REQUEST FOR SERVICES
Emotional Support Animal

Upper Iowa University, in compliance with the Fair Housing Act (FHA), may allow Emotional Support Animals as a reasonable accommodation in residence hall rooms of students with documented disabilities. While Emotional Support Animals are permitted in university residence hall rooms, apartments, and houses, they are prohibited from public areas such as dining centers, classrooms, computer labs, or other university property.

Students with Emotional Support Animals will be responsible for the ownership of the animal, including maintaining and controlling the animal at all times. Students may be responsible for any cost associated with damages the animal causes to campus property or other persons.

It is important that you, as the student requesting an Emotional Support Animal, complete this form to the best of your ability and return the application to the Student Accessibility Services Office along with documentation from a physician or licensed mental health professional supporting your need for this particular accommodation. The supportive documentation verifies that you meet FHA’s definition of a person with a disability, describes how the animal will assist you and shows the relationship between your disability and the need for assistance.

Additional, Emotional Support Animals must have current vaccinations on file with Student Accessibility Services.

Please note that eligibility for accommodations will not be determined until a completed Request for Services form and relevant documentation are on file.

GENERAL INFORMATION
Name: ___________________________________________ Student ID: ________________________________
Address: _______________________________ City: __________________ State: ___ Zip Code: ______
Local Phone number: ___________________________ Cell Phone number: ___________________________
Preferred Email address: ________________________________

If approved, when would this accommodation begin? _______________________________________

Type of Animal you intend to bring: ____________________________________________
Current UIU Student □ Yes □ No
Class Status: ___ Freshman ___ Sophomore ___ Junior ___ Senior ___ Graduate Student ___ Other

Major: __________________________________________________________________________________
Minor: __________________________________________________________________________________

Prospective UIU Student
___ Not yet admitted to UIU (transfer, prospective incoming freshman, prospective graduate student)
___ Prospective Transfer student (admitted)
___ Prospective Incoming Freshman Student (admitted)
___ Prospective Graduate Student (admitted)
___ Other prospective student. Explain: __________________________________________________________________________________

Anticipated Entrance Semester ___ Fall ___ Spring ___ Summer

Anticipated Major: __________________________________________________________________________________

STUDENT VERIFICATION
I verify that the information contained within this document is accurate to the best of my knowledge.

Student Signature: ____________________________________________ Date: ________________

Send the completed form and documentation to:

Student Accessibility Services Office
Upper Iowa University
605 Washington Street
PO Box 1857
Fayette, IA 52142
Fax: (563) 425-5949
accessibility@uiu.edu

Chapter 22 Code of Iowa: This information is requested to determine your eligibility for accommodations. Only directory information may be released to third parties. All items are required and therefore incomplete forms may not be processed.
Once a student has been determined to qualify to have an ESA by Student Accessibility Services, the following additional requirements must be met:

- The student must register their approved animal with Student Accessibility Services and Residence Life by providing all necessary documentation **at least 30 days prior to the arrival of the ESA.**
- The student is responsible for ensuring all veterinarians recommended vaccinations are completed and documented. **Proof of vaccination is required before moving the animal into the residence.** Upper Iowa University reserves the right to request an updated verification at any time during the animal’s residency.
- The student is responsible for properly containing and disposing of the animal's solid waste (e.g. feces).
  - Indoor Service/Emotional Support animal waste, and/or used litter, must be disposed of in an outside trash dumpster. Litter boxes must be placed on mats to minimize contamination of flooring surfaces.
  - Outdoor Service/Emotional Support Animal solid waste must be immediately retrieved by the student, placed in a plastic bag and securely tied before being disposed of in an outside trash dumpster.
- Students are responsible for providing food and water for their animal within the confines of their bedroom. Animal food should be kept in a closed container within the student’s bedroom.
- If the animal vomits, leaves solid waste, and/or becomes incontinent, it is the responsibility of the student to make sure the contaminated area is cleaned up immediately. If the contamination occurs indoors, clean-up must include disinfectant of the area and carpet or floor treatment to minimize damage to the facility.
- Bathing or grooming of the animal is expected to avoid significant odors and/or to manage shedding.
- Students are responsible for taking effective precautions to avoid flea and tick infestations. The student residence may be inspected for fleas, ticks or other pests as needed. The Residence Life staff will schedule the inspection. 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. Student will be billed for the expense of any pest treatment. If the problem reoccurs, the student’s contract may be terminated.
- The student is responsible for assuring that the animal does not unduly interfere with the routine activities of the residence or cause difficulties for students who reside there. **Sensitivity to residents with allergies and to those who fear animals is important to ensure the peace of the residential community.**
- The animal must be under the care of the student at all times while on college property, including within the residence halls/apartment. It is expected that the animal will be controlled by a leash or harness at all times while on college property. The animal may be off-leash/harness within the confines of the student’s bedroom, but must remain under the control of the student and must be leashed/harnessed outside of the bedroom, or if a roommate(s)/apartment mate(s) requests leashing/harnessing. When the animal is unattended, it must remain in the student’s bedroom.
Unlike service animals, support animals are generally prohibited in indoor areas considered public including, but not limited to, community bathrooms, lounges, dining centers, computer labs, classrooms, office workspaces, and nonresidential facilities on campus. Requests for permission to have support animals in residence or in public areas must be made to the Student Accessibility Services Office.

