



EMOTIONAL SUPPORT ANIMAL PROCEDURE

The student is responsible for submitting a request for an emotional support animal (ESA) to the Department of Residence Life. It is recommended that the student complete the *Emotional Support Animal Application Form* as well as the *Housing Accommodation Request, Verification of Disability/Chronic Health Condition Form* to submit the request. The request should be made prior to the animal arriving on campus.

No animal will be permitted into College housing that:

- Is not approved by the Department of Residence Life (in consultation with Disability Services)
- Poses a direct threat to the health or safety of others
- Would cause a substantial physical damage to the property of the College and other residents
- Would pose an undue financial and administrative burden on the College
- Would fundamentally alter the nature of the College's housing operations

All notifications regarding the status of an ESA application or currently housed assistance animal will be provided by Baker College in writing. Any supplemental documentation will be included with written notifications. These include, but are not limited to assistance animal application approvals/denials and Student Conduct Reports which reflect College sanctions due to the behavior of the assistance animal or animal owner.

Approved ESA applications will remain in effect for one academic calendar cycle. Animal owners/residents wishing to retain an ESA from one academic year to the next must complete a new ESA Application which indicates a recent visit/evaluation from the medical/health care provider and documentation which reaffirms the continued need for the animal. It is the expectation that renewal applications are submitted prior to returning to housing.

Standards for Approved Emotional Support Animals

All approved ESAs must comply with applicable state and local laws regarding animals and their treatment and care and also meet the following standards:

Dogs

- All required immunizations must be up-to-date and a copy of the immunizations must be on file with Residence Life.
- Dogs must be licensed through the local municipality and a copy of the license must be on file with Residence Life.
- Dogs must be spayed or neutered. A copy of the veterinarian's report must be on file with Residence Life.

- A Certificate of Health signed by a veterinarian certifying the dog is healthy and free from any signs of infections, contagious diseases, parasites, etc., must be on file with Residence Life.
- Collars and tags must be worn at all times. The dog must be kept on a leash at all times when outside of the residence hall, apartment or townhouse. Dogs must never be allowed to roam freely or on a tether.
- Dogs must possess friendly and sociable characteristics. A specific dog can be restricted from the premises by Baker College personnel based on any confirmed threatening or territorial behavior. Dogs that meet the definition of “Dangerous Animals” (Michigan Public Act 426 of 1988, §287.321) are not allowed.
- Microchipping your dog is not required, but strongly recommended.
- Dog obedience and training programs are highly recommended.

Domestic Cats

- All required immunizations must be up-to-date and a copy of the immunizations must be on file with Residence Life.
- Cats must be spayed or neutered. A copy of the veterinarian’s report must be on file with Residence Life.
- A Certificate of Health signed by a veterinarian certifying the cat is healthy and free from any signs of infections, contagious diseases, parasites, etc. must be on file with Residence Life.
- The cat must be kept on a leash at all times when outside of the residence hall, apartment or townhouse. Cats must never be allowed to roam freely.
- Microchipping your cat is not required, but strongly recommended.
- To avoid excessive and unnecessary damage to College property and furnishings, please ensure that your pet’s claws are groomed or are covered by protective tips.

Any Other Animal

- To be considered on a case by case basis. Animals defined “wild or exotic animals” in the Animal Industry Act, §287.731, primates, high rabies-risk animals (bats, foxes, raccoon, coyote), venomous animals, and domestic animals with unknown health history may not be allowed.

Standards of Behavior by Animal and Animal Owner

Health, sanitary, safety, and behavioral standards must be maintained as follows:

- Animals require daily food and attention, as well as daily assessment of their general health, behavior and overall welfare.
- Animals cannot be left unattended overnight on-campus at any time. If the owner must be away from campus, they must either take the animal with them, or make arrangements for them to be cared for elsewhere. Animals may not be tethered, unattended, or abandoned.

