



SJC EMOTIONAL SUPPORT ANIMAL (ESA) GUIDELINES AND AGREEMENT

SJC is committed to allowing Emotional Support Animals (ESAs), necessary to provide students with mental health disabilities an equal opportunity to use and enjoy on-campus student housing. The following guidelines explain the specific requirements applicable to a student's use of an ESA in Housing and Residence Life. SJC reserves the right to amend these guidelines as circumstances require. These guidelines apply solely to ESAs that may be necessary in Housing and Residence Life. It does not apply to "service animals" as defined by the ADA (Americans with Disabilities Act Amendments Act), and whose presence on campus is explained in the [SJC Service Animal Policy](#). **Emotional Support Animals may not be brought into SJC (San Juan College) Housing and Residence Life without expressed approval of the Disability Services Office and Housing and Residence Life.** Bringing an animal in before it is approved is a violation of institutional rules and makes such a disciplinary issue and can be treated as any other infraction.

Emotional Support Animals

ESAs are animals that enable a person with a disability an equal opportunity to use and enjoy student housing by alleviating the symptoms of the disability. Unlike a service animal, an ESA might not be trained, and it does not always accompany a person with a disability. ESAs

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be a dog (most common), cat, small bird, rabbit, hamster, gerbil, fish, turtle, or other small, domesticated animal that is traditionally kept in the home for pleasure. Reptiles (other than



2. When owner is not in the assigned room, animals must be crated or contained in an appropriately sized enclosure.
3. Notwithstanding the restrictions set forth here, ESAs must be properly always housed and restrained or otherwise under the dominion and control of the owner. No owner shall allow the animal to go loose or run at large. If an animal is found running at large, the animal is subject to capture and confinement and immediate removal from SJC housing.

Student Responsibility for ESAs

1. Student is responsible for the care and supervision of the ESA (e.g., cleaning the animal, feeding/watering the animal, designating an outdoor relief area, disposing of animal waste, etc.). Student is responsible for the health and hygiene of the animal, including daily grooming and occasional baths as may be needed to keep animal odor to a minimum. Owners should not use the sinks or showers in the residence hall to bathe the ESA. Indoor animal waste, such as cat litter, must be placed in a sturdy plastic bag and securely tied up before being disposed of in an outside trash receptacle. Litter boxes should be placed on mats so that waste is not tracked onto other surfaces.
2. Each student is limited to only one approved animal.
4. Student is responsible for assuring that the ESA does not unduly interfere with the routine activities of the residence or cause difficulties for students on campus.
5. The owner is financially responsible for the actions of the ESA including bodily injury or property damage and will protect, defend, indemnify, and hold SJC, its employees and agents harmless from any injuries, damages, costs, attorneys' fees, and expenses that are caused by the ESA.
6. The owner is responsible for any expenses incurred for cleaning beyond standard cleaning or repairs to SJC premises that are assessed after the student and animal vacate the residence. SJC will apply charges to the owner's student account.
7. The owner's residence may be inspected for fleas, ticks or other animal related pests during normal Health and Safety Inspections or as needed. If fleas, ticks or other pests are detected, the residence facility will be treated using approved fumigation methods by a college-approved pest control service provider. The owner will be billed for the expense of any pest treatment beyond standard pest management in the residence facility. Repeated issues will result in exclusion of the animal.
8. The owner must abide by current city, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. It is the individual's responsibility to know and understand these ordinances, laws, and regulations. SJC has the right to require documentation of compliance with such



11. Approved Animals may not be left alone longer than 8 hours in Housing and Residence Life. Leaving the animal in the care of someone else is not permitted. Animals must be taken with the student if they leave campus for a prolonged period - dogs especially should not be left unattended through the day. The animal may not be left in the living unit if the student is not actively in residence.

Removal of ESA

1. San Juan College reserves the right to require the individual to remove the animal from housing if the ESA becomes an unreasonable burden, including but not limited to, the following:
 - a. the animal poses a direct threat to the health or safety of others or causes substantial property damage to the property of others.
 - b. the animal's presence results in a fundamental alteration of a college program.
 - c. the owner does not comply with the owner's Responsibilities set forth above; or
 - d. the animal or its presence creates an unmanageable disturbance or interference with the college community.
 - e. the animal is being abused, neglected or harmed. Cruelty to animals is a violation of policy. Beating, neglecting, or otherwise harming an animal in your care will result in the animal being removed and will be considered a violation of the Student Code of Conduct.
 - f. the animal is unruly or disruptive (e.g., barking, running around, bringing attention to itself, jumping up on people, whining, squawking, scratching, chewing, being aggressive or not being properly housebroken).
2. Should the ESA be removed from the premises for any reason, the owner is expected to fulfil the housing obligations for the rest of the housing contract.
3. Any violation of the above rules may result in immediate removal of the animal from the college. These violations may also be considered as Code of Conduct violations. SJC will base such determinations upon the consideration of the behavior of the animal at issue, and not on speculation or fear about the harm or damage an animal may cause. Any removal of the animal will be done in consultation with the Disability Services Coordinator. The owner will be afforded all rights of due process and appeal as outlined in that process.

Appeals

Appeals of reasonable accommodation decisions, including removals of ESAs, are heard by the Vice President of Student Services. The office is located at Rm. 4122 Education Services Building and the phone number is 505-566-3400

The Section 504 Title II Coordinator handles complaints of discrimination, harassment and retaliation, including, but not limited to, the accommodation process or denial of an appeal of an accommodation decision. The Assistant Director of Human Resources/Officer of Equity, Diversity and Inclusion is the designated Section 504/Title II Coordinator. The office is located at Rm. 4236 Education Services Building and the phone number is 505-566-3515.



Non-Retaliation Provision

SJC will not retaliate against any person because that individual has requested or received reasonable accommodation in SJC housing, including a request for an ESA.

By my signature below, I verify that I have read, understand and will abide by the requirements outlined here and I agree to provide the additional information required to complete my Request for Reasonable Accommodation for Housing and Residence L