



## DEPARTMENT OF TESTING & DISABILITY SERVICES

Wyly Tower 318 \* Ruston, LA 71272 \* (318) 257-4221 \* (318) 257-2969 (Fax)

### **Instructions for Requesting an Assistance Animal in On-Campus Housing**

An assistance animal is one that is necessary to enable the resident with a disability an equal opportunity to use and enjoy on-campus housing. An assistance animal may provide physical assistance, emotional support, stability, and other types of assistance. Assistance animals do not perform work or tasks that would qualify the animal as a “service animal” under the Americans with Disabilities Act (ADA). Assistance animals that are not service animals under the ADA may be permitted, in certain circumstances, in on-campus housing pursuant to the Fair Housing Act (FHA).

A Louisiana Tech on-campus resident may be eligible to bring an assistance animal into their residence if the Department of Testing and Disability Services (TDS) determines that the requested assistance animal is necessary for the resident with a disability to have equal access to housing. In order for TDS to make this determination:

**Completed applications with all required documentation MUST be received a minimum of 30 days prior to the start of the quarter requested. Applications received after the deadline will be considered for the following quarter.**

1. The resident requesting an assistance animal (ESA) must apply for disability services at [www.latech.edu/ods/](http://www.latech.edu/ods/)
2. The resident requesting an assistance animal (ESA) must provide documentation of his or her disability to TDS. The documentation must be specific to the student’s housing accommodation request. The *Assistance Animal Housing Request Form* must be completed annually by the student’s psychiatrist, psychologist, licensed social worker, or relevantly trained M.D. or mental health provider.
3. The resident requesting an assistance animal (ESA) and roommates/suitemates (if applicable) must complete the *Service/Assistance Animal Registration Form* annually.
4. The resident requesting an assistance animal (ESA) must provide documentation from a veterinarian including proof of current vaccinations, proof that the animal has been spayed/neutered (if applicable) and certified letter of good health.

Residents approved by TDS for an assistance animal (ESA) in their on-campus residence must comply with the Louisiana Tech University Service and Emotional/Assistance Animal Policy.

**Assistance animals (ESAs) are approved for the student’s on-campus residence only and are NOT allowed in other buildings on Louisiana Tech University campus.**

**Allowing an assistance animal (ESA) to stay in on-campus housing prior to acquiring permission from Louisiana Tech University may result in the loss of privileges related to having an emotional support animal in the future.**

**Emotional distress resulting from having to give up an animal because of a “no pets” policy does not qualify a person for an accommodation under federal law.**



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**Assistance Animal Housing Request - Medical Form**

Student Name: \_\_\_\_\_  
Please Print

Date: \_\_\_\_\_

Student ID# \_\_\_\_\_

Phone # \_\_\_\_\_

Move in date: \_\_\_\_\_

Student requests permission to bring assistance animal into on-campus housing for the following term:

\_\_\_\_\_ Fall      \_\_\_\_\_ Winter      \_\_\_\_\_ Spring      \_\_\_\_\_ Summer

Year: \_\_\_\_\_

**This form must be filled out annually by the student's psychiatrist, psychologist, licensed social worker, or relevantly trained M.D. or mental health provider.** Please answer the questions as thoroughly as possible.

Federal laws define a person with a disability as, "any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such an impairment."

1. Does the student listed above have a physical or mental impairment that substantially limits one or more major life activity including, but not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

Diagnosis (DSM-V): \_\_\_\_\_

Date of diagnosis: \_\_\_\_\_

Date first seen: \_\_\_\_\_

Number of visits: \_\_\_\_\_

Additional notes:

2. Is the proposed assistance animal (ESA) specifically prescribed by you as part of treatment? If yes, what are the disability symptoms that will be reduced by the student having the assistance animal (ESA) in their campus housing with them?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

3. What evidence exists that the proposed assistance animal (ESA) has helped reduce the impact of the student's disability in the living environment (currently or in the past)?

4. In your professional opinion, is the assistance animal (ESA) **necessary** in order for the above named student to have the same opportunity that a student without a disability has to use and enjoy their residence?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

5. In your professional opinion, is the assistance animal (ESA) **necessary** for the student to alleviate one or more of the identified symptoms or the effects of the student's existing disability? What would the impact(s) be, in terms of disability symptoms, that may result if the assistance animal (ESA) is **not** allowed?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

6. Is there a different/another accommodation that could be provided in the living environment to meet this student's needs? If yes, please describe below.

\_\_\_\_\_ Yes      \_\_\_\_\_ No

7. Please describe the animal that is being prescribed to the student (please be specific, the breed and/or type of animal).

8. Additional notes:

**Evaluator Information:**

Name: \_\_\_\_\_  
Please Print

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

License or Certificate: \_\_\_\_\_

Phone #: \_\_\_\_\_



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**SERVICE/ASSISTANCE ANIMAL REGISTRATION FORM**

**THIS FORM MUST BE COMPLETED EACH ACADEMIC YEAR THE ANIMAL IS ON CAMPUS. PROOF OF CURRENT VACCINATIONS, PROOF THAT THE ANIMAL HAS BEEN SPAYED/NEUTERED (IF APPLICABLE) AND CERTIFIED LETTER OF GOOD HEALTH MUST BE SUBMITTED WITH THIS FORM.**

Student Name (Animal Owner) \_\_\_\_\_

Student ID# \_\_\_\_\_

Date: \_\_\_\_\_

Name of Residence Hall  
Or Apartment Building: \_\_\_\_\_

Room or  
Apartment # \_\_\_\_\_

Description of the Service/Assistance Animal: \_\_\_\_\_

**I have received a copy of the Service & Emotional Support/Assistance Animal Owner Responsibilities and understand that failure to comply with any of those responsibilities may result in consequences determined by the Judicial Review Board, the Behavioral Standards Committee and/or the removal of the animal and the owner of the animal from campus housing.**

Animal Owner Signature \_\_\_\_\_

Please provide the Name & Phone# of a non-student responsible for removal of the animal in case of emergency.

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

**ROOMMATE/SUITEMATE AGREEMENT:**

- I acknowledge that my roommate or suitemate is allowed to have a service/assistance animal in his/her room.
- I understand that I may complete the Service/Assistance Animal Grievance Form and submit it to housing staff if the animal displays disruptive and/or threatening behavior.
- I understand that I will not be held responsible for any damages or cleaning costs associated with the animal described above.

ROOMMATE/SUITEMATE NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

ROOMMATE/SUITEMATE NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

ROOMMATE/SUITEMATE NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

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ROOMMATE/SUITEMATE NAME

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SIGNATURE

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DATE

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ROOMMATE/SUITEMATE NAME

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DATE

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ROOMMATE/SUITEMATE NAME

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SIGNATURE

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DATE

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ROOMMATE/SUITEMATE NAME

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SIGNATURE

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DATE

## Service & Emotional Support/Assistance Animal Owner Responsibilities

The Owner of the Service/Assistance Animal is expected to accept the following responsibilities\*:

- Students receiving this accommodation are limited to one (1) animal.
- Students receiving this accommodation must be the owner of the approved animal.
- All approved animals living on campus are required to have a campus ID.
- Owner must show animal campus ID upon request of any university employee.
- The animal must be caged or crated when being left alone for any period of time.
- Owner must comply with applicable local, state, and federal laws concerning the ownership of an animal. City of Ruston animal ordinances may be found at <https://law.resource.org/pub/us/code/city/wa/Ruston,%20WA%20thru%20%2308-13.pdf>
- The Owner, not the university or another student/resident, is responsible for the care and conduct of the animal.
- Animals must be kept clean, healthy and under the control of the owner at all times. This means that all animals are to be on a leash, harness, or within a carrier device at all times when outside of the designated living quarters (the residents assigned room).
- All required immunizations must be up to date and a copy of the immunizations must be on file with Disability Services.
- Animals residing on-campus must be spayed or neutered prior to being brought to campus.
- Animals must wear a collar with appropriate tags (i.e. vaccinations, contact information) at all times.
- Animals must possess friendly and sociable characteristics. Some specific animals can be restricted from the premises by the Director of Residential Life based on any confirmed or territorial behavior.
- Animals must not pose a direct threat to the safety of others.
- The owner is responsible for prompt clean up and disposal of the animal's waste.
- The animals waste must be taken to an appropriate residence hall or apartment dumpster.
- No waste is to be disposed of in any trash receptacle inside any building, or through any sewer system inside each building (sinks and toilets). Outside dumpsters should be used.
- Animals must sleep in the owner's room or apartment. Louisiana Tech University can inspect the residence on a regular basis to determine if there is infestation or other damages to the property.
- Animals must not be disruptive to other students including:
  - Excessive Noise.
  - Other behaviors that may be disruptive (including digging, howling, whining, etc.).
- Louisiana Tech University is not responsible for an animal during a fire alarm, fire drill, or natural disaster/building emergency.
- An animal cannot be left alone for more than 12 hours. The owner is responsible for finding appropriate accommodations for the animal when they will be leaving for a period of more than 12 hours.
- The owner is responsible for any bodily injury or damage caused by the animal to any individual, and is also responsible for the subsequent charges.
- The owner must notify the Residence Life Office and the Disability Services Coordinator, in writing, when the animal is no longer needed in the residence.
- If the owner is seeking to replace an animal with another, the student must file a new request and documentation with the Department of Residential Life.
- Approvals are only good for the academic year in which the approval is made. A new request must be filed prior to the beginning of each subsequent academic year.
- It is the owner's responsibility to keep a dog or cat on flea and tick control. The owner will be responsible for the cost of eliminating any pest infestation as a result of the animal. The university will contract an appropriate pest control company and bill the student directly if there is a problem.
- When a student and/or animal vacate the apartment at the end of their contract period, the university will inspect and clean the unit. The owner will be billed appropriate cleaning charges.

**\*Failure to comply with any of the above policies may result in consequences determined by the Judicial Review Board, the Behavioral Standards Committee and/or the removal of the animal and the owner of the animal.**