- Animals cannot be securely confined in a vehicle in which the animal's health or life is endangered by temperature or inadequate ventilation. A law enforcement/animal control officer can use reasonable means to remove the animal if the animal is in danger. The owner is responsible for charges incurred, and the officer is not liable for resulting property damage.
- Assistance animals are prohibited from academic and administrative areas of campus as well as recreation spaces as outlined by each campus.
- Animal feces, defined as cat litter box contents and any solid animal waste, must be disposed of properly. It is the owner's responsibility to remove feces from College grounds (*grounds being defined as the physical landscape adjacent to all residence hall, apartment and townhouse buildings*), dispose of it in a plastic bag, and then place that bag in the garbage dumpsters located outside. Cleanup must occur IMMEDIATELY. Animal feces may not be disposed of in any trash receptacle or through the sewer system inside any building at Baker College. Waste MUST be taken to any residence hall, apartment or townhouse dumpster for disposal.
- Residents with cats must properly maintain litter boxes. In consideration of the health of the cat and occupants of the residence hall room, apartment or townhouse, cat litter box content must be disposed of properly and regularly. The litter box must be changed with new cat litter regularly as outlined by the manufacturer.
- Animal-accidents within the residence hall room, apartment or townhouse must be promptly cleaned up using appropriate cleaning products.
- Regular and routine cleaning of floors, kennels, cages, and litter boxes must occur. The odor of an animal emanating from the residence hall room, apartment, or townhouse is not acceptable.
- The animal owner has an obligation to make sure the residence hall room, apartment or townhouse is as clean as the original standard. If the unit has carpeting, this also includes regular vacuuming and spot cleaning. Damages and extraordinary cleaning caused by the animal are the responsibility of the animal owner. Replacement or repair of damaged College-owned or personal property will be the financial responsibility of the animal owner.
- Any flea infestation must be attended to promptly by a professional extermination company at the animal owner's expense. Owners are expected to promptly notify Facilities and arrange for extermination when a flea problem is noted. Animal owners may take some precautionary measures such as: flea medications prescribed by veterinarians, flea and tick collars, taking your animal to the veterinarian for flea and tick baths. Because not all of the precautions listed here can prevent flea and tick infestations, the owner is responsible for extermination costs after vacating the residence hall room, apartment, or townhouse.
- Animals must not be allowed to disrupt others (e.g., barking continuously, growling, yowling, howling, etc.). Animals which constitute a threat of nuisance to staff, residents, or property, as determined by the College personnel, must be removed with seven (7) days of notification. If Baker College determines that the behavior of an animal can be

addressed by the owner and the owner can change the behavior of an animal so that the animal does not have to be removed, then a written action plan must be submitted by the owner. The action plan must outline the action that will take place to alleviate the problems and also must give a deadline as to the length of time the plan will take. Any action plan

must meet the approval of College personnel. The day after the deadline for removal from the residence hall room, apartment or townhouse, College staff will do an inspection to check damages and infestation and then the mandatory cleaning and extermination will be scheduled. Any animal owner found not adhering to the removal directive will be subject to disciplinary action up to and including dismissal from the residence halls.

- The animal owner is required to identify an Alternate Caregiver on the assistance animal application. In the event that the animal owner must leave campus housing for any extended period of time, the animal owner is obligated to take the assistance animal with him/her or place the assistance animal in the care of the Alternate Caregiver. Roommates, friends, and hall-mates are prohibited from assuming the role of caregiver unless specifically listed by the animal owner on the emotional support animal application.
- An animal must not be involved in an incident where a person experiences either threat of or an actual injury as a result of the animal's behavior.
- The animal owner will take all reasonable precautions to protect College personnel and students; as well as the property of the College and of the residents.
- The owner must notify Campus Safety if the animal has escaped its confines and is unable to be located within twelve (12) hours.
- All liability for the actions of the animal (bites, scratches, urination, defecation, etc.) is the responsibility of the owner.

Violations concerning any of the aforementioned may result in the resident having to find alternative housing off-campus for the animal and, as warranted, may result in disciplinary action up to and including dismissal from the residence halls.

Taking into account the potential of assistance animal -generated damage to the housing unit and/or need for extensive cleaning/fumigation, students seeking approval for a room/unit change during the academic year may experience delays in processing.