

**BISHOP'S UNIVERSITY  
RESIDENCE LIFE -  
EMOTIONAL SUPPORT  
ANIMAL POLICY**

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Residence Life acknowledges that the land on which Bishop's University is located is the traditional and unceded territory of the Abenaki people .

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# Guiding Principales

The Emotional Support Animal (ESA) Policy is rooted in the guiding principles and values of Residence Life at Bishop's University: to support resident's success through fostering **personal growth**, developing **curiosity**, and championing **community engagement**.

The Residence Life team is committed to providing residents with learning opportunities outside of the classroom that support the student learning experience. Empowering residents to make decisions related to their **health and wellbeing** is an integral part of that learning experience.

The fundamental principles underlying the ESA policy are **respect for others** in the University community and the **humane treatment of animals**.

A proper measure of respect is showing **courtesy, consideration**, and **empathy** for others; this is simply the norm in residence and on the Bishop's University campus. As such, the ESA policy attempts to balance the **needs of the resident** and the **wellbeing** of their **ESA**, with the **needs of other residents** and the **wider community**.

**SCOPE:** The Bishop's University Residence Life - Emotional Support Animal Policy applies to all residence buildings, entrances, walkways and fire escapes.



**CURRICULAR**  
approach

## Emotional Support Animal (ESA):

- An emotional support animal (ESA) provides **support** through companionship and can help ease anxiety, depression, and certain phobias.
- An **ESA is not a service animal** and does not benefit from the same rights.
- The key difference between a service animal and an ESA is whether the animal has been trained to perform a specific task or job directly related to a person's disability (American Kennel Association, 2022).

## Service Animal:

- A service animal is **trained** to perform a **specific task or job related to a person's disability**.
- Typically, service animals are dogs.
- In Canada, service dogs require **specific training** and **certifications** (Gov of Canada, 2019).
- Canadian human rights legislation prohibits discriminating against a person with a disability who is working with a service animal, which includes the right to have a service animal public spaces and as a tenant (CNIB, 2022).

## PET:

- Is defined as a **domesticated** or **tamed animal** that is kept as a companion and cared for affectionately (Dictionary.com, 2002).

## RESIDENT:

- An individual who lives in a Bishop's University residence building.

## RESIDENT ASSISTANT (RA) & SENIOR RESIDENT ASSISTANT (SRA):

- Residents who work for the Residence Life Department.

# At a Glance

- ESA applications are processed by the **Residence Life Office**.
- ESA applications are treated on a **first-come, first-served basis**.
- The Residence Life Office reserves the right to **refuse** any ESA request, or to **revoke** a resident's right to have an ESA if they or their ESA are not meeting the standards outlined in the **ESA Agreement**.
- **No dogs** are accepted as ESAs in residence (service dogs do not fall under this policy).
- ESA application does **not** require medical documentation.
- Up to date **documentation** (vaccination, etc.) for the ESA is required as part of the ESA application.
- ESAs are permitted in a **specific and limited number of appropriately sized residence rooms**.
- A **mandatory cleaning fee (\$200.00)** is required for any ESA living in residence, to be paid by the resident **prior** to their arrival on campus.
- A **1-month probationary period** is **mandatory** for all ESAs in residence to evaluate whether they are able to meet the standards outlined in the **ESA agreement**.
- **Small animals** such as rabbits, cats, hedgehogs, ferrets, etc. may be accepted.
- **Resident Assistants (RA)** and **Senior Resident Assistants (SRA)** can also apply to have an ESA in residence and will be evaluated in the same way as resident requests.

- Only **one ESA per residence room** is permitted. In the case of apartment style rooms (Paterson Hall), the ESA must stay in the resident's room unless an agreement is reached with all roommates.
- A **sticker** indicating that an ESA is living in a residence room will be placed on the outside door of residence rooms for emergency evacuations, wellness checks, and facility maintenance checks.

ESA requests will be subject to a rigorous application process, which includes, but is not limited to:

- **Online ESA questionnaire.**
- Plan for travel if the university closes.
- Identification of a person who can care for the ESA if the resident is unable to.
- Up to date vaccination documentation (where applicable).
- **Contact information** for a veterinary clinic in the area that can care for the animal.

## **Student Accessibility Services (SAS) Housing Requests:**

- Students who have requested housing accommodation(s) as part of accessibility services **must apply for an ESA or Service Animal through Student Accessibility Services (SAS).**
- Applying through **SAS** requires **medical documentation** or **certification** for a service animal.
- Residents who are eligible for an ESA through SAS must also respect the **provisions of the ESA Agreement** and **other guidelines related to animals on campus.**
- The **mandatory cleaning fee** and **1-month probationary period** apply to all ESA applications.