The animal must not be left unattended for longer than a 9 hour period and may not be cared for by another member of the campus community. Students who must leave for extended periods of time must take their service animal with them while they are not on campus.

The student is financially responsible for the actions of the animal, involving bodily injury or property damage. This includes, but is not limited to any replacement of furniture, carpet, window or wall covering as well as cleaning costs considered above the normal cleaning provided for rooms.

*The ESA application must be turned in yearly if the ESA is still needed in the residence halls.* The student must notify Residence Life and Student Accessibility Services in writing if the animal is no longer needed as an emotional support animal or is no longer in residence. To replace one animal with a different animal, the student must file a new request.

The student agrees to continue to abide by all other residential policies. An exception to the policy that otherwise would prohibit having an animal does not constitute an exception to any other policy.

Should the animal be removed from the premises for any reason, the student is expected to fulfill their housing obligations for the remainder of the housing contract.

The University may exclude/remove the animal when it 1) poses a direct threat to the health or safety of others, or 2) results in a fundamental alteration of a college program.

Any violation of the above rules may result in immediate removal of the animal from Upper Iowa University. If this occurs, the student has a right to appeal the decision through Student Accessibility Services.

By my signature below, I verify that I have read, and agree to abide by, all the guidelines outlined above.

_______________________________  _____________________
Student Signature                      Date

_______________________________  _____________________
Residence Life Director               Date

The above student has provided documentation that supports a request for an emotional support animal (ESA).

_______________________________  _____________________
Student Accessibility Services Provider  Date
REGISTRATION FORM
EMOTIONAL SUPPORT ANIMAL

Please complete this form and submit it to the Director of Student Accessibility Services in the Office of Student Life, at least 30 days prior to the arrival of the Emotional Support Animal (ESA) on campus. An ESA may not be brought on campus until the complete application has been received and approved. Complete a new form if any changes in the information about your approved ESA occur. Student is required to have a meeting with the Assistant Dean of Student Life at the beginning of this process.

Provide the following documentation along with this form:

1. Letter or documentation from veterinarian documenting the ESA’s vaccination record as well as future vaccination due dates (if possible). This letter should be on the veterinarian’s letterhead, and include a signature. Local veterinarian contact is also recommended.

2. Colored photo of the animal.

<table>
<thead>
<tr>
<th>Student Name: ___________________________</th>
<th>Student ID Number: ___________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s Permanent Address: ___________________________</td>
<td></td>
</tr>
<tr>
<td>Student Hall and Room Number: ___________________________</td>
<td></td>
</tr>
<tr>
<td>Student’s Cell Phone Number (to be used for emergency purposes): ___________________________</td>
<td></td>
</tr>
<tr>
<td>ESA’s Name: ___________________________</td>
<td>Type of animal and breed: ___________________________</td>
</tr>
<tr>
<td>Description of ESA (height, weight, color, etc. – must attach picture)</td>
<td></td>
</tr>
<tr>
<td>Is the ESA current on recommended vaccinations? Y/N. If no, explain.</td>
<td></td>
</tr>
</tbody>
</table>

Alternate/Emergency caregiver* for the ESA if owner is unavailable:

<table>
<thead>
<tr>
<th>Name: ___________________________</th>
<th>Address: ___________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Number: ______________________</td>
<td>Relationship to Student: ______________________</td>
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</tbody>
</table>

