



Student Name:		Campus:	Meeting Date:
Student ID:		Room:	File Date:
Term:		Staff Name:	

MID-PLAINS COMMUNITY COLLEGE EMOTIONAL SUPPORT ANIMAL POLICY AND AGREEMENT

Mid-Plains Community College Emotional Support Animal (ESA) Policy

Although it is the policy of Mid-Plains Community College (MPCC) that students are generally prohibited from having animals of any type in MPCC housing, MPCC will consider a request by a student with a mental health disability for reasonable accommodation from this prohibition to allow the presence of an emotional support animal (ESA). MPCC will consider such modification of policy, as mandated by the Fair Housing ACT (FHA), to assure that the student has an equal opportunity to use and benefit from MPCC's housing program. This policy explains the specific requirements applicable to an individual's use of an ESA in MPCC housing. This policy applies solely to ESAs that may be necessary in MPCC housing. It does not apply to service animals, whose presence on campus is explained in the MPCC Service Animal Policy. MPCC reserves the right to amend the Policy as circumstances require. Notice of procedural changes will be given consistent with Mid-Plains Community College's standard means of communication.

No ESA may be kept in MPCC housing at any time prior to the student receiving approval as reasonable accommodation pursuant to the Policy. Animals found to be in residence prior to this formal approval must be removed immediately. Failure to abide by this restriction will be considered a violation of the Student Code of Conduct.

Emotional Support Animal (ESA)

An emotional support animal (ESA) is an animal whose presence helps mitigate the effects of a mental health disability. Unlike service animals that are trained to perform specific tasks that are important to the independence or safety of their disabled handler, ESAs are generally not trained to perform disability-specific tasks. Their therapeutic support is a function of their presence and interaction with the person with a disability. ESAs are not pets.

Approval for having an ESA in residence is a two-step process. First, the student must establish their need for an ESA. Approval for a specific animal to serve in that role is a separate step. The student may need to consider an alternative to the requested animal. Generally, ESAs approved to reside in MPCC housing are dogs or cats, but MPCC will consider requests for other commonly domesticated animals on a case-by-case basis.

Even if the student with a disability establishes the need for an ESA and it is allowed in MPCC housing, an ESA is not permitted in other areas of MPCC (e.g. facilities, libraries, academic buildings, athletic buildings and facilities, classrooms, labs, individual centers, etc.). Permission to bring an animal approved as an ESA into other areas on campus will be considered under a separate process through the Office for Disability Services.

Policy revised 6/2026



Mid-Plains Community College Residential Accommodation Process

Mid-Plains Community College (MPCC) recognizes the importance of Emotional Support Animals (ESA) to individuals with mental health disabilities. The following two-step process has been established to ensure reasonable accommodation for residents who demonstrate a need for ESA's in MPCC residence halls. The requirements, guidelines, and appropriate protocols for receiving residential accommodation and keeping ESAs in the residence halls are set forth below.

MPCC reserves the right to amend this process. Notice of procedural changes will be given consistent with Mid-Plains Community College's standard means of communication.

Although MPCC will attempt to provide reasonable accommodation for students participating in this process, we cannot anticipate every possible circumstance. If a student believes his or her disability has not been reasonably accommodated, please contact MPCC Disability Services and/or Residence Life, and we will review the situation.

Section I. Definitions

A. Approved Animal

An Approved Animal is an animal that has been determined by MPCC Disability Services to be reasonable accommodation under MPCC policy. ESAs are not allowed in the residence halls until the Handler has completed the residential accommodation procedure, and the use of the animal has been determined to be reasonable accommodation by MPCC Disability Services. **MPCC will not assess a fee for payment or surcharge for an approved ESA. Generally, only one (1) animal will be approved to serve as an ESA per student. Only one (1) animal will be approved per housing unit.**

B. Owner

The Owner is the student or other covered person who is responsible for the Emotional Support Animal, has requested accommodation, and has received approval to use the animal as reasonable accommodation from MPCC Disability Services.

Section II. Residential Registration Procedure

Emotional Support Animals (ESA) may not be brought into MPCC housing until the registration procedure has been completed and all necessary documentation is provided. Students will be charged \$100 per day for having an unapproved animal on campus.

The procedures for requesting residential accommodation in MPCC housing are outlined in this section:

1. MPCC residents requesting reasonable accommodation must first meet with MPCC Disability Services and complete the appropriate accommodation process for their ESA. Due to the complexity of residential accommodations, MPCC maintains a priority deadline of 60 days prior to the start of the term for completion of the ESA Registration Form by the resident. However, if the request for accommodation is made fewer than 60 days before the individual intends to move in MPCC housing, MPCC cannot guarantee that it will be able to meet the individual's accommodation needs during the first semester or term of occupancy. If the need



for the accommodation arises when an individual already resides in MPCC housing, he/she should contact Disability Service Office and complete the Request Form as soon as possible. MPCC cannot guarantee that it will be able to meet the accommodation needs during the semester or term in which the request is received. The ESA may be approved for the start of the next term of residency.