## Deadline for ESA Applications:

Residents must apply before the ESA deadline for the fall and winter semesters:

- Fall 2022 deadline: **August 1st, 2022 (midnight)**
- Winter 2023 deadline\*: **December 5th, 2022 (midnight)**

\*Depending on ESA room occupancy, **winter semester ESA applications may be limited or unavailable**

## A Resident Who Wishes to Apply for an ESA Must:

- Fill out the **online ESA Questionnaire**;
- Agree to live in one of the residence rooms designated for ESAs (**apartment style** or **bog-style** only);
- Agree to **pay a non-refundable cleaning fee of \$200.00** (if accepted);
- Provide proof of **vaccination** (if applicable);
- Provide a **care plan** for their ESA (see ESA questionnaire);
- Meet with a member of the **Residence Life Team** who will evaluate their request;
- Undergo a **1-month probationary period**;
- Meet with a member of the Residence life Team after the probationary period to **review** any issues and before final approval of ESA in residence;
- Agree to have an **ESA sticker on the outside door** of their living space.

## Returning Residents:

If a returning resident wishes to **renew** their application to have an ESA for the following academic year, they are responsible for contacting the **Residence Life Office** before a certain date (communicated to residents with ESAs via Bishops email).

**Priority will given to returning residents who have an approved ESA in residence and have respected the terms and conditions of the ESA Agreement.**

# Community Living Standards

In addition to ESA Agreement, residents must abide by the **Community Living Standards (CLS)**. The CLS ensure a **safe** and **formative** experience for **all residents** and applies to all residence buildings, entrances, walkways and fire escapes. Living in residence is considered a privilege and with that privilege comes the **responsibility** to abide by the CLS. If a resident is **unable** or **unwilling** to follow the rules and guidelines outlined in the CLS, they may be involved in a **conduct process** or be **removed from residence**. There are two categories of behaviors that may result in removal from residence: **Psychosocial** and **Unacceptable**.

## Psychosocial

An individual may be removed from residence if the Health and Wellbeing Committee, in collaboration with the Director of Student Services and Student Life, determines that the resident's psychosocial needs surpass the support services offered in residence, or that they are engaging in harmful behaviours that seriously impact their health and safety or the health and safety of the residence community.

## Unacceptable

Unacceptable behaviours are those contrary to the principles and objectives of the university and its residences. The Community Living Standards (CLS) set out clear expectations of acceptable behaviour within the residence community. Residents will be held accountable for any behaviour that is deemed unacceptable through the conduct process. Residents are responsible for their behaviour and those of their guests, including any consequences of said behaviours that take place in residence.

Residents are responsible for observing the terms of the Community Living Standards, the Charter of Student Rights and Responsibilities, the Code of Student Conduct, the Residence Alcohol & Cannabis Policies, the Lease Agreement with Residence Services contract as well as the Additional Rules and Clauses.

# Contacts

## *Student Services*

### **Vice-Principal Student Affairs**

stine.lindenandersen@ubishops.ca

### **Director of Student Life and Services**

theresa.gagnon@ubishops.ca

### **Academic Facilitator**

katie.bibbs@ubishops.ca

### **Career and Transition Services**

careerservices@ubishops.ca

### **Student Accessibility**

accessibility@ubishops.ca

### **Counselling Services**

819-822-9600 ext. 2695

studentservices@ubishops.ca

Office: DON 261

### **Spiritual Care**

jdymond@ubishops.ca

### **Sexual Violence Support Centre (SVSC)**

819-822-9600 ext. 2695

SVPRS@ubishops.ca

## *Bishop's International*

### **International Students**

international@ubishops.ca

### **Exchange Students**

exchange@ubishops.ca

## *Campus Security*

819-822-9711

819-822-9600 ext. 2711

security@ubishops.ca

Office: Dewhurst

## *Student Life*

### **Campus Dining**

Telephone: 819-822-9600 ext. 2685

campusdining@ubishops.ca

### **Residence Life**

residencelife@ubishops.ca

### **Residence Services/Front Desk**

residence@ubishops.ca

1-819-822-9600 ext. 2685

### **Student Representative Council (SRC)**

src@ubishops.ca

## *Health Services*

### **Medical Secretary**

819-822-9600 ext. 2696

nurse@ubishops.ca

Office: Sports Centre - Health Clinic

## *Sports Centre & Recreation*

819-822-9600 ext. 2669

recreation@ubishops.ca

## *Mail & Print Services*

### **Mail & Shipping Services**

819-822-9600 ext. 2236

portersoffice@ubishops.ca

Office: DON 045

## *Information Technology Services (ITS)*

### **ITS Helpdesk**

819-822-9600 ext. 2273

helpdesk@ubishops.ca

Office: Library Learning Commons