Student Life
REQUEST FOR INFORMATION FROM MEDICAL PROVIDER

Emotional Support Animal

Student’s Name: ______________________

Re: Proposed ESA (if identified):
Name: ___________________ Type of animal: ___________________ Age of animal: ______________

The above-named student has indicated that you are the licensed mental health professional who has
prescribed the accommodation of an Emotional Support Animal (ESA) to reside in the student’s
University housing. Generally, we accept documentation from providers in the State of Iowa or the
student’s home state. Letters obtained from the internet rarely provide the information necessary to
support an ESA request. So that we may better evaluate the request for this accommodation, please
answer the following questions:

Information about the Student’s Disability
Pursuant to the Fair Housing Act, a person with a disability is defined as someone who has “a physical or
mental impairment that substantially limits one or more major life activities.” Pursuant to this definition,
does the student have a disability?

What is the nature of the student’s physical or mental impairment(s)? (How is the student substantially
limited in major life activities?)

Please identify whether the student is using any measure (i.e. medication, ongoing treatment, therapies,
etc.) that mitigates the limitations caused by their impairment(s), and if so, whether those measures are
successful.

Please identify how long you have been treating the student for the above impairment(s) and whether
this treatment is ongoing.

Importance of ESA to Student’s Well-Being
What limitations will be reduced by having an ESA?
Is there evidence that an ESA is currently helping this student or has helped this student in the past?

In your opinion, how important is it for the student’s well-being that an ESA be in residence on campus? What consequences, in terms of disability impairment(s), may result if the accommodation is not approved?

Please identify any other accommodation that may be as equally effective as allowing an ESA in University housing.

Thank you for taking the time to complete this form. If we need additional information, we may contact you at a later date. The named student has signed this form (below) indicating written permission to share additional information with us in support of the request.

Please provide contact information, sign and date this questionnaire.

Contact information: __________________________________________________________
Address: _________________________________________________________________
Telephone: _______________________________
FAX and/or Email address: _________________________________________________

Professional Signature: ______________________________ Date: _______________
License #: ______________________________

STUDENT (please sign this form before providing it to your licensed health provider to complete):
By signing below, I consent to allowing my health provider to share any information relevant to my need for an ESA as an accommodation, as shown on this form, with necessary personnel for the next 60 days.

__________________________________________  _____________________________
Signature Date

Send the completed questionnaire to:

Student Accessibility Services Office
Upper Iowa University
605 Washington Street
PO Box 1857
Fayette, IA 52142
Fax: (563) 425-5949
accessibility@uiu.edu
ANIMALS ON UNIVERSITY OWNED OR CONTROLLED PROPERTY POLICY STATEMENT

Purpose
To maintain campus health, safety and security standards relative to animals allowed on institutional property; to permit services that animals provide to students, faculty, staff, the institution and the community; and to identify the distinction between those animals permitted on and those excluded from institutional property.

Policy Statement
To protect public health and safety, the university regulates the kinds of animals allowed onto university-owned or controlled property. Service animals (as defined by the Americans with Disabilities Act [ADA]), support animals (as defined by the Fair Housing Act [FHA]), and working animals (as defined by this policy) are permitted as provided by law and this policy. Companion animals with a valid license, current vaccinations, under proper restraint (e.g. leashed), and accompanied by their owners, are permitted on campus grounds – but prohibited from entering campus facilities (e.g. administrative and academic buildings, residential facilities), and from being on campus athletic and recreation fields.

Types of Animals

1. Service Animals
Service animals are dogs, or other animals required by federal or state law, trained to do work or perform specific tasks directly related to an individual’s disability such as guiding an individual with impaired vision, pulling a wheelchair or fetching dropped items. Service animals, including those in the process of training, may accompany a person with a disability or a person training the animal in public facilities and accommodations or places to which the general public is invited (e.g. academic buildings, administrative offices, residence halls), as long as the animal is under control.

2. Support Animals
Support animals are animals that provide therapeutic benefit to individuals with a disability, and are prescribed by a physician or licensed mental health professional. Unlike service animals, support animals require no specific training and do not provide specific service with activities of daily living - as their mere presence with the individual mitigates the effects of the disability. Support animals are permitted in university residence hall rooms, apartments and houses. Unlike service animals, support animals are generally prohibited in indoor areas considered public including, but not limited to, community bathrooms, lounges, dining centers, computer labs, classrooms, office workspaces, and nonresidential facilities on campus. