



# CSU Bakersfield

Student Affairs

Office of Student Housing and Residential Life

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## CALIFORNIA STATE UNIVERSITY, BAKERSFIELD OFFICE OF STUDENT HOUSING & RESIDENCE LIFE Service and Emotional Support Animal Guidelines

**Student Owner:** \_\_\_\_\_

**CSUB ID#:** \_\_\_\_\_

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### ASSISTANCE/EMOTIONAL SUPPORT ANIMAL HOUSING LICENSE ADDENDUM

California State University, Bakersfield Office of Student Housing provides reasonable accommodations to on-campus residents with a documented disability. University policy allows assistance animals and emotional support animals to live with residents in their on-campus housing upon recommendation by the Office of Services for Students with Disabilities (SSD) and final approval from Student Housing & Residence Life.

Student Housing & Residence Life may exclude an assistance animal or emotional support animal from housing if it 1) poses a direct threat to the health or safety of others, 2) would cause substantial physical damage to the property of others, 3) would pose an undue financial and administrative burden, or 4) results in a fundamental alteration of the University's program(s).

#### **Request and Verification Process:**

The resident must submit this information to SSD, which will review the documentation, and make a recommendation to Student Housing & Residence Life.

Student Housing & Residence Life will inform the resident of the decision in writing. If the request is approved, Student Housing & Residence Life will work with the resident to actualize the accommodation, as well as review the guidelines for maintaining the community standards and resident responsibilities while the animal is in residence.

#### **The following tasks comprise the process for approval under this policy:**

\_\_\_ Register with SSD as a qualified person with a disability under the Americans with Disabilities Act (ADA) of 1990.

\_\_\_ Meet with SSD to request eligibility for use of an assistance animal or emotional support animal while living in campus housing. SSD will make a recommendation on a case-by-case basis to Student Housing & Residence Life regarding the request, and Student Housing & Residence Life may deny a specific animal (not an entire species of animal) that actually poses a direct threat to the health and safety of others; would cause substantial physical damage to the property of others; would pose an undue financial and/or administrative burden; or would fundamentally alter the nature of the Student Housing & Residence Life's operations. Denials may be appealed first with the Director of Student Housing & Residence Life and secondly the ADA/Section 504 Compliance Officer. SSD will orient eligible residents to any pertinent campus-wide policies that may relate to the assistance animal or emotional support animal.

\_\_\_ After final approval from Student Housing & Residence Life, review, initial and sign the License Addendum.

\_\_\_ Review and sign the Assistance/Emotional Support Animal Roommate/Housemate Agreement, if applicable, after it has been signed by roommates/housemates.

\_\_\_ Meet with Associate Director of Student Housing & Residence Life prior to the animal taking occupancy in order to review the agreement and expectations.

\_\_\_\_ Provide documentation that the animal is in good health and has been vaccinated against diseases common to that breed of animal as recommended by the American Veterinary Medical Association. The Assistance Animal Accommodation form must be submitted and approved prior to the animal taking residence.

**License Addendum:**

Guidelines for Animal Care and Behavior in Student Housing

It is the responsibility of the resident with a disability to control his/her animal. Neither the University nor Housing is responsible for the care or supervision of the animal. The following outlines expectations for animal behavior, animal health and well-being, animal cleanliness and general responsibilities for the Owner. In addition, Owner must comply with all University policies regarding emotional support and assistance animals.

Housing requires:

Animal Behavior:

1. An exception to the “No Pet Policy” is granted for approved assistance animals and emotional support animals provided that their behavior, noise and waste do not exceed reasonable standard for a well-behaved animal, and that these factors do not create unreasonable disruptions for residents and the Student Housing & Residence Life staff.
2. During the Owner’s absence from the home, the approved animal must be contained based on the requirements listed in this agreement (see roommate/housemate agreement section).
3. The animal shall be house trained and able to use appropriate methods for waste elimination.
4. Student Housing & Residence Life reserves the right to revoke or modify approval of assistance or emotional support animals if they pose a direct threat to the health and safety of others; cause substantial damage to the property of others; pose an undue financial and administrative burden; or fundamentally alter the nature of Student Housing & Residence Life’s operations.

Animal Health and Well Being:

1. Approved animals must have all veterinarian recommended vaccinations to maintain the animal’s health. Documentation of vaccinations is due at time of the approval. Student Housing & Residence Life reserves the right to request and updated verification at any time during the animal’s residency.
2. All approved animals, must wear identification tags with the Owner’s contact information.

