

East Carolina University Emotional Support Animal (ESA) Guidelines *(as guided by the U.S. Department of Housing and Urban Development)*

The process and guidelines specified in this document were developed to compliment the ECU Regulation “Animals on University Property” found in the University Policy Manual, [Animals on University Property Policy](#).

Application Process

1. Student contacts ECU Disability Support Services (DSS) and submits written request and supporting documentation from a qualified provider
2. ECU Disability Support Services will notify the student if the request can be supported or not supported, following the DSS process. If supported, the student will need to request an in-person meeting with the Director of Housing Operations or a designee. This can be done virtually at the discretion of Housing Operations.
3. During the meeting with Housing Operations, the guidelines and policies regarding ESAs are reviewed, item by item, and the student will acknowledge the policies in writing. The student will identify the approved animal.
4. Housing Operations will arrange a meeting with the student’s assigned roommate/suite mates and their Residence Hall Coordinator. This meeting will be done in person, or virtually at the discretion of Housing Operations. All students must agree to having the animal in the environment and acknowledge they understand the ESA policies. The Coordinator will communicate the outcome of the meeting to Housing Operations.
5. Should a roommate object or have a medical reason that the animal may not be in the space, Housing Operations will explore options for either the requesting student or suitemates (contingent on the nature of the request/objection) to be reassigned. Once reassigned or new students are assigned, step 4 of the process must start over.
6. When step 4 is complete, the student will provide Housing Operations a copy of required vaccinations and licenses. A letter no more than 3 months old from a veterinarian must document that the animal is healthy, free of communicable diseases and flea/tick free. At the submission of those records, upon review from the Director of Housing Operations, the student will receive an email which will approve the animal to live in the student’s assigned room. Under no circumstances may the animal be in the residence halls until that process is completed, through this final email approval.

Time Frame for Requests

- Students planning on living on-campus during the Fall and Spring semester should start the application process before April 15th of that year.
- The Department of Housing Operations will work to complete the process in 30 to 45 days, from the date the recommendation from Disability Support Services (DSS) is received. However, the completion of that process is contingent on the cooperation of many individuals including the requesting student, the roommates/suitemates, and the veterinarian.
- The allocation/assignment of spaces for new students starts in mid-June and as a result, recommendations received by DSS after June 1st may result in students not being able to bring their ESA to campus until the following semester, pending the completion of the approval process noted above.
- For students seeking an animal for the Spring term, that recommendation should be received by October 1st of the fall semester. Students seeking an animal for the Summer term, the recommendation should be received by April 1st. Requests made after these dates may result in students needing to wait until later in the semester to bring their animal to campus.
- Approvals are good for that academic year only. For the following academic year, the process will need to start over by requesting a meeting with the Director of Housing Operations or designee (step 2). If new accommodations are requested, the student may be directed to begin the process again with ECU DSS (step 1).

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Acknowledgement of policies and responsibilities for maintaining the approved animal 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 animal must not engage in behaviors or noises that are disruptive to others, including but not limited to: excessive barking, excessive whining, growling, excessive grooming, excessive sniffing of people, intrusion in the personal belongings of others, or any other excessive or aggressive behavior of any kind. The required removal of the animal may occur should it violate these provisions or pose a threat to the health or safety of others.
 - 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, roommate's personal belongings, and the like. The Owner is expected to cover these costs at the time of repair and/or move-out. Pest control charges can also be charged to the student post check-out, should the room need to be treated for fleas.
 - The Owner's residence may be inspected for fleas, ticks, and other pests 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.
 - The Owner must place the ESA in a Restricted Area whenever the Owner is not present in the Owners room. Dogs and cats are expected to be crated when the Owner is not present. ESAs are not permitted in any other parts of a residential facility or building on campus, except when being removed from the building for exercise or toileting. When being transported outside of a crate, the animal must be controlled and, on a leash, or lead at all times.
 - Outdoor animal waste must be properly cleaned up immediately.
 - 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.
 - The Owner must notify Campus Living 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 with Housing Operations. This process may take an additional 45 days, pending approval of roommates/suitemates and potential referral back to DSS.
 - ESAs may not be left unattended overnight in any residence hall to be cared for by another student in the residence hall system. ESAs must be taken with the Owner if they leave campus for a prolonged period.
 - The Owner agrees to fill-out an emergency card for the animal. In the event of an emergency, the University will contact the designated person(s) to retrieve the animal. The person should be reasonably able to respond in no less than 5 hours. The emergency contact may not be another student in the residence halls. The University will verify the contact prior to the approval of the animal. The student acknowledges that in the event of an emergency or if the animal has been left for an unreasonable or cruel amount of time unattended, the animal may be turned over to either animal control or a local veterinary hospital. All bills associated with this will be owed by the Owner and placed directly onto the Owner's student account.
 - In the event of an emergency evacuation of a building or of the campus, the university will not retrieve or relocate the ESA. It is the student's responsibility to have an evacuation plan. ESAs are not permitted on university owned transit assets.
 - The Owner agrees to continue to abide by the ECU Student Code of Conduct and Campus Living Housing 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.
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- Any violation of the above rules may result in the removal of the ESA from university owned or managed residence halls, utilizing the Campus Living Contract Review process. Owners are given 24 hours to remove an animal, after that the matter is treated as a contract violation and may result in the cancellation of the Owner's housing agreement. Students/Owners having their contracts/agreements cancelled remain responsible for all remaining housing charges (rent for the year). Appeals regarding removal of an ESA can be done in writing to the Associate Vice Chancellor of Student Affairs for Campus Living. The cancellation of a housing contract due to violating the ESA policies, goes through the regular Housing Agreement appeals process as outlined in the Handbook.
- Campus Living may place other reasonable conditions or restrictions on the animals depending on the nature and characteristics of the animal.
- The University is not responsible for the well-being of the animal. The Owner acknowledges that any harm suffered by the animal due to facility related issues (heat, AC, water, leaks, storms, etc.), by other students, guests or should a staff member need to take possession of the animal due to violations of this agreement or for the care/removal of the animal, are not the responsibility of the University, State of North Carolina or individuals employed by the University and working as agents of the State.

By my signature below, I verify that I have read, understand and will abide by the Guidelines outlined above, in addition to the [ECU Regulation "Animals on University Property"](#)

Resident Owner Signature

Date

Housing Operations Representative Signature

Date

Residence Hall Coordinator Signature

Date

Residence Hall and Room: _____

ESA Name, Species, Breed and Description

Animal Type (dog, cat, other): _____ Breed or Sub Type: _____

Name of Animal: _____

Any additional information to note about the Animal: _____

Emergency Contact Card

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

It is preferred that the Owner is responsible for contacting this individual(s) to make arrangements. The University will make that contact if the Owner is incapacitated, unwilling or otherwise unable to do so. The emergency contact may not be an individual who resides in University controlled housing.

If 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 or turned over to Pitt County Animal Control at the discretion of the University.

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First Emergency Contact:

Name: _____ Relationship to Owner: _____

Phone: _____ Email: _____

Address: _____

Second Emergency Contact:

Name: _____ Relationship to Owner: _____

Phone: _____ Email: _____

Address: _____

By my signature below, I verify that I own the animal serving as my ESA, and I understand the Emergency Contact guidelines.

Resident Owner Signature

Date