

MUSKINGUM

U N I V E R S I T Y

Request to Register an Emotional Support Animal

Section A.

Handler Name: _____ Academic Year: _____

Student ID #: _____ Cell #: _____

Type/Breed of Animal: _____

Animal's Age: _____ Animal's Name: _____

Consent to Release Information. I give permission to the Disability Education Office to disclose information related to my request to register an emotional support animal to personnel in Student Affairs, University Police, Compliance & Risk Management, or others on an as-needed basis. In addition, information may be shared with a potential and/or actual roommate and/or neighbor(s) on an as-needed basis. Disclosed information may include confirmation that I have a disability and relevant identifying, health, and safety information about my ESA. This information may be shared to prepare for the ESA and/or resolve any potential concerns regarding the presence of my ESA. My ESA may be noticed by others who visit or reside in University housing. I agree that the DEO may acknowledge the presence of my ESA and may explain that under certain circumstances, animals are permitted for persons with disabilities.

I have read and understand the Consent to Release Information and the University's Animals on Campus Policy and agree to be bound by thereby.

Signature: _____ Date: _____

Section B.

I have received and read the ESA policy and have discussed the ESA with the applicant:

- I agreed to have the ESA in the room.
- I wish to discuss alternate arrangements with the DEO.

Roommate's Signature: _____

Section C. For Office Use Only

- Request for Information Form received ESA's vaccination record received
- Photographs received
- Approved NOT Approved

Coordinator for Disability Education Office

Date

Reproduced from the University's Animals on Campus Policy.

104. Emotional Support Animals

(D) Rules and Responsibilities for ESA Handlers

- (1)** An ESA is restricted to the handler's designated housing assignment and may not be taken into any other areas on campus.
- (2)** The handler is responsible for the ESA's well-being, care, and cleaning, including, but not limited to, regular feeding, bathing, grooming, daily care, and proper veterinary care. The University has discretion to direct the handler to obtain and provide documentation of appropriate veterinary care as needed.
- (3)** When an ESA is left unattended in a handler's room, the animal must be restrained in an enclosure appropriate for the animal, such as a cage, aquarium, crate, carrier, or kennel. An ESA may not be left alone overnight in campus housing without the handler.
- (4)** Any animal approved as an ESA must be "housebroken," and any dog or cat must be at least 12 months old at the time of registration. The animal must be trained to urinate and defecate in designated areas only. Handlers are required to promptly and properly dispose of all animal waste in appropriate outside trash containers.
- (5)** When transporting an ESA outside of the handler's residence, the animal must be controlled by the handler using standard restraints, such as a collar/harness and leash or carrier. ESAs are not permitted to run freely on University property. In the event the ESA is a dog, proper restraint of a dog complies with Ohio's leash laws and protects handlers from having their dog designated as a nuisance, dangerous, or vicious dog under Ohio law.
- (6)** The handler is responsible for assuring the appropriate behavior of the ESA at all times. Upon receipt of a report alleging inappropriate behavior by an ESA, the University will review the totality of the circumstances to determine an appropriate outcome, as stated in section 104(E).
- (7)** The handler will be responsible for any damages caused by the ESA to the handler's residence or other property, beyond normal wear and tear. Likewise, the handler will be responsible for any personal injury caused by the ESA. "Other property" includes, but is not limited to, property owned by the University, another student, or any member of the University community, including visitors and guests.
- (8)** The handler's residence may be inspected for fleas, ticks, pests, and/or damage once per semester, or as needed. If fleas, ticks, or pests are detected, the residence hall will be treated using industry-standard extermination techniques by a pest control service selected by the University. The student will be billed for the expense of any such pest control treatment.

- (E) Reporting concerns and policy violations.** Concerns about a handler's treatment of an ESA, violations of this section of the Policy, or concerns about ill, odorous, unsanitary, disruptive, or aggressive ESAs should be reported to Student Affairs personnel. Upon receipt of a report, Student Affairs will perform a prompt inquiry, which may include entry to any housing area by Student Affairs personnel and/or University Police. If the report is substantiated or other negative conditions regarding the ESA are observed, the Associate Vice President of Student Affairs ("AVPSA") will consider the facts, the risk to health or safety of the animal or community, and any other appropriate information to determine an outcome. The AVPSA may allow the handler to correct the issue, or the animal may be removed from campus. Documentation of the outcome and rationale therefore shall be written by the AVPSA and maintained in the student's file at the DEO.

**Disability Education Office
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