

Owner's Responsibilities and Guidelines for Having an Emotional Support Animal in Residence Halls

No emotional support animal will be permitted into the residence halls if it is not approved by the Disability and Learning Resource Center and Residence Life.

- Emotional support animals are solely limited to the owner's assigned residence hall room. The owner of the emotional support animal is responsible for maintaining a secure environment and must report any missing emotional support animal immediately to Residence Life staff.
- The owner of the emotional support animal is responsible for notifying roommate(s) of the presence of the animal and for working out an arrangement with the roommate(s) regarding the animal's use of space within the residence hall room.
- If required, emotional support dogs must be licensed in accordance with City of Chicago laws and a copy of the license must be submitted to Residence Life prior to the animal being allowed on campus.
- Emotional support animals must be in good health and must receive an annual clean bill of health from a licensed veterinarian. The owner must provide proof of such veterinarian visit to the Residence Life office prior to the animal being allowed on campus.
- Dogs and cats must be spayed or neutered. A copy of the official veterinarian's report must be on file with the Residence Life office.
- Collars and tags must be worn by all emotional support animals at all times.
- SAIC is not responsible for an animal during a fire alarm, fire drill, or natural disaster.
- The owner of an uncaged emotional support animal must be present in the residence hall room when SAIC staff or contractors enter the room to perform repairs or maintenance. Work cannot be completed without the owner present.
- The owner of the emotional support animal must notify Residence Life if they no longer plan on having their emotional support animal in the residence hall.
- The owner of the emotional support animal must have their ESA accommodation reviewed for re-approval by the DLRC at the beginning of each academic year.
- The owner must provide a picture (headshot) of the animal to use for a Registered Animal ARTICard. When entering 162 N State St Residences and Jones Hall with the animal, the owner must scan the Registered Animal ARTICard at the security desk. Buckingham residents do not scan the ARTICard, but should keep it for identification.
- The animal must be an appropriate size and weight for the owner's assigned housing space.
- The owner of the emotional support animal is responsible for submitting updated documentation to Residence Life before every school year.

Behavior Standards for Emotional Support Animals

- The owner of an emotional support animal must follow all city and state animal laws, outlined in the Illinois Humane Care for Animals Act and Chicago City Ordinances (<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1717&ChapterID=41>), including but not limited to the following care standards:
 - The owner is responsible for providing food and fresh water, attention and an assessment of the emotional support animal's general health daily.
 - The emotional support animal cannot be left unattended overnight at any time. The owner should take the emotional support animal with him or her or seek care from an off campus provider. The emotional support animal cannot be cared for by another SAIC resident, including the owner's roommate.

- The contact information of an emergency care provider must be given to Residence Life in the event the owner cannot take care of the emotional support animal. This person must be able to offer and/or arrange for immediate care of the animal.
- In the event that the owner cannot take care of the emotional support animal and the emergency care provider does not respond to take care of the emotional support animal, Residence Life may take the emotional support animal to a local shelter where the animal may be put up for adoption.
- The owner is responsible for regular grooming of the emotional support animal, including bathing.
- The owner is responsible for appropriate waste clean-up and overall cleanliness of the emotional support animal.
 - All waste from the room, such as litter or bedding, should be placed in a trash bag and disposed of in the dumpster outside the residence hall immediately. Any waste created outside the residence hall should be removed according to Chicago City Ordinances and placed in an appropriate dumpster or receptacle.
 - Emotional support animals must be leashed or in a carrier at all times outside of the owner's assigned room.
 - Any accidents caused by the emotional support animal in the residence hall must be reported to Residence Life staff promptly to be cleaned with appropriate products.
 - The owner is responsible for routine cleaning of floors, kennels, cages and litter boxes. Any animal-related odors will not be tolerated.
 - The owner of an emotional support animal should take precautions for fleas or ticks with flea medication prescribed by their veterinarian, such as collars or baths. Any flea infestation must be reported immediately and attended by a professional extermination team at the student's expense.
 - Specific species guidelines will be discussed in a meeting with the owner, Residence Life staff member and DLRC representative.
- The emotional support animal owner is responsible for the appropriate management of the animal in the residence hall. Disruptive and/or aggressive behavior, including but not limited to loud noises, biting, scratching, destruction of property, will not be tolerated.
- The owner is responsible for reporting any animal-inflicted injury to themselves or others.
- The owner of the emotional support animal will not pay a deposit; however, the owner will be liable for any damage repair, excessive cleaning or professional extermination required as a result of the animal.
- For dogs, obedience and training programs are highly recommended.

Removal of an Emotional Support Animal

SAIC reserves the right to remove an animal from the residence hall if:

- The animal poses a direct health or safety threat to the owner or others;
- The owner does not comply with the standards outlined above; or
- The animal causes disturbances affecting the community in which the owner resides.



Emotional Support Animal Acknowledgement and Information Form

This form must be submitted and approved by Residence Life prior to the animal occupying the assigned space.

Resident Name: _____ Student ID: _____

Building/ Room: _____ Informed Roommates? YES NO N/A

Animal Type: _____ Animal Breed: _____

Animal Name: _____ Distinguishing Marks: _____

Health and Licensing Information (All documentation must be submitted prior to the arrival of the animal)

Most Recent Rabies Vaccination Date: ____/____/____ (if applicable)

Spay or Neuter Date: ____/____/____ (if applicable)

Certificate of Health Date: ____/____/____

(Dogs Only) City of Chicago Licensure Date: ____/____/____

Emergency Contact Name for Animal Care (if owner is unavailable): _____

Emergency Contact Phone Number: _____

I acknowledge having read the service and emotional support animal procedure and agree to abide by all the conditions.

Signature of Resident

Date:

Printed Name of Resident

Signature of Assistant Dean of Residence Life

Date

Documentation Attached:

- Rabies Vaccination (if applicable)
- Spay/ Neuter Confirmation (if applicable)
- Certificate of Health
- City of Chicago Licensure Information (if applicable)