



**SERVICE ANIMAL INFORMATION
and
HOUSING POLICY REGARDING
EMOTIONAL SUPPORT ANIMAL ACCOMMODATIONS (ESA)**

Service Animals:

Service animals are defined under the Americans with Disabilities Act (ADA) as dogs that are individually trained to do work or perform tasks for people with disabilities. Service animals are working animals, not pets. The work or tasks performed must be directly related to the individual's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition (Husch-Blackwell, 2020).

Individuals who wish to bring a service animal to campus – including classrooms and St. Norbert College buildings open to the public – may do so without prior approval. However, students are *strongly encouraged* to reach out to the Office of Academic Success, Support and Accessibility to ensure that their experience bringing the animal to campus is smooth.

The work the Service Animal has been trained to do must be directly related to the student's disability. Examples include, but are not limited to:

- Assisting individuals who are blind or low-vision with navigation or other tasks
- Alerting individuals who are deaf or hard of hearing to the presence of people or sounds
- Alerting a person to a sudden change in blood sugar levels
- Pulling a wheelchair
- Assisting a person during a seizure
- Alerting an individual to the presence of allergens
- Retrieving items such as medicine or a telephone
- Providing physical support and assistance with balance and stability support to individuals with a mobility disabilities
- Helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors

Emotional Support Animals:

An Emotional Support Animal (ESA) is a companion animal which provides therapeutic benefits, such as alleviating or mitigating symptoms of a person's disability. ESAs are not service animals. However, an ESA may be permitted on campus as a reasonable accommodation. Prior approval must be obtained pursuant to the procedures and standards outlined below (Husch-Blackwell, 2020). An Emotional Support Animal (ESA) is restricted to the student's residence and may not accompany the student to other areas of the College without permission.

Requests for Service or Emotional Support Animals:

St. Norbert College students with disabilities may request housing accommodation if their impairments impact their ability to equally access their student housing services or programs. (See: Housing Accommodation Policy.) This policy applies to requests for housing accommodations in the form of Emotional Support Animals (ESAs).

Requests for an Emotional Support Animal (ESA) must follow the procedures for requesting an Emotional Support Animal Accommodation (See: Emotional Support Animal Policy). This includes, but is not limited to, completing the Accommodations Request form (selecting Emotional Support Animal), which can be found online at the St. Norbert website, www.snc.edu/academicsupport. A hard copy of the request form can be obtained from the Office of Academic Success, Support and Accessibility in Room 243, Todd Wehr Hall or by calling 920-403-1321. If assistance is needed in completing the form, please contact the Office of Academic Success, Support and Accessibility-Accessibility Team.

In addition to completing the Accommodations Request Form, the student will be asked to supply acceptable documentation, from a licensed care professional, confirming their disability and the need for an Emotional Support Animal (ESA) as an accommodation. Requests and documentation should be submitted at least 4 weeks in advance.

Students requesting Emotional Support Animal (ESA) accommodations must also provide animal specific documentation including verification of Animal Wellness and Animal Specific Vaccinations to the Office of Academic Success, Support, and Accessibility. The easiest way to do this is by requesting a Veterinarian (or Vet Tech) to send a signed letter, on official letterhead, indicating the animal:

- Is healthy and cleared to come live on campus
- Is free and clear of any contagious diseases (e.g., bordetella, skin infections, etc.)
- Optional: if there are any chronic illnesses (e.g., diabetic, blind/deaf, seizures, etc.)

** Please note: proof of license with the City of De Pere, Wisconsin, Verification of Animal Wellness and Animal Specific Vaccinations must be updated on a yearly basis and shared with the Office of Academic Success, Support and Accessibility-Accessibility Team.

By application, the student provides consent for the Office of Academic Success, Support and Accessibility to disclose information regarding the request for and presence of the Emotional Support Animal (ESA) to those individuals who may be impacted by the presence of the animal including, but not limited to, Residential Education and Housing personnel and potential and/or

actual roommate(s)/neighbor(s). Such information shall be limited to information related to the Animal and shall not include information related to the student's disability.

St. Norbert College reserves the right to assign an individual with a Service or Emotional Support Animal (ESA) to a single room without a roommate upon availability.

If St. Norbert College denies the request, the Office of Academic Success, Support and Accessibility will provide the student with a letter stating all of the reasons for the denial and will offer to schedule a meeting at a mutually convenient time to discuss possible alternative accommodations.

If a student with a disability believes that their request for a Service or Emotional Support Animal (ESA) has been denied unlawfully or a response has been unreasonably delayed, the student should contact the Director of Academic Success, Support and Accessibility to initiate the Appeals Process-Disputes Regarding Accommodations. More information on the Appeals Process can be found in the St. Norbert Guide to Support Services for Students with Disabilities.

Criteria for Approval of an Emotional Support Animal as Accommodation in Housing Assignment:

St. Norbert College, in consultation with the student, and other parties, as appropriate, will take into account various factors in determining whether to allow an Emotional Support Animal (ESA) as an accommodation for the student's disability. These include, but are not limited to:

- Whether the College has received satisfactory documentation of the student's disability and need for an Emotional Support Animal (ESA) as an accommodation.
- Whether the College has received all completed and acceptable Emotional Support Animal (ESA) paperwork including health and vaccine records for the animal, proof of City of De Pere licensing, and signed Student Agreement.
- Whether the Animal poses or has posed in the past a direct threat to the student or others.
- Whether the Animal causes or has caused excessive damage to housing beyond reasonable wear and tear.
- Whether the size of the Animal is too large for available assigned housing space.
- Whether the Animal's presence would force another individual from individual housing (e.g., serious allergies).
- Whether the Animal's presence otherwise violates any individual's right to peace and quiet enjoyment.
- Whether the Animal is housebroken or unable to live with others in a reasonable manner.
- Whether permitting the Animal would impose an undue financial and administrative burden on St. Norbert College or fundamentally alter the nature of College operations.

Student Responsibilities:

Students who are granted the accommodation of an Emotional Support Animal (ESA) in their residence hall unit will be required to sign and fully comply with the terms of the Student Agreement on Emotional Support Animals (ESA). The Student Agreement describes various rules and policies governing the approval for the Animal.

Removal of Emotional Support Animal

If it becomes necessary for the Student to remove the Emotional Support Animal (ESA) from College housing, for any reason, including by direction of the College, the student is still expected to fulfill their housing obligations for the remainder of the housing contract.