the Campus Living Conduct process and the Owner will be afforded all rights of due process and appeal as outlined in that process. Should the ESA be removed from the premises for any reason, the Owner is expected to fulfill his/her housing obligations for the remainder of the housing contract.

Guidelines for Maintaining an Approved Animal

The following guidelines apply to all ESAs and their Owners, unless the nature of the documented disability of the Owner precludes adherence to these guidelines, and permission for a variance from the guidelines has been granted.

A. Care and Supervision:

- Care and supervision of the ESA are the responsibility of the individual who benefits from its use. The Owner is required to maintain control of the animal at all times.
- The Owner is responsible for ensuring the cleanup of the animal's waste and, when appropriate, must toilet the animal in areas designated by Campus Living consistent with the reasonable capacity of the Owner.
 - Outdoor animal waste must be properly cleaned up immediately and must not occur in any planted bed area on ECU property.
 - Indoor animal waste, such as cat litter, must be placed in a sturdy plastic bag and securely tied up before being disposed of in outside trash dumpsters. Litter boxes should be placed on mats so that waste is not tracked onto carpeted surfaces.

B. Animal Health and Well-being

- Vaccination: In accordance with local ordinances and regulations the 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 and have their full shots- **therefore dogs under the age of having their full shots are not allowed**. Although not mandated, cats should have the normal shots required for a healthy animal.
- Health: ESAs 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. Campus Living has authority to direct that the animal receive veterinary attention.
- Leash: If appropriate, the ESA must be on a leash, unless the leash would inhibit the animal's ability to be of service.
- Other Conditions: Campus Living may place other reasonable conditions or restrictions on the animals depending on the nature and characteristics of the animal.

C. Removal of Approved Animal

ECU may exclude/remove a ESA when:

- The animal poses a direct threat to the health or safety of others; or
 - The animal's presence results in a fundamental alteration of the residential community; or,
 - The Owner does not comply with Owner's Responsibilities in Campus Living and set forth in this contract; or
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- The animal or its presence creates an unmanageable disturbance or interference with the East Carolina University community; or
- The animal assists the Owner with violating the Campus Living Agreement: Standards of Conduct.

THE OWNER must also make proper arrangements for the care or removal of the animal during break periods when the hall is closed or when the owner will be away from their room for an extended period of time. The animal cannot be left in the care of other residents/roommate while the owner is away.

In case of an emergency, the owners gives the below individual(s) permission to access the room to collect the animal and any necessary items (bedding, food, leash, container, etc.).

Generally, the owner is responsible for contacting this individual(s) to make arrangements. Hall staff will do so only if the owner is incapacitated or otherwise unable to do so. As much as possible, this individual(s) should reside off-campus and not be another residence hall student.

If no one is identified or the listed individual(s) cannot be reached, or they are unable to begin their care of the animal the animal may be professionally boarded at THE OWNER'S expense.

Emergency Contact for the ESA

First Contact:

Name:

Relationship to Owner:

Phone:

Address:

Email:

Second Contact: (optional)

Name:

Relationship to Owner:

Phone:

Address:

Email:

By my signature below, I verify that I have read, understand and will abide by the Guidelines outlined here.

Resident Owner Signature

Date

Campus Living Representative

Date