Animal Cleanliness:

1. Owners are responsible for properly containing and disposing of all animal waste, including feces.
  - a. Indoor animal waste, such as cat litter, must be placed in sturdy bag and tied securely before it is disposed of in the dumpster. Litter boxes should be placed on mats so that feces and urine are not tracked onto carpeted surfaces.
  - b. Outdoor animal waste, such as dog feces, must be immediately retrieved by the Owner, placed in a plastic bag and securely tied before disposing of it in the dumpster.

Owner Responsibilities:

1. At all times the Owner/resident is responsible for the behavior of the animal.
2. The Owner will maintain control of the animal at all times. This includes physical and behavioral control, which may require use of devices such as leashes for assistance and emotional support animals. However, if the Owner’s disability does not allow him/her to handle a leash, specific procedures for animal control should be discussed between the Owner and the University.
3. Approved animals may not be left overnight in University housing to be cared for by another individual. Approved animals must be taken with the Owner if they leave campus for a prolonged period not to exceed the time period included herein.
4. The University is not responsible for removing or caring for the animal during an emergency or an evacuation.
5. Approved animals are restricted from residential dining halls and University classrooms.
6. Residents with approved animals will have regular inspections for fleas and other pests as necessary with proper notification.
7. The Owner is financially responsible for the actions of the animal, including bodily injury, property damage, cleaning, and/or pest control.
8. The Owner is responsible for property damage, cleaning, and/or pest control charges that are above and beyond normal pest issues, cleaning and routine wear and tear. This includes costs while occupying the residence and those that are assessed after vacating the residence. The University shall have the right to bill the student’s account for these charges.
9. The Owner must notify the Associate Director of Student Housing & Residence Life in writing if the animal is no longer needed or is no longer in residence.

10. All roommates/housemates of the Owner must sign a statement of agreement and understanding that an animal will reside in the apartment with them. In the event that one or more roommates/housemates does not approve, the animal Owner may be relocated to a more suitable location, or released from their contract if a suitable location is not available.
11. In the event of other residents with allergies or conflict due to the animal's presence, the Owner and animal will relocate, if necessary, in the manner prescribed for licensees in the Housing License Agreement.
12. The Owner agrees to continue to abide by all other residential policies. An exception to a policy that otherwise would prohibit having an animal does not 1) allow other animals besides the approved animal in the housing or 2) constitute an exception to any other Student Housing & Residence Life housing policy.
13. Should the approved animal be removed from the premises for any reason, the Owner is expected to fulfill her/his housing obligations for the remainder of the contract.
14. Except in an emergency, the Owner will be given 24-hour notice of entry into the assigned space. If the Owner cannot be home, the animal must be crated or not present at the time of entry.
15. It is recommended (if not required per agreement below), that the animal is crated when the Owner is not present. Student Housing & Residence Life is not responsible for the loss or damage in the event the animal escapes the private residential area.
16. If Student Housing & Residence Life discovers any sign of abuse or mistreatment of the animal, Student Housing & Residence Life may mandate immediate removal of the animal. A post-removal due process proceeding will follow within a reasonable time.

**Additional Required Documentation:**

1. Kern County Animal Services License (to be maintained with the Housing contract).
2. Up-to-date veterinary records certifying the animal has all recommended vaccinations.
3. Provide a current photograph of the animal to be used by staff for identification purposes.
4. If applicable, a roommate/housemate agreement with every resident's signature.

**Animal Care Requirements:**

- Maximum number of hours the animal may be left unattended: \_\_\_\_\_
- Restrictions to animal access to the apartment when left unattended (check all that apply):

Crated       Confined to resident's assigned bedroom       Gated in shared space

I verify I have read, understand and agree to abide by the guidelines outlined here.

\_\_\_\_\_  
Resident/Animal Owner Signature

\_\_\_\_\_  
Date

Animal Name \_\_\_\_\_

Weight \_\_\_\_\_

Birthdate \_\_\_\_\_

Color \_\_\_\_\_

Type \_\_\_\_\_

Breed \_\_\_\_\_

# **Assistance/Emotional Support Animal Roommate/Housemate Agreement**

By signing below, I willingly agree to share the common areas of my assigned residential space with an animal that has been approved as an accommodation for my roommate. Should I have any concerns regarding the care and control of the approved animal, I will discuss my concerns with the animal's Owner, and then with my Resident Director if the animal's Owner and I cannot come to an agreement.

\_\_\_\_\_  
Roommate/Housemate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Roommate/Housemate Signature

\_\_\_\_\_  
Date

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Roommate/Housemate Signature

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Date

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Roommate/Housemate Signature

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Date

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Roommate/Housemate Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date