



**PROCEDURE FOR EMOTIONAL SUPPORT ANIMAL (ESA)
ACCOMODATION REQUESTS -
STUDENTS AND EMPLOYEES RESIDING ON CAMPUS**

An individual with a disability may be entitled to keep an ESA as a reasonable modification to UT Martin's policy prohibiting animals in university housing. An individual may request approval of an ESA by submitting a request to the Accessibility Resource Center (ARC") prior to the ESA entering university housing. An individual shall not have an ESA in university housing without the approval of ARC and fulfillment of the Office of Residence Life and Housing's requirements for an ESA. Requests for an ESA will be evaluated and approved by ARC on a case-by-case basis and in accordance with applicable laws and regulations. In doing so, UT Martin must balance the needs of the individual with the impact of animals on other campus patrons.

An individual must demonstrate a documentable need for an ESA by completing the steps described below. ARC strongly recommends submitting a new request for an ESA between May and July 31 to ensure approval is granted prior to housing move-in day. Requests submitted during the school year must be made to ARC at least thirty (30) days prior to the desired move-in date.

A "new" request means not only a first-time request for an ESA but also (1) a request for an extension of an accommodation with an expiration date; (2) a request following an individual's voluntary termination of approval for an ESA; or (3) a request for a different animal than the previous school year.

An individual who was approved for an indefinite ESA accommodation during the previous school year, who kept the approved animal without interruption, and who wishes to keep the same animal for the upcoming school year, need not submit a new request for each subsequent school year. The individual will be contacted by the Office of Residence Life and Housing to complete any updates to the forms listed in section 5 below.

To be approved for an ESA, an individual must meet the following requirements:

1. Individual must be a UT Martin student or employee residing on UT Martin property (each, an "Individual" as used herein).
2. Individual must register with ARC through [the AIM portal](#).

3. Individual must provide documentation that the ESA is intended to alleviate one or more of the identified barriers the Individual faces in university housing because of a disability by submitting a completed [Request for Documentation: Emotional Support Animal](#) form. This form must be completed in its entirety by a physician, psychiatrist, social worker, or mental health care worker with a valid license to practice in Tennessee or the Individual's home state who has a personal knowledge of the student, consistent with his or her professional obligations. The health care provider need not use this form, but all the information requested in the form is necessary for ARC to consider the request.

4. ARC will undertake an individualized review, which may include additional conversations between ARC and the Individual or additional documentation from the health care worker. ARC will notify the Individual in writing of its decision whether to approve the Individual's request for an ESA.

5. If ARC approves the request for an ESA, ARC will send an eligibility letter to the Office of Residence Life and Housing ("Housing"). Housing will then contact the Individual to obtain the following completed documentation:

- a. Emotional Support Animal Registration Form;
- b. Responsibilities of Students Residing with an Emotional Support Animal Agreement;
- c. Veterinarian Verification Form, completed within the last year, and documentation of all applicable vaccination and licensing and registration requirements; and
- d. Alternate Caregiver's Information that identifies the following alternate caregivers: (i) at least one caregiver who lives off campus who will take the animal off campus if there is an emergency and Individual is not able to be on campus. This person cannot be Individual's roommate or anyone who lives on campus; and (ii) at least one caregiver who lives on campus and is willing to care for the animal if Individual is placed in quarantine or isolation due to Covid-19.
- e. Housing will notify current and/or potential roommate(s), apartment mate(s), or suitemate(s), as appropriate, to obtain each of their acknowledgement (via execution of the Roommate Acknowledgement Form) to have the ESA housed in their living environment.
- f. Housing may arrange a meeting with Individual to discuss the rules, regulations and procedures pertaining to ESAs or to resolve any questions or concerns pertaining to the ESA.

6. If Individual voluntarily ends the ESA accommodation or removes the particular animal from campus for any reason, Individual must notify ARC. Individual may contact ARC to reactivate their ESA accommodation and begin this process again.

7. In the event that the approved ESA is asked to be removed from the UT Martin campus due to neglect/abuse of the animal, Individual will waive his or her right to be considered for another ESA accommodation.

8. Failure to complete this entire process of approval regarding an ESA accommodation will negate the approval process and require removal of the ESA from UT Martin housing.
9. If Individual's request for an ESA is denied, Individual may appeal the decision to the Vice Chancellor for Diversity and Inclusion – Dr. Mark McCloud (mcclou5@utm.edu)