2. If a resident's Service Animal or ESA has been approved as residential accommodation by MPCC Disability Services, MPCC Disability Services will notify the Office of Residence Life (Student Life). Student Life will contact the Owner within 10 business days of notification to schedule a meeting with the Owner and discuss the residential accommodation procedure. During the meeting, Student Life will guide the Owner through the registration process and instruct the Owner on the residential registration policy and procedure. At this time, Student Life will also provide residents of the Owner's Hall and Student Life/Safety staff with reasonable notice of the approved animal's arrival.
3. If the approved animal's presence in the residence hall will adversely affect another resident, e.g. due to allergies, it is that resident's responsibility to contact MPCC Disability Services. If that resident's condition (e.g. the allergy) will be serious enough to require accommodation per MPCC Disability Services, Student Life will endeavor to accommodate everyone with minimal disruption. Resolutions will be reached on an individual basis.
4. When completing the ESA Registration Form, the owner must submit the following documentation:
 - a. Documentation of disability. This documentation should come from a source of an ongoing therapeutic relationship with the student. A therapeutic relationship entails services provided by a health care provider in good faith and with actual knowledge of an individual's disability and disability-related need for an ESA. Documentation must be on letterhead from the health care provider.
 - b. Proof that the animal is vaccinated and licensed as required by law.
 - c. Dogs and cats should be at least 12 months old.
 - d. Owner must supply proof that the ESA has been spayed or neutered. Dogs and cats should be spayed or neutered before being brought into the residence hall.
 - e. Picture of the ESA for identification purposes.
5. The Owner must collect signatures from each roommate(s) confirming that they do not object to the ESA sharing their living space. The signatures needed will depend on the Owner's housing assignment:
 - a. North Campus: The Owner must collect the signatures of their roommate(s) and all the residents in the apartment.
 - b. South Campus: The Owner must collect the signatures of their roommate(s) and all the residents in the apartment.
 - c. Brooks Hall: The Owner must collect the signatures of their roommates(s).
 - d. Paramedic Housing: The Owner must collect the signatures of their roommate(s) and all the residents in the apartment.
 - e. Roommate signatures will be collected on page 7 of this document.
6. If a roommate objects to the ESA, Student Life will determine reasonable accommodation on an individual basis, up to and including voluntary or mandated housing reassignment of either the Owner or the roommate. In between terms, if the roommate(s) is unavailable, Student Life will accept written confirmation from the roommate(s) MPCC email account in lieu of the signed form.
 - a. Incoming Students: If the Owner is a first-year student or transferred, they may not have met their roommate(s) before beginning the residential accommodation process. In these instances, Student Life will contact the roommate(s) to collect signatures, unless the Owner requests to collect signatures themselves.
 - b. Accommodating Disabilities: MPCC's goal in this process is to ensure the Owner retains as much control as possible, but we understand this will vary between individuals. If the Owner's disability interferes with



or prevent them from collecting signatures, Student Life will contact the roommate(s) to collect the signatures instead, or work with the Owner and MPCC Disability Services to identify an alternative strategy that reasonably accommodates the Owner.

7. Once the ESA Registration Form has been completed and all documentation turned in, Student Life will notify the Owner and MPCC Director of Disability Services that the residential registration process is complete. If the animal is approved as reasonable accommodation, the ESA can be brought into MPCC housing. *ESAs may not be brought into MPCC housing until the registration procedure has been completed, all necessary documentation provided, and MPCC Disability Services has approved the animal as reasonable accommodation; Students will be charged \$100.00 per day for having an unapproved animal on campus.*
8. If a facilities issue delays the registration process, Student Life will inform the Owner via MPCC email.

Section III. Owner Responsibilities

After successfully completing the residential registration process and moving the ESA into MPCC housing, the Owner will be held to certain responsibilities, outlined below. Failure to abide by these responsibilities may result in adverse actions, including but not limited to charges to the Owner's student account and the ESA's removal from MPCC housing. 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. MPCC has the right to require documentation of compliance with such ordinances, laws, and/or regulations, which may include a vaccinations certificate.

1. **Approved Areas:** Approved ESAs are allowed only in the Owner's private room, suite, or apartment. Other residence halls and buildings are restricted. Owners must take their ESA to and from the room through the nearest exit – the ESA is allowed in common areas of the residence halls only while being transported to and from the Owner's living area. Any time the ESA is outside the Owners assigned residential space, the ESA must be on a leash or harness, or in a cage or kennel.
2. **Behavior:** The Owner is responsible for assuring that the ESA does not unduly interfere with the routine activities of the residence or cause difficulties for students who reside there. ESAs must be obedient and manageable. ESA's must be housebroken.
3. **Disruption:** ESAs are not allowed to disrupt others, e.g. barking continuously, growling, etc., nor are they allowed to threaten or intimidate.
4. **Cost:** The Owner is financially responsible for the actions of the approved animal, including bodily injury or property damage. The Owner's responsibility includes the cost of damages in his or her assigned space, as outlined in the housing contract and in the Residence Hall Handbook. The Owner is expected to cover these costs at the time of repair and/or move-out. Student Life will charge damages to the Owner's student account.
5. **Change of Accommodation:** The Owner must notify MPCC Disability Services and Student Life if the ESA is no longer needed as an Approved Animal or is no longer in residence. To replace an ESA with a different one, or to return with the ESA after notifying MPCC that it is no longer needed, the Owner must file a new request for accommodation and complete the residential registration process.
6. **Accommodation Renewal:** To renew the residential accommodation, the Owner must provide annual documentation to Student Life that ESA's vaccinations and shots are current as required by law and that ESA is in good health. Documentation must come from a veterinarian and is due at least two weeks prior to the start of fall term. If accommodation begins in the spring, renewal will not be required until August of the following calendar year.
7. **Animal Waste:** Animal waste, including cat litter box contents or similar waste containment systems, must be disposed of properly, e.g. in a sealed bag taken out to the residence hall dumpster. Feces may not be disposed



in common trash receptacles, in toilets or the MPCC sewer system. Owners with cats must maintain and regularly clean litter boxes via the litter manufacturer's instructions. *Animal accidents in the residence halls and animal waste on campus property must be cleaned up immediately with the appropriate cleaning products.*

8. **Cleanliness:** Regular and routine cleaning of the residence hall room, suite, litter box, kennels, and cages is required. Animal odor emanating from the room and/or in the residence hall will not be tolerated.
9. **Health Inspections:** Student Life conducts routine Health & Safety Inspections in the residence halls during the academic year. During these Inspections, Owners' rooms will also be checked for fleas and ticks. The Owner may be billed for any treatment beyond regular pest management. The Owner is encouraged to pursue preventative treatment for fleas.
10. **Pest Management:** If the Owner suspects or determines that their ESA has fleas or other pests, the Owner must notify Student Life immediately.
11. **Animal Containment:** The Owner is responsible for ensuring that the ESA is contained, as appropriate, when the Owner is not present. The cage/kennel must be of an appropriate size for keeping the ESA. Neither the animal nor the cage/kennel and accessories can be washed in communal bathroom facilities. In housing assignments with common spaces, the ESA may not be kept in any common space while the Owner is out.
12. **Overnight Care:** An ESA may not be left in the Owner's room overnight if the Owner is not spending the night in the room. ESAs also may not be left in the care of other residents. If the Owner intends to be out of their room overnight, he or she is responsible for making plans to accommodate the ESA. If MPCC determines an ESA is in a room overnight without its Owner, that animal will be removed from MPCC housing and boarded elsewhere at the Owner's expense. If the Owner will be absent overnight due to MPCC activity, Owner must have express written approval from Residence Life to leave ESA in the care of another roommate/resident. ESA must be housed in the Owner's room during this time and all rules and regulations will be followed.
13. **Accommodation and MPCC Policy:** Except for those policies specifically relating to the residential accommodation for the ESA, the Owner will be held to all policies outlined in the Student Handbook, Code of Conduct, and Residence Hall Handbook.
14. **Escape:** The Owner will notify Student Life or the Associate Dean of Students immediately if the ESA escapes.
15. **Liability:** ESA should not cause damage to the housing unit. The Owner is liable for all actions of the ESA, e.g. bites, scratches, damage to the personal property of others, etc. MPCC strongly encourages the Owner to purchase liability insurance for this reason but does not require it.
16. **Health & Safety of the Animal:** The Owner is responsible for the proper care, health and well-being for the ESA. Reports of neglect or abuse will be investigated by Student Life and/or Campus Security; this includes but is not limited to prolonged confinement in the animal's kennel or failure to properly maintain a litter box.
17. **Contract Fulfillment:** Should the ESA be removed for any reason by the Owner or by MPCC, the Owner is required to fulfill his or her housing obligation for the remainder of the housing contract.
18. **Inappropriate Identification:** The Owner may not dress or accessorize their ESA in a way that could identify it as a Service Animal.
19. **Housing Changes:** Student Life offers all residents the opportunity to switch housing assignments, if space is available. If the Owner switches rooms using this process, or if new roommates plan to move in with the Owner, Student Life will require signatures confirming that the Owner's new roommates do not object to sharing their space with an ESA.
20. **Other:** MPCC personnel shall not be required to provide care or food for any ESA including, but not limited to, removing the animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove the animal and may not be held responsible for the care, damage to, or loss of the animal.



