

## Student Disability Services

### Guide to Requesting permission to keep an Emotional Support Animal (ESA) or Service Dog in Housing

If you would like to have an Emotional Support Animal (ESA) or Service Dog living with you in Michigan Tech housing, please read through this document and fill out the corresponding forms.

#### Definitions

- Disability – A physical or mental condition which substantially limits one or more major life activity, i.e., breathing, hearing, learning, seeing, talking, walking.
- Emotional Support Animal (ESA) – An animal that provides necessary emotional support to an individual who has a mental health/psychiatric disability. The animal alleviates symptoms of the individual's disability, allowing the individual an equal opportunity to use and enjoy Michigan Tech housing. ESA animals remain in the owner's room. Documentation from a qualified professional in Michigan or the student's home state and information about the animal must be submitted to Michigan Tech for consideration and approval. Use Form A, pages 1 & 2.
- Service dog – A dog that has been trained to perform specific tasks for the benefit of an individual with a disability. Animals must be over a year of age and already trained; animals in training are not yet service animals and are not allowed on campus. Service dogs remain with their owner at all times. To have a Service dog live in Michigan Tech housing, the student must apply for an accommodation with Student Disability Services, documentation may be necessary. Use Form C.
- Therapy Animal – An animal that has been through a program of socialization and training and is taken by their handler to visit people, usually during organized events. Therapy animals are only permitted on campus by special arrangement.

Steps for requesting to keep an Emotional Support Animal or Service Dog in Michigan Tech housing:

1. A Housing application must be submitted through the regular channels for obtaining a dorm room or apartment.
2. For an ESA animal, the Student ESA Form (A) must be submitted to Disability Services.
3. For a Service Dog, disability documentation and Service Dog Form (C) must be submitted to Disability Services
4. Send completed documentation to Michigan Tech Disability Services.  
Student Disability Services  
1400 Townsend Drive  
Houghton MI 49931-1295  
Fax: 906-487-3530  
Email: [sds@mtu.edu](mailto:sds@mtu.edu)

5. Documentation must be received 60 days prior to arriving on campus. We may not be able to accommodate a request submitted after or during the requested semester.
6. When you meet with Student Disability Services for either an ESA or a Service Dog, you will be required to sign a Memo of Expectations for an ESA on the Campus of MTU.

**\*\*Please note: Insufficient documentation and/or incomplete forms cannot be processed.**

If your accommodation is approved for an ESA or Service Dog, then the following conditions will apply.

- The student-owner is responsible for all care, cleaning up after, feeding, or damage done by the animal; if the animal brings fleas into the residence the student will be charged for flea removal costs for the building
- If the animal is deemed to be dangerous, destructive, or disruptive it can be evicted from campus
- If the student-owner fails to meet a standard of care that is deemed acceptable by Housing and SDS then the animal can be evicted from campus
- Housing is able to ask about and inspect crate or container for animal, for safety and if appropriate for room size
- We have a policy of generally one animal per room
- If Michigan Tech staff must remove the animal, then student remains responsible for kenneling costs
- The student-owner will be charged under Community Conduct policies for disruptions or destruction caused by the animal
- The ESA student-owner is not permitted to leave the animal on campus when the student owner is staying off campus, i.e. no overnights, vacations, trips etc. where the animal is left in Housing
- The ESA student-owner is responsible for pre-arranging with roommates, family, friends etc. for the kenneling or other care and removal of the animal from Housing in the event the student has an emergency, such as hospitalization, arrest etc.
- The ESA animal is not allowed in areas of campus, outside the student's dorm room, with the exception of a leashed animal being taken outside to relieve itself (the student-owner is responsible for all clean up immediately after an animal eliminates waste)
- Due to disease concerns snakes, reptiles and turtles are not accepted as an ESA.

## **Waino Wahtera Center for Student Success**

Contact us: [sds@mtu.edu](mailto:sds@mtu.edu)

Phone: 906-487-3558

Administration Building Room 130

Edited: Sept. 07, 2023