

Emotional Support Animal Request

In accordance with LMU's policy on Emotional Support Animals, residential students who require the assistance of an emotional support animal and who would like to request that the emotional support animal live with them in campus housing must complete this form and provide the required documentation on or before the applicable deadline: **Fall semester (2025): by July 15; Spring semester: by October 1; Summer semester: by March 1.** Applications submitted after the deadline will be considered, but not guaranteed.

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|----------------|--|----------------|--|
| Name: | | Student ID: | |
| Academic Year: | | Student Email: | |

I. REQUIRED DOCUMENTATION.

A) MEDICAL DOCUMENTATION.

Students must submit a letter documenting their disability and disability-related need for a specific emotional support animal. The letter must be provided by a licensed and qualified professional with whom a therapeutic relationship with the student has been established. The licensed and qualified professional (e.g. psychologists, neuropsychologists, psychiatrists, clinical social workers, licensed counselors, psychiatric nurse practitioners, and other relevantly trained healthcare professionals qualified to make such diagnoses) must be located in the student's state of residence or the states of Tennessee, Kentucky, or Virginia and must have specifically prescribed an ESA as part of the student's treatment plan. The letter must be printed on the professional's official letterhead, addressed to Lincoln Memorial University, dated within six months prior to the applicable deadline, signed by the professional and include all of the following specific components:

- 1) **Diagnosis-** the specific DSM-V coded diagnosis and the initial date of the diagnosis.
- 2) **Current Impact-** a summary of current symptoms, severity (frequency and duration), and impact of the condition.
- 3) **Limitations-** a statement regarding the functional limitations of the condition on major life activities.
- 4) **Alleviation of Symptoms/Limitations-** a statement identifying how the specific emotional support animal alleviates the symptoms and/or limitations.
- 5) **Recommendation-** Recommended accommodation which should identify a specific emotional support animal.

Documentation from a family member who is a physician, a member of the LMU Office of Mental Health Counseling, or a paid emotional support animal letter writing service will **not** be accepted.

B) VETERINARY DOCUMENTATION (MUST CONTAIN A PHOTO OF THE ESA)

Students must have a veterinarian complete LMU's Veterinarian Verification Form verifying that the animal meets all of the following requirements of LMU's Emotional Support animal Policy:

- 1) At least one (1) year old.
- 2) Spayed/neutered.
- 3) Current on all required vaccinations.
- 4) Is in general good health.
- 5) Is free of flea/tick/heartworm infestation and is on a preventative medicine or has a flea/tick collar.

- 6) Is negative for internal parasites or has been appropriately treated for internal parasites.
- 7) has a demeanor and disposition conducive to living in community housing.

Documentation from a family member who is a veterinarian or an employee of LMU College of Veterinary Medicine will not be accepted.

C) STUDENT VERIFICATION (MUST CONTAIN A RECENT PHOTO OF THE ESA AND THE STUDENT).

Students must complete and submit the Student Verification Form verifying all of the following:

- 1) The student has read and understood the Emotional Support Animal Policy.
- 2) The student has identified two emergency contacts for the animal. One is on-campus and one is off-campus.
- 3) The student will comply with the Owner rules and regulations.
- 4) The ESA will be removed from campus housing if there are any violations of the Owner rules and regulations.
- 5) The student may be subject to discipline for violation of the Owner rules and regulations.
- 6) The student will be required to pay any charges incurred for damage caused by the animal or additional cleaning deemed necessary as a result of having the animal in campus housing. All charges must be paid in full, or the student will not be allowed to return to campus.

II. Please upload the required documentation here:

a. Medical documentation

b. Veterinary documentation

c. Student verification

Requests will be reviewed and a decision communicated to the student's LMU email account within thirty (30) working days of receipt of the request. Requests that do not include the required documentation or include incomplete documentation will not be processed.

If the request is approved, the student will be provided instructions on registering their emotional support animal with the Office of Residence Life.

If the request is denied, the student may appeal the decision in accordance with the Emotional Support Animal Policy Appeal Procedure.