



University
of Houston
Clear Lake

Emotional Support Animal Request Process

Individuals may be permitted to have an Emotional Support Animal (ESA) within Hunter Hall if approved by Disability Services and the animal is able to be accommodated within University Housing.

The "Owner" is the individual who has requested the accommodation and has received approval to bring an ESA into University Housing.

Procedures for Requesting Emotional Support Animals in University Housing

Step One: An Owner who wants to request the use of an Emotional Support Animal in University Housing must first contact [Disability Services](#) to schedule a meeting. The purpose of the meeting is for Disability Services to determine if the Owner's request to use an Emotional Support Animal in University Housing is reasonable. If the request is found to be unreasonable, the Owner may appeal this decision to the [ADA/504 Coordinator](#).

Step Two: When a request for an Emotional Support Animal is determined to be reasonable, Disability Services will share the decision approving the request with the Owner who made the request and with University Housing.

Step Three: Once notified of the decision, the Owner is responsible for submitting the approved [insert form] to University Housing, along with any other required documentation and payments for final approval.

A student may be permitted to have an ESA in University Housing as a reasonable accommodation if:

The student has a verifiable disability and has the completed paperwork from a licensed Mental Health Provider:

- For Texas Residents, the licensed Mental Health Provider must be stationed in Texas; or
- For Non-Texas Residents, you must have completed paperwork from a licensed Mental Health Provider from the state in which you were diagnosed in; and
- has completed and submitted all required paperwork to Disability Services and Student Housing and Residential Life; and
- the ESA is necessary to afford the student with a disability an equal opportunity to use and enjoy a dwelling; and
- there is an identifiable relationship or nexus between the disability and the support the ESA provides.

If a student is permitted to have an ESA:

- There will be a minimum of a 5 business day wait between approval of the ESA, starting at the day of the meeting between the Owner and the Director of Student Housing and Residential Life to review the agreement, and when the Owner can bring the ESA to campus. During this time, roommates, suitemates, and appropriate staff will be informed of the approval of the Owner to have an animal in the residential unit/living space.
- With rare exception, students are allowed only one ESA in University Housing.
- The ESA will be restricted to the Owner's immediate residential unit/living space except to the extent the individual is taking the animal out for natural relief. When an ESA is outside of the residential unit/living space, it must be in an animal carrier or controlled by a lease or harness. No Owner shall permit the ESA to go loose, run at large, or otherwise fail to be restrained.
- ESAs are not allowed in any University facilities other than University Housing to which the Owner is assigned.
- The ESA must be contained (boxed, caged, crated, tanked, etc.) any time the Owner is not in the residential unit/living space.
- ESAs may not be left overnight in University Housing to be cared for by any individual other than the Owner.
- The Owner is responsible for controlling the ESA and its behavior.
 - The Owner is responsible for all clean up and/or damages associated with the ESA.
 - The Owner's living accommodations may also be inspected for fleas, ticks, or other pests if necessary as part of the University's standard or routine inspections. The Owner will be billed for the expense of any pest treatment above and beyond standard pest management. The University shall have the right to bill the Owner's account for unmet obligations under this provision.



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- If the ESA or its dwelling/belongings/supplies are disruptive to the living environment for others (i.e. barking, making loud noises, producing significant odors, etc.), or if there is damage done to the residence hall or campus facilities, the ESA will need to be removed from the premises within 48 hours of notice being given.
- The Owner is responsible for the custody, care and well-being of the ESA, including appropriate inoculations.
- Documentation of vaccinations, licensure, and a flea prevention method (as applicable) are required if the Owner and ESA reside in campus housing facilities, and must be submitted electronically or in-person on an annual basis prior to move-in, to be retained by Student Housing and Residential Life.
- The Owner must submit the signed Emotional Support Animal Agreement each year prior to move-in.
- ESAs need to be well cared for, clean and hygienic.
- The Owner is responsible for educating others in the campus community on how to appropriately interact with the ESA.
- The Owner must abide by current city, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals.
- Animals that may fundamentally alter the University of Houston – Clear Lake operations may not be allowed.
- Animals that may cause or have caused substantial physical damage may not be allowed.
- Animals cannot be a threat to the health or safety of others.
- A sticker identifying that room as a room with an animal will be placed on the door to help staff know prior to entering the room that there is an animal in the room.
- If any roommates/suitemates have allergies or fear of the ESA being brought into the room, they can work with Student Housing and Residential Life staff to move voluntarily.

The Owner and University Housing must adhere to all policies and procedures outlined in:

<http://www.uh.edu/af/universityservices/policies/sam/1GenAdmin/1D11.pdf>.