

**LaGrange College Office of Housing & Student Life**  
**Emotional Support Animals Policy**  
Revised July 2022

**Policy Statement:**

LaGrange College recognizes the importance of Service and Emotional Support Animals to individuals with disabilities and is committed to providing reasonable accommodations; fulfilling its responsibilities under federal, state, and local laws and regulations; ensuring the health and safety of the Campus Community, Guests and Visitors; and preserving the integrity of College Property. In accordance with the Americans with Disabilities Act of 1990 (ADA), Americans with Disabilities Act Amendments Act of 2008 (ADAAA), and Section 504 of the Rehabilitation Act of 1973, the College is committed to allowing individuals with disabilities the use of a Service Animal on College Property to facilitate full participation and equal access to the College's programs and activities.

In accordance with the Fair Housing Act (FHA), the College is committed to allowing Emotional Support Animals (ESA) in College Housing to provide emotional support for students with disabilities under certain conditions. This policy is designed to provide the Campus Community, Guests and Visitors with guidelines for the use of Emotional Support Animals on College Property.

The Disability Services Coordinator is responsible for establishing disability eligibility criteria, making disability eligibility determinations, and establishing appropriate Reasonable Accommodations for students.

**Definitions:**

**Emotional Support Animal:** any animal providing emotional support, well-being, or comfort that eases one or more identified symptoms or effects of a documented disability. Emotional support animals may also be referred to as a comfort or therapy animals. Emotional support animals are not individually trained to perform specific work or tasks. Pets (as defined below) are not considered ESAs.

**Owner:** is defined as the individual who registered the ESA with the ADA/504 Deputy Coordinator and is listed on file in the paperwork as the person who initially requested the ESA. This means that the owner is responsible at all times for the behavior of the ESA.

**Pet:** any animal kept for ordinary use and companionship that does not meet the definition of an ESA.

**Article I. Emotional Support Animal Access**

ESAs are not allowed to accompany persons with disabilities in public areas of Lagrange College. ESAs are only allowed in a student's assigned residence hall room after approval has been received from the ADA/504 Deputy Coordinator. Approval is then provided to the Office of Housing and Student Life, and proper documentation of the ESA is approved by the Office of Housing and Student Life.

**Article II. Registration & Identification Process**

ESAs may not be brought onto campus without prior written express approval of LaGrange College Disability Services Coordinator and Director of Housing and Campus Life. The procedure for requesting an ESAs are as follows:

1. The student must register with PACE/Disability Services as part of the approval process for the ESA.
2. The student must meet the federal definition of disability and must provide supporting documentation, such as a letter from a treating therapist, psychologist, psychiatrist, or other

medical professional who is qualified to give a diagnosis and is currently treating the student for the disability for which they are requesting an ESA.

- a. Documentation must be on official letterhead and be signed/dated within two years.
  - b. Documentation should include a specific diagnosis.
  - c. Documentation should provide evidence the provider is currently treating the student for the condition for which the accommodation is being requested.
  - d. Documentation should state the current impact or functional limitations imposed by the disability on the student's living situation and explain how the disability relates to the request for the ESA. There must be a direct link established between the diagnosis and the requested ESA.
  - e. Documentation cannot be provided by the LaGrange College PACE.
3. After the ESA has been approved by the LaGrange College Director of PACE/Coordinator of Disability Services as a reasonable accommodation, the student must register the animal annually with the Office of Housing and Student Life. The registration process may take seven to ten business days to complete once the documentation is received. On demand registrations are not supported.
  4. Documentation to be included in the ESA Registration Application:
    - a. Copies of all vaccination certifications including but not limited to rabies, fleas, ticks, and diseases common to specific animal.
    - b. Documentation from veterinarian indicating animal is in good health.
    - c. Picture of animal, written description (breed, size, weight, etc.), name of animal, and picture of cage/kennel.
    - d. Signed agreement from roommate(s) and/or apartment suitemate(s) indicating their awareness of the animal in the space.

**Note: The documentation above must be provided to the Office of Housing and Student Life on a yearly basis no later than two weeks prior to the beginning of the semester.**

5. An ESA should not be considered only as a pet. The student wishing to have an emotional support/therapy animal in the residence halls must have a verifiable disability and a related need.
6. Only one ESA will be permitted for each student. In the case that the student's treatment plan indicates the need for additional ESA(s), medical documentation must be provided and approved through the PACE/Disability Services and the Office of Housing and Student Life.
7. Due to the size of residence hall rooms, an ESA over 40 pounds or over 26" in height may not be allowed. Students are strongly encouraged to consider the space of the residence hall room, the amount of time the ESA is in the room, and the size of a kennel/crate in the room before bringing an ESA to campus. The Office of Housing and Student Life strives to ensure the health and safety of ESAs as well as their owners.
8. The ESA is restricted to the registered Owner's room and only allowed outside the unit to care for the animal outside of the building or to leave the building. The ESA must be in the Owner's immediate control and may not be allowed to be treated as a pet by others. The ESA is only permitted to stay in the Owner's residence hall room or have it outside on grassy areas and other approved outside locations and will not be permitted to stay or visit (even for short periods of time) any other areas in the Owner's residence halls (communal space, other residents' rooms, etc.), not permitted in any other college housing, and not permitted in any other campus building (even for short visits).
9. The Owner may be charged for any damage or additional cleaning caused by the ESA beyond reasonable wear and tear to the same extent that it charges other individuals for damages beyond reasonable wear and tear. The Owner's living accommodations may also be inspected for fleas, ticks, or other pests, if necessary, as part of the College's standard or routine inspections (ex. Health and Safety Checks). If fleas, ticks, or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a college-approved pest control service. The Owner will be billed for the expense of any pest treatment above and beyond

standard pest management in college housing. Additional cleaning expenses may be incurred for animal dander, odor, etc. Cleaning charges will be assessed during the move-out process when the student vacates the residence. The College shall have the right to bill the individual's account for unmet obligations under this provision.

### **Article III: Owner Responsibilities Statement**

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 Owner's responsibility to know and understand these ordinances, laws, and regulations. The College has the right to require documentation of compliance with such ordinances, laws, and/or regulations.

The Owner is responsible for the following:

1. Assuring the ESA does not interfere with the routine activities of the residence hall or cause difficulties for students living there.
2. Maintaining proper kennel/caging of the ESA when the Owner is absent from the room. If the ESA is outside the student room, it must always wear an appropriate collar and leash or must be in a carrier. ESAs must always wear an ID tag and a current rabies vaccination tag.
3. The Owner is the only individual approved to hold the leash/carrier. Facilities and maintenance staff may refuse to enter a room to do repairs or address concerns if the ESA is not properly housed (in a cage).
4. Owners are not permitted to breed a pet for any purpose.
5. ESAs must be housebroken/potty trained prior to coming into the residence halls.
6. Students must provide proof of flea prevention prescriptions as part of the application process and on demand proof of continuing flea treatment throughout the academic year. In the event of flea infestation, students must notify the Office of Housing and Student Life immediately and will be financially responsible for professional cleaning services.
7. Committing to financial responsibility for the actions of the ESA including but not limited to bodily injury and/or property damage.
  - a. The student's responsibility covers but is not limited to the replacement of furniture, carpet, windows, blinds, walls, and the like. The student is expected to cover these costs at the time of repair and/or move out.
  - b. The student is responsible for any expenses incurred for cleaning. The College maintains the right to bill the student's account for unmet obligations.
  - c. If fleas, ticks, or other pests are detected through routine housing inspections, the residence will be treated by fumigation methods by a college-approved pest control service. The student may be billed for the expense of any pest treatment beyond standard pest management in the residence halls.
8. Notifying the Office of Housing and Student Life and PACE/Disability Services if the ESA is no longer needed as an approved ESA or is no longer in residence.
9. All roommates or suitemates of the Owner must sign an agreement allowing the ESA to be in the residence space with them. If one or more of the roommates/suitemates do not approve, either the Owner and ESA or the non-approving roommate/suitemate may be moved to a different location.
10. ESAs must NOT be left alone overnight in college housing or be cared for by another student. ESAs must be taken with the Owner if the Owner leaves campus for a prolonged period or boarded locally. (Examples include weekends, athletic trips, school breaks, etc.)
11. The Office of Housing and Student Life maintains the authority to relocate the Owner and ESA as necessary.
12. Any violation of the above rules will result in a conduct violation and may result in immediate removal of the ESA from the College property.

13. Should the ESA be removed from the College premises for any reason, the Owner is required to fulfill their housing obligations for the remainder of the housing contract.
14. The Owner will comply with animal health and wellbeing requirements as outlined below.

#### **Article V. ESA Health and Wellbeing Requirements**

Policy violations, Owner negligence, and/or the mistreatment of an ESA will not be tolerated. The Office of Housing and Student Life may act ranging from conduct hearings to ESA removal. Failure to follow the Health and Wellbeing Requirements outlined below will result in a conduct hearing.

**Care & Supervision:** Proper care and supervision of the ESA remain the full responsibility of the Owner. The Owner is required to maintain control of the ESA at all times and is responsible for cleaning up the ESA's waste.

Indoor animal waste, such as cat litter, must be placed in a sturdy black trash bag and securely tied before being disposed in the OUTSIDE trash cans. Litter boxes should be placed on a mat or rug so that waste is not tracked onto carpeted spaces.

The Owner shall not bathe and/or groom the ESA or clean its cage/crate/kennel using residence hall facilities shared by other residents (such as shower rooms, laundry rooms, apartment bathtubs/kitchens, etc.).

**Emergency Evacuation:** In the event of an emergency, Owners are solely responsible for evacuating their ESA from the residential space. Evacuating the ESA should not put the Owner at risk of significant harm.

**General Health:** ESAs must have an annual clean bill of health (including vaccinations, fleas/ticks, and immunizations against diseases, etc.) from a licensed veterinarian. The College maintains the authority to direct that the ESA receive veterinarian attention.

The ESA must be immunized against diseases common to that type of animal. Dogs and cats must have current vaccination against rabies and wear a rabies vaccination tag.

**LaGrange College Office of Housing & Student Life  
Emotional Support/Therapy Animal Agreement**

The Director of PACE/Coordinator of Disability Services \_\_\_\_\_ (STAFF NAME) has been in contact with the Director of Housing and Student Life \_\_\_\_\_ (STAFF NAME) in regards to an off campus mental health professional's recommendation for you \_\_\_\_\_ (STUDENT'S NAME) to keep \_\_\_\_\_ (NAME OF ANIMAL), a \_\_\_\_\_ (TYPE OF ANIMAL & BREED – **IF PITBULL DISCUSS LAGRANGE, GA PITBULL ORDINANCE**) as an emotional support animal (based on the medical documentation and confirmation of your medical need).

Based on the off campus mental health professional's recommendation with the support of the Director of PACE/Coordinator of Disability Services and the Director of Housing and Student Life will approve you having your emotional support animal in \_\_\_\_\_ (RESIDENCE HALL & ROOM #) during the \_\_\_\_\_ (DESIGNATED ACADEMIC YEAR).

Based on this approval, the expectations as outlined below and in the current Student Handbook for this emotional support animal.

1. Copies of all vaccination certifications including but not limited to rabies, fleas, ticks, and diseases common to specific animal.
2. Documentation from veterinarian indicating animal is in good health.
3. Picture of animal, written description (breed, size, weight, etc.), name of animal, and picture of cage/kennel.
4. Signed agreement from roommate(s) and/or apartment suitemate(s) indicating their awareness of the animal in the space.

**By signing below, the student agrees to follow the expectations listed above and as outlined in the current Student Handbook and acknowledges that if the expectations are not followed, it will result in student disciplinary actions via the student conduct process and may completely void the approval to have an emotional support animal.**

Is the ESA a Pitbull or meet the definition outlined below in the LaGrange, GA city ordinance on Pit bulls?

- \_\_\_\_ YES - Need to review and complete expectations to have a Pitbull in LaGrange, GA based on city ordinance before the ESA Agreement can be signed and approved; refer to pages 3 & 4 of this document for city expectations.
- \_\_\_\_ No additional action [as it pertains to city expectations for Pit bulls] outside of the actions & expectations outlined in this agreement needs to be taken.

Print Student Name: \_\_\_\_\_ L#: \_\_\_\_\_

Residence Hall: \_\_\_\_\_ Room Number: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Director of PACE/Disability Services: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Director of Housing & Student Life: \_\_\_\_\_

Date Signed: \_\_\_\_\_

For office use only:

Vaccination Paperwork: \_\_\_\_\_ Rabies \_\_\_\_\_ Fleas/Ticks \_\_\_\_\_ Diseases common to animal

Veterinarian Statement of Good Health: \_\_\_\_\_ Date Submitted

Picture of Animal: \_\_\_\_\_ Date Submitted Written description of animal: \_\_\_\_\_ Date Submitted

Animal Name: \_\_\_\_\_ Date Submitted Picture of kennel/crate/carrier: \_\_\_\_\_ Date Submitted

Signed Roommate Agreement: \_\_\_\_\_ Date Submitted

**Emotional Support Animal Roommate Agreement Form**

Updated May 2022

Per the College's Emotional Support Animal policy, all roommate(s)/suite(s) must acknowledge the presence of an ESA prior to the animal arriving on campus. Each roommate/suite(s) must initial next to each statement to acknowledge their agreement to having an animal in the residential space.

Owner's Name: \_\_\_\_\_

Animal's Name: \_\_\_\_\_

Residence Hall: \_\_\_\_\_ Room Number: \_\_\_\_\_

Roommate(s) Name: \_\_\_\_\_  
\_\_\_\_\_

**The following statements must be acknowledged by each roommate prior to the animal arriving to campus.**

I understand my roommate/suite(s) will have a registered ESA in the residential space.

\_\_\_\_\_

In community-style rooms, I understand the animal must be kept in a crate/kennel/carrier while the owner is not in the room. In apartment-style housing, I understand the animal must be kept in the Owner's bedroom and should not wander freely throughout the apartment space.

\_\_\_\_\_

I understand the Owner must take full responsibility for the animal.

\_\_\_\_\_

I acknowledge ESAs must NOT be left alone overnight in college housing nor should I take responsibility for the animal while the Owner is away.

\_\_\_\_\_

By initialing the statements above, I acknowledge and agree that my roommate/suite(s) will have an ESA in the residential space. My signature below indicates my agreement to live in a residential space with an ESA present.

Roommate 1: \_\_\_\_\_

Roommate 2: \_\_\_\_\_

Roommate 3: \_\_\_\_\_

Owner: \_\_\_\_\_

## APPENDIX A: City of LaGrange, GA Pitbull Ordinance

### Instructions to find the city of LaGrange, GA ordinance on Pitbull

Go to: <http://lagrangega.org> - - - Click on "Code of Ordinances - - - Click in "Search" bar - - - Type "pit-bull" in "search" bar

### Article IV - PIT BULL DOGS

Sec. 10-30-40. - Definitions; standards.

(a) As defined and used in this article, the term "pit bull dog" shall refer to any dog which exhibits those distinguishing characteristics which: (1) Substantially conform to the standards established by the American Kennel Club for American Staffordshire Terriers or Staffordshire Bull Terriers; or

(2) Substantially conform to the standards established by the United Kennel Club for American Pit Bull Terriers.

(b) The current standards of the American Kennel Club and United Kennel Club referred to in this article and incorporated herein shall remain on file in the office of the assistant city manager.

(Ord. No. 06-37, § 1, 12-19-06; Ord. No. 07-12, § 3, 4-24-07; Ord. No. 16- 12 § 4, 12-13-16)

Sec. 10-30-41. - Registration; fee.

(a) In order to insure and monitor compliance with the requirements of this article, no pit bull dog shall be kept, harbored or maintained in the city unless such animal has been registered by the owner with the Animal Control Division of the LaGrange Police Department.

(b) Each registration shall include the following: (1) Name, address and telephone number of the dog's owner;

(2) Address where dog is harbored, if different from owner's address;

(3) A full description of the dog including the sex, color and any other distinguishing physical characteristics of same;

(4) Proof of inoculation and tag as required by Code section 10-30-23;

(5) Proof of liability insurance or adequate surety bond as required in this article; and

(6) Proof of proper enclosure as required in this article.

(c) Upon proper registration, city shall provide to the pit bull owner a tag to verify registration which shall be and remain attached to the dog's collar.

(d) The fee for registration pursuant this article shall be ten dollars (\$10.00). (Ord. No. 06-37, § I, 12-19-06)

Sec. 10-30-42. - Liability insurance; surety bond.

Every owner of a pit bull dog subject to this article shall at all times maintain either:

(a) A policy of insurance in the amount of at least fifty thousand dollars (\$50,000 .00) issued by an insurer authorized to transact business in the state insuring the owner of the pit bull dog against liability for personal injuries inflicted by the pit bull dog; or

(b) A surety bond in the amount of fifty thousand dollars (\$50,000.00) or more issued by a surety company authorized to transact business in this state and payable to any person injured by the pit bull dog.

(Ord. No. 06-37, § I, 12-19-06)

Sec. 10-30-43. - Proper enclosure.

(a) Every owner of a pit bull dog subject to this article shall at all times maintain for said dog a proper enclosure. A proper enclosure means an enclosure for keeping a pit bull dog while on the owner's property securely confined indoors or in a securely enclosed or locked pen, fence or structure suitable to prevent the entry of younger children and designed to prohibit the dog from escaping said enclosure. Any such enclosure shall have secure sides and a secure top, and, if the dog is enclosed within a fence, all sides of the fence shall be of sufficient height and the bottom of the fence shall be constructed or secured in such a manner as to prevent the dog from escaping either from over or from under the fence. Any such enclosure shall also provide protection from the elements for the dog.

(b) At any time that a pit bull dog is not confined in a proper enclosure as described herein, the dog shall be muzzled in such a manner as to prevent it from biting or injuring any person or animal, and kept on a leash with the owner or custodian in attendance.

(c) An exception to this code section is hereby provided for any pit bull dog being attended to by a veterinary professional, or while participating in any lawful dog show, contest or exhibition sponsored by a dog club, association, society, or similar organization.

(Ord. No. 06-37, § 1, 12-19-06)

Sec. I 0-30-44. - Impoundment.

(a) Upon complaint or upon reasonable grounds to believe that a person owns or is keeping or harboring an unlicensed pit bull dog on any premises within the city, the LaGrange Police Department or animal control officer may cause the matter to be investigated.

(b) Any unlicensed pit bull dog found within the city may be seized and impounded at the city animal shelter, during which time the owner may reclaim the animal upon proof of compliance with this article. If the owner of the impounded dog is known, such owner shall be notified of the impoundment. Should the owner fail to reclaim the pit bull within four (4) days from the impoundment, the animal may be adopted if, in the discretion of the animal control officer, said animal does not show aggressive tendencies and is otherwise a candidate for adoption.

(Ord. No. 06-37, § I, 12-19-06; Ord. No. 13-0 2, § I, 2-12-13)

Sec. I 0-30-45. - Mandatory spay/neuter.

(a) Subject to the express exceptions provided in subsection (b) below, it shall be unlawful to keep, harbor or maintain in the city any unspayed or unneutered pit bull dog over four (4) months of age.

(b) The prohibition set forth in subsection (a) above shall not apply if a veterinarian licensed in this state shall certify in writing that a specific pit bull dog is medically unfit to undergo the required spay or neuter procedure because of a physical condition which would be substantially aggravated by such procedure or would likely cause the animal's death. Such writing shall also include a description of the likely duration of the physical condition which prohibits the procedure. As soon as such condition ceases to exist, it shall be the duty of the person who harbors or keeps such animal to promptly comply with this code section.

(c) Failure to comply with this code section may result in the unspayed/unneutered pit bull to be seized and impounded at the city animal shelter and retained for ten (10) days, during which time the owner may reclaim the animal upon proof of arrangements to comply with this code section. Should the owner fail to make and give proper notice of the arrangements to comply with this code section within ten (10) days from impoundment, the animal shall be destroyed.

(Ord. No. 06-37, § 1, 12-19-06)

Sec. I 0-30-46. - Violation; penalty.

Any person who shall violate the provisions of this article shall upon conviction in the municipal court of the City of LaGrange be punished as provided in section 1-1-6 of this Code.

(Ord. No. 06-37, § I, 12-19-06)

Approved by Cabinet 7/19/22