



## Disability Resource Center

### **Procedures for requesting to have an Emotional Support Animal (ESA) in University Housing**

An ESA may not reside in University Housing without the prior approval of the University. Disability Resource Center (DRC) and Housing & Residential Education (HRE) work in collaboration on all ESA requests. Students planning to have their ESA reside in University housing are required to follow the steps outlined below **before** bringing the animal to campus:

Please note: All housing requests are evaluated on a case-by-case basis. Incomplete applications or those without disability documentation will not be considered.

1. **Before completing any of the steps below, [please click here to fill out your initial request for accommodations and services with our office.](#)**
  - a. Please note that step 2 can be completed via this link as well if you have your materials ready to be uploaded. If you do not have documentation ready for upload at this time, other methods for submission will be listed within the above request form.
  - b. A staff member will email you with a link to complete a housing accommodation request form.
2. Submit the [Emotional Support Animal Documentation Form](#) completed by your licensed medical or mental health provider, a color photo of your animal, and a copy of your animal's up-to-date vaccination records. After submitting the required documentation, a DRC staff member will notify the student if the documentation and other paperwork is sufficient to move forward in the process.
3. With sufficient documentation, a DRC staff member will instruct the student, via email, to schedule an appointment with a DRC staff member. During this appointment, the student will engage in the following process with a DRC staff member:
  - a. Provide self-reported information about their disability and the need for their ESA in University Housing.
  - b. Review of documentation of disability and animal records (described in step 1). Additional documentation may be needed from the student's provider and/or their ESA's veterinarian. This may involve a DRC staff member directly contacting the student's provider to obtain more information about the impact of the student's disability and their ESA. If this is necessary, DRC staff will have the student fill out a release of information, granting permission to DRC to contact the provider.
4. After the student has submitted sufficient documentation and completed the initial meeting at DRC, an ESA Committee will review the request at a meeting, which typically occurs once per

month. The Committee will only review ESA requests after all the requirements described above are completed by the student and/or their provider.

5. The student will be notified of the ESA Committee's decision via email within 7 to 10 business days, following the ESA Committee meeting. In some cases, the Committee may request more information. If this situation arises, a DRC staff member will contact the student.
6. Students whose Emotional Support Animal request is not approved will have the opportunity to have that decision reconsidered if they feel that the request was unfairly evaluated for any reason. Students will receive information about the reconsideration process upon receiving a denial notification. Students should be advised that there is only one reconsideration opportunity which is the final decision regarding the request.
7. If the Committee authorizes the ESA can reside in University housing, a DRC staff member will notify the individual of their provisional approval, pending the completion of the steps outlined below. This means that the ESA cannot reside on campus until the steps below are completed. Unapproved animals found on campus will be removed from University Housing. All expenses for the care/boarding of the animal are the responsibility of the owner and may be charged to the student's account if left unpaid. All vaccines and shots must be current for boarding.
  - a. The student is instructed to schedule a follow-up appointment with DRC to review the Housing & Residential ESA Policy, which outlines responsibilities for maintaining an animal in the student's residence.
  - b. Once the follow-up appointment has occurred, a DRC staff member will notify HRE of the pending ESA approval and provide copies of the signed ESA policy, the vaccine records, and a color photo of the animal.
  - c. An HRE staff member will contact the individual by email to arrange a time to conduct a room inspection to finalize this process.
  - d. If the individual has not done so already, they must provide proof to HRE that a valid Greeley Pet License has been obtained.
  - e. If the individual has suitemates/roommates, HRE will contact them by email to inform them that the ESA will be residing in the shared living space and to inquire whether there are conflicting health/medical or other concerns for roommates with the animal in the shared living spaces. If concerns arise, DRC and HRE will collaborate to resolve any concerns. HRE will notify the individual when their ESA can reside in University housing.

**Note:** You are REQUIRED to ensure that HRE always has a current copy of your ESA's vaccine records and proof of a Greeley Pet License. **Failure to keep vaccinations and records current may result in the removal of the animal from University Housing.**

**It is a violation of the University's Student Code of Conduct for any student to provide knowingly false information about whether they have a disability for any purpose including, but not limited to, a request to be allowed to keep an animal on campus. Such violations subject the person doing**

so to disciplinary sanctions under the Student Code of Conduct. Among other things, to provide false information regarding one's disability status adversely affects the ability of the University to respond to the legitimate needs of persons with disabilities.