

Office of Student Accessibility Services

1312 Park Street (110 Holmes Hall) Bloomington, IL 61701  
p. 309-556-3231 †f. 309-556-3436 ‡accessibility@iwu.edu  
<https://www.iwu.edu/accessibility/>

Section 2: Procedure for Requesting an Emotional Support Animal in University Housing

Approval of an ESA and approval of the particular animal requested by the student is determined on a case by-case basis. Students must renew their application each academic year to have an ESA in University housing (updated documentation may be required) due to changing residential assignments and settings. Illinois Wesleyan University will accept and consider requests for reasonable accommodation in University housing at any time. However, an ESA may NOT be kept in University housing at any time ~~prior~~ to individual receiving written approval as a reasonable accommodation pursuant to this Policy. The individual making the request for an ESA should complete the steps below as soon as practicably possible before moving into University housing.

- A. The Owner will request an ESA through Student Accessibility Services.
- B. The Owner will provide an Emotional Support Animal Verification Form completed by an appropriately qualified and credentialed health care professional who has an established therapeutic relationship with the Owner.
  - 1. For incoming new students for the fall semester The Emotional Support Animal Verification Form must be signed and dated by the appropriately qualified and credentialed health care professional no earlier than July 1
  - 2. For returning students and students who request an ESA throughout the academic year: The Emotional Support Animal Verification Form must be signed and dated by the appropriately qualified and credentialed health care professional no earlier than six weeks prior to the ESA's arrival on campus.
- C. The Director of Student Accessibility Services will provide the Owner with a copy of the Emotional Support Animal Verification Form (a5.3(A)1)4.9(m) year a eq0 Tw 99dh a C.

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Section 3: Criteria for Determining if Presence of the ESA is Reasonable

University housing is unique in several aspects including the mandatory assignment of roommates for many individuals, as well as a mandate that individuals must share a room or suite in most University residences. To ensure that the presence of an ESA is not an undue administrative burden or fundamental alteration of

Section 4: Housing Policy and Access to University Facilities

- A. Students are not permitted to keep pets in University housing, other than fish.
- B. Approved ESAs are only permitted in the Owner's room.
  - 1. ESAs are NOT permitted in other residents' rooms, lounges, lobbies, offices or any other public areas of the residence halls (other than when being transported directly to/from the ESA Owner's living space please see Section 5 for further details), classrooms, dining facilities, or any other campus facilities.
- C. When applicable, ESAs are only permitted in appropriate indoor spaces for natural relief and exercise.
- D. The ESA must be properly housed and restrained, or otherwise under the dominion and control of the Owner at all times. No Owner shall permit the animal to go loose or run at large. If an animal is found running at large, the animal is subject to capture and confinement and immediate removal from University housing.

Section 5: Responsibility and Expectations of Owners with Emotional Support Animals

- A. Care and SupervisionCare and supervision (custody) of the animal is the sole responsibility of the Owner and must meet the following requirements:
  - 1. The Owner is responsible for ensuring that the ESA is contained/crated, as appropriate, when the Owner is not present during the day while attending classes or other activities. While crating of dogs and cats is n



bag and tied securely before being disposed of in a trash can. Litter boxes should be placed on mats so that feces and urine are not tracked onto carpeted surfaces.

6. ESA odor and waste accumulation must not exceed reasonable standards. Litter boxes and cage bedding must be maintained such that odors are not apparent outside of the student's living space.
7. Students with ESAs which must be toileted outside must take their animal at least 20 feet from a residence hall exit door. Outdoor animal waste/ feces, must be immediately cleaned up, contained (placed in a plastic bag and securely tied) and disposed of by the Owner in outside trash cans on the perimeter of the residence hall. Improper waste disposal is grounds for the removal of the animal.
8. If the ESA becomes sick and vomits and/or becomes incontinent it is the responsibility of the Owner to make sure it is cleaned up immediately.
9. It is expected that Owners of cats and dogs will follow veterinary recommendations for preventative treatment of fleas and ticks.

#### C. Health and WellBeing:

1. The Owner must abide by current city, county and state ordinances, laws and/or regulations pertaining to licensing, vaccination, noise, restraint, large animals, dangerous animals and other requirements for animals. It is the Owner's responsibility to know and understand these ordinances, laws and regulations. The University has the right to require documentation of compliance with such ordinances, laws and/or regulations, which may include a vaccination certificate. The University reserves the right to request documentation showing that the animal has been licensed.
2. The ESA must be immunized against disease common to that type of animal.
  - a. Dogs and cats must have proof of current rabies vaccination. A copy of the current licensing documentation for the animal will be kept on file and must be kept current. See Section 2.G for more information.
  - b. Dogs must wear a current license tag (McLean County) and a current rabies vaccination tag.
3. An ESA housed in University housing must have an annual clean bill of health from a licensed veterinarian. See Section 2.G for more information.
4. The University reserves the right to mandate that the ESA receive veterinary attention, or be removed from University property.
5. The Owner is required to ensure the ESA is well cared for at all times. Any suspected or observed issues related to mistreatment or abuse of the ESA will be reported to the proper investigatory authorities, may result in immediate removal of the ESA, and may subject the responsible individual to University disciplinary action.

#### D. ESA Behavior

1. An ESA may not disrupt others by unreasonable noises, odors, or other behaviors.
  - a. The ESA must not be unduly disruptive or pose an immediate threat to others. The Director of Student Accessibility Services, Assistant Vice President of Student Affairs, Director of Residential Life, and/or Associate Director of Residential Life shall be responsible for making such determinations about an ESA's conduct within the residence halls.





Behavior, noise, and odor must not exceed reasonable standards for a well-behaved animal and these factors must not create unreasonable interruptions for other residents.

3. The ESA is allowed in University housing only as long as it is necessary because of the Owner's disability. The Owner must notify Director of Student Accessibility Services in writing if the ESA is no longer needed or is no longer in residence.
4. If an ESA passes away while on campus, the ESA must be removed from campus within 24 hours.
5. To replace an ESA, the new animal must be necessary because of the Owner's disability and the Owner must follow the procedures in this Policy when requesting a different animal (see Section 2).

G. Right to Inspect:

1. Office of Residential Life Professional Staff maintain the right to inspect the ESA Owner's living space to investigate complaints or concerns and/or to confirm the ESA Owner's compliance with this Policy.

H. Notification of Policy Violations:

- 1.

Illinois Wesleyan University may require the Owner of an ESA to remove the animal from IWU property if:

1. The ESA poses a direct threat to the health or safety of others.
2. The ESA causes substantial property damage to the property of others or university property.
- 3.