



## Residential Life

University Suites | 700 University Avenue | Monroe, LA 71209  
P 318.342.5240 | F 318.342.7002

### ESA Approval Process

**PLEASE KEEP IN MIND THE PROCESS AND DEADLINES, AND THAT THIS MAY TAKE TIME.**

Animals cannot be brought onto campus or in residence until all paperwork has been completed and approved through the Self-Development, Counseling, and Special Accommodations Center **AND** all supplemental documents submitted to and approved by Residential Life.

#### Part 1: Self-Development, Counseling, and Special Accommodations Center

In order to possess an emotional support animal on campus, the accommodation must be considered reasonable and appropriate based on a disability. It is required that a student register and obtain approval of their medical documentation through this office. All requests for the Fall semester must be submitted by **July 1** and requests for the Spring semester must be submitted by **November 1**. Please keep in mind that approval is a process and may take time.

#### Registering for Special Accommodations

- The student must complete a **Special Need Request – Intake Form** and a **Release of Information Form for Residential Life**. These online forms can be found at <https://www.ulm.edu/counselingcenter/special.html>.
- The student's licensed mental health provider (Clinical Psychologist, Psychiatrist, Licensed Professional Counselor, or Licensed Clinical Social Worker), with whom they have an established relationship, must complete and submit an **ESA Medical Document Request Form** to the Special Accommodations Coordinator. The provider can email this document to [storm@ulm.edu](mailto:storm@ulm.edu), fax to 318-342-5228, or mail to the ULM Self-Development, Counseling, and Special Accommodations Center, Attention: Kim Storm, 1140 University Avenue, Monroe, LA 71209. Please note that the provider must be licensed in the state of Louisiana, or the state in which the student is a legal resident, and must be qualified to diagnose the student's disability.
- The Special Accommodations Coordinator will review the student's documentation to determine if the requirements have been met. The student will then receive notification via their Warhawk email regarding the approval status.

#### Part 2: ULM Residential Life

Once an emotional support animal has been approved as an accommodation through the Self-Development, Counseling, and Special Accommodations Center, Residential Life will receive notification. There are situations when a particular breed or size of an animal that is requested will need to be cleared by a health and safety committee. The following is additional documentation a student must submit to Residential Life:

- The veterinary paperwork to verify the animal is in good health, has received all vaccinations, and is spayed or neutered, if applicable. The student will be responsible for providing this information with each yearly check.
- A completed acknowledgement form of ESA ownership and responsibilities.
- A roommate/suitemate consent form from all resident(s) assigned to and connected with the student's unit. The student will be responsible for collecting and submitting new roommate/suitemate consent forms if changes occur.
- A 2x3 photo (wallet size) of the animal that shows coloration, markings, features, etc. for identification purposes.

Once a student's documentation is received and reviewed by Residential Life, the student will receive notification from Residential Life of when the ESA may be brought into the residence.

# #TAKEFLIGHT