MPCC—Residence Life
Housing@mpcc.edu
308-535-3762
308-345-8177

Section IV. Damages

The Owner will be responsible for any damages caused by the ESA. Although normal wear is expected, excess damage resulting from the ESA or its presence will be billed to the Owner's student account at check-out.

Section V. Removal of the ESA

MPCC may exclude/remove an ESA for any of the following reasons:

1. ESA poses a direct threat to the health or safety of others.
2. ESA's presence has resulted in damage to MPCC property or the personal property of others.
3. ESA's presence results in a fundamental alteration of an MPCC program.
4. The ESA or its presence creates an unmanageable disturbance or interference with the MPCC community.
5. The Owner fails to pose for the proper identification of their ESA (i.e. identification card or tag).
6. The Owner fails to abide by *Section III. Owner's Responsibilities*.

If Student Life receives a report indicating one of the above behaviors or incidents has taken place, an investigation will be conducted in consultation with MPCC Disability Services; under exigent circumstances, MPCC has the right to mandate immediate removal of the ESA from MPCC housing pending completion of the investigation.

The exclusion/removal of an ESA may be appealed to the Associate Dean of Students.

By my signature below, I verify that I have read, understood, and will abide by the policies and procedures outlined here. I agree to complete the Approved Animal Registration Form, attempt to collect my roommate(s)' signatures as required, and provide all necessary documentation regarding my ESA's health.

Student Name

Student Signature

Kade Erickson, Assistant Director of Residence Life

Robin Rankin, Director of Disability Services

Date

Violation of Contract: MPCC may require the owner to remove an ESA from MPCC housing if there is a violation of the ESA Agreement. If owner refuses to remove ESA from MPCC housing, MPCC will transport ESA to the nearest Animal Shelter. Owner will be responsible for retaining possession of ESA from the animal shelter. Owner will be responsible for paying any expenses incurred from this removal. Owner is required to fulfill his/her housing obligation for the remainder of the housing contract.

Emergency Contact: The Owner must identify, and provide contact information, for an Emergency Contact who does not reside in MPCC housing and who will be responsible for taking charge of the ESA should the Owner be unable to care for the animal in the residence hall. This Emergency Contact must be prepared to take/remove the animal from the residence hall within 12 hours of notification. Owner must complete ESA Emergency Contact/Veterinary Information Form.

NAME: _____ TELEPHONE NUMBER _____



Section VI. ESA Registration Form

Owner Information

		<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>											
Name		Owner's Student ID											
Street Address		City, ST		Zip Code									
()		()		()									
Primary Phone		Secondary Phone		Work Phone		Ext.							

Approved Animal Information

Name		Animal Type	
Physical Description:			

Emergency Contact if Owner is Unavailable

Name		Primary Phone			
Street Address		City, ST		Zip Code	

Office Use Only				
Documentation Needed	Date Received	Staff	Date Filed	Staff
Proof of Vaccination				
Proof of Spay/Neuter				
Veterinary Bill of Health				
Photo of Approved Animal				



Section VII. Roommate/Suitemate Agreement

By my signature below, I understand that I will share the common areas of my assigned residential space with the animal approved by this agreement. Should I have any concerns regarding the care and control of the approved animal, I will discuss my concerns with the approved animal's Owner and then with Residence Life at 308-535-3762 or Jason Osmotherly; osmotherlyj@mpcc.edu if the approved animal's Owner and I cannot come to an agreement.

Owner's Name (Print)

Approved Animal's Name)

Approved Animal Type

1			
Resident's Signature	Student ID		Date
2			
Resident's Signature	Student ID		Date
3			
Resident's Signature	Student ID		Date
4			
Resident's Signature	Student ID		Date
5			
Resident's Signature	Student ID		Date
6			
Resident's Signature	Student ID		Date
7			
Resident's Signature	Student ID		Date

Office Use Only		
Date Rec'd	Date Processed	Date Filed
Staff	Staff	Staff



From: Disability Services
RE: Emotional Support Animal Emergency Contact/Veterinary Information
Semester & Year: _____

_____ is an approved Emotional support Animal, owned and cared for by _____.

If at any time _____ is unable to care for and or is hospitalized, _____ is to be put into emergency care of _____.

The emergency contact's phone number is _____.

If the emergency contact is not available or refuses to care for the ESA, please contact the veterinarian. The phone number for the veterinarian is _____.

I, _____, owner of the ESA, hereby grants Mid-Plains Community College officials on my behalf to put my ESA _____ into emergency care if at any time I am unable to care for said ESA. If my emergency contact is unavailable and/or denies MPCC from placing my ESA in their care, then I give permission to contact my veterinarian on file. I understand it is my responsibility to update my emergency care and veterinarian information with MPCC Disability Services, so it is current at all times.

Signature of Owner

Date