



# University Housing

SOUTHEASTERN LOUISIANA UNIVERSITY

## Emotional Support Animal Policy for Residents Living In University Housing

University Housing prohibits animals in on-campus housing with the exception of a single non-dangerous fish in a vessel no larger than one (1) gallon. In accordance with the Fair Housing Act, University Housing provides reasonable and appropriate accommodations to individuals with a documented disability that necessitates a need for an emotional support animal (ESA) to live with them in University Housing. Requests must be submitted for review by the Emotional Support Animal Review Committee, and all requests are evaluated on a case by case basis. The Emotional Support Animal Review Committee includes representatives from University Housing, Student Accessibility Services, the University Counseling Center, and a student representative.

This information does not address service animals, which is a dog or miniature pony that is trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Inquiries regarding service animals should be made to the Office of Student Accessibility Services at:

Student Accessibility Services  
Tinsley Hall, Room 102  
SLU 10496  
Hammond, LA 70402  
[accessibilityservices@southeastern.edu](mailto:accessibilityservices@southeastern.edu)

**No ESA may be kept in University Housing until the student receives written approval from the University Housing Office as a reasonable accommodation under this policy. Failure to abide by this will be considered a violation of the Student Code of Conduct, and charges will be filed for violations of this policy.**

University Housing reserves the right to amend the Emotional Support Animal Policy and its appending documents at any time as circumstances require.

## Section I: Definitions

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### Emotional Support Animal

For the purpose of this document, comfort and therapeutic companion animals will be referred to as emotional support animals. An emotional support animal refers to an animal which provides therapeutic benefit, such as alleviating or mitigating some symptoms of a disability, and/or providing comfort, to an individual with a mental or psychiatric disability.

### Pet

A pet is an animal kept for ordinary use and companionship. A pet is not considered an emotional support animal or a service animal. Pets are not covered by these guidelines. Residents are not permitted to keep pets in University Housing with the exception of a single non-dangerous fish in a vessel no larger than 1 gallon.

### Approved Housing Animal

An approved housing animal refers to an emotional support animal that has been approved as a reasonable accommodation under these guidelines.

### Owner

The owner refers to the University Housing Resident who has requested the accommodation and has received approval to bring the ESA into University Housing.

## Section II: Required Documentation for ESA Requests

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HUD/Fair Housing regulation provides that emotional support animals be considered a reasonable accommodation in campus housing. Since HUD/Fair Housing regulations only apply to housing facilities, the animal shall not be allowed in other areas of campus. In order for an emotional support animal request to be considered, there must be documentation from the treating medical professional including signature, professional title(s), credentials/licensure (if applicable), and contact information (address, telephone number, and email). The documentation must include the following:

1. Completion of the Emotional Support Animal Request Form
2. Completion of Verification Form for the Emotional Support Animal
3. Completion of the Veterinarian Verification Form for Emotional Support Animal Request
4. Completion of the Acknowledgment Form

The Verification Form for the Emotional Support Animal and the Veterinarian Verification Form for Emotional Support Animal Request will be sent to the student's Southeastern email address following the completion of the Emotional Animal Request Form.

### Section III: Housing and Urban Development (HUD) / Fair Housing Regulations

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The Department of Justice approved Assistance Animal Policies and Agreements permit a university seven factors in determining the reasonableness of a request for an emotional support animal:

1. Whether the animal's size is too large for the available space.
2. Whether the presence of the animal would force another student out of that space.
3. Whether the animal could violate the right of peace and enjoyment of the residential community.
4. Whether the animal is housebroken.
5. Whether the vaccination record is up to date.
6. Whether the animal poses a direct threat to others, including a history of aggressive behavior.
7. Whether the animal has caused excessive damage beyond what is considered reasonable to the university's property.

University Housing reserves the right to reassign a student with an ESA to a different room configuration as needed.

A request for an ESA may be denied and deemed unreasonable if the presence of the animal:

1. Imposes an undue financial and/or administrative burden.
2. Fundamentally alters University housing policies.
3. Poses a direct threat to the health or safety of others, or would cause or caused substantial property damage to the property of others, including University property.
4. Fundamentally alters the nature of University operation.
5. The animal poses or has posed in the past a direct threat to the student or others (e.g., aggressive behavior towards or injuring the student or others).
6. The animal causes or has caused excessive damage to the residence beyond reasonable wear and tear.
7. The animal poses health risks from infectious diseases or safety concerns regarding containment that cannot be sufficiently mitigated for inclusion in the communal living setting.

Animals that exhibit aggressiveness are not appropriate for University housing, regardless of whether or not they have actually injured someone (i.e., the University does not have to wait until someone is harmed – an exhibition of aggressive behavior is automatically disqualifying).

## Section IV: Responsibilities of Resident with Emotional Support Animal Accommodation

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Students who plan to apply for an ESA as a reasonable accommodation in University Housing are asked to make formal notification to the University Housing Office within thirty (30) days prior to checking into their assignment in accordance with this policy. Upon approval of an ESA, the owner must complete and sign an acknowledgement form before the ESA is permitted in the residence hall.

1. Owner must comply with all state laws and local animal ordinances.
2. Only one ESA will be approved per resident due to space limitations.
3. The ESA must wear an identification tag at all times.
4. The owner may not bathe the ESA in University owned facilities.
5. The owner may not launder any materials or bedding in any University owned facilities.
6. The resident will provide University Housing with contact information for an alternate caregiver if the resident is unable, or unwilling, to provide adequate care.
7. The ESA should not be left alone for extended periods of time in the owner's room or apartment.
8. In the event that an ESA is left alone in a room or apartment for an extended period of time and is not being properly cared for, University Housing will contact the owner or their emergency contact to remove the animal.
9. If the owner and their emergency contact are unreachable, University Housing may notify the Tangipahoa Parish Animal Control Center and shall have the right to have the ESA removed at the owner's expense.
10. ESAs may not be left in the care of other residents. If the owner is to be absent from the residence hall overnight or longer, the ESA must accompany the owner.
11. The owner is exclusively responsible for the ESA's behavior and/or any damages caused by the ESA, including any odors, noise, or other conduct of their animal that disturbs others or damages the premises. The owner that violates this policy or these obligations may be required to remove the animal from the residence hall room or apartment.
12. If removal of an ESA is necessary, the owner will be given twenty-four (24) hours after notification to voluntarily remove the animal. If the owner fails to remove the animal within the allotted time frame, the University may have the animal removed at the owner's expense by the Tangipahoa Parish Animal Control Center.

13. An approved emotional support animal must be housebroken (i.e., toilet outdoors or use a litter box). The resident is responsible for cleaning up all animal waste (both indoors and outdoors) in a timely, effective fashion. Failure to dispose of animal waste appropriately will result in a violation of University Housing policies and will result in disciplinary action.
14. When the owner is not in their room, the animal must be crated in the event the room is accessed by maintenance or other staff. Animals are to be kept in appropriate crates/kennels with flooring and liner to prevent any damage to floors and to allow sanitary removal of animal waste. The owner will be required to pay for any damage and/or excessive cleaning fees caused by the emotional support animal.
15. University Housing reserves the right to inspect the cage or container of an ESA.
16. The animal must be under the control of the resident, such as on a leash or in a carrier, when being transported to and from the hall. The resident is responsible at all times for the actions of his or her animal.
17. The emotional support animal cannot interfere with reasonable enjoyment of people sharing the space (e.g. allergies, phobias, religious preferences, and need for quiet).
18. Emotional support animals are not permitted in any public common spaces within the residence halls/apartments, including community/shared bathrooms, lounges, computer labs and study rooms.
19. The owner's living accommodations may be inspected for fleas, ticks or other pests if necessary as part of the University's standard or routine inspections. If fleas, ticks or other pests are detected through inspection, the residence 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.
20. The owner may have the ESA in University housing only as long as it is necessary because of the owner's disability. The owner must notify University Housing in writing if the ESA is no longer needed or is no longer in residence. To replace the ESA, the new animal must be necessary because of the owner's disability. The owner must follow the procedures in this Policy to make a new request and receive written approval from University Housing for the new animal.
21. University Housing personnel shall not be required to provide care or food for any ESA including but not limited to, removing the animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove the animal and may not be held responsible for the care of, damage to, or loss of the animal.
22. The owner must provide written consent for University Housing to disclose information regarding the request for and presence of the ESA to those individuals who may be impacted by the presence of the animal, including, but not limited to: University Housing

personnel and potential and/or actual roommate(s) or neighbors. Such information shall be limited and only related to the animal and shall not include details related to the student's disability.

23. The owner is expected to fulfill all housing obligations for the remainder of the housing contract, should the ESA be removed from University housing for any reason.

24. University Housing is not responsible for loss of, injury to, or death of an ESA.

## Section V: Removal of the Emotional Support Animal

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The University will base determinations regarding removal of the ESA upon consideration of the behavior of the particular animal at issue, and not on speculation or fear about the harm or damages the animal may cause. Any removal of the animal may be appealed in writing to the Director of University Housing. University Housing may require the individual to remove the ESA if:

1. The ESA poses a direct threat to the health or safety of others or causes substantial property damage to the property of others;
2. The ESA's presence results in a fundamental alteration of a University program;
3. The owner does not comply with the Owner Responsibilities set forth above;
4. The ESA or its presence creates an unmanageable disturbance or interference with the University community, the ESA is disruptive to the living environment for others (e.g., barking or other loud noises, significant odor from cages or litter boxes, etc.), or the ESA causes damage to University facilities.

If such removal is necessary, the owner will be given twenty-four (24) hours' notice to remove the animal voluntarily, after which time the University may contact the Tangipahoa Parish Animal Control Center to have the animal removed at the expense of the owner. Should the ESA be removed from University housing for any reason, the owner is expected to fulfill the housing obligations for the remainder of the housing contract.

## Section VI: Additional Information

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For additional information concerning emotional support animals or other University Housing policies and procedures, please contact:

Southeastern Louisiana University  
University Housing  
Pride Hall  
SLU 10704  
Hammond, Louisiana 70402

Phone: 985-549-2118  
Fax: 985-549-5118  
Email: [universityhousing@southeastern.edu](mailto:universityhousing@southeastern.edu)  
Website: [southeastern.edu/housing](http://southeastern.edu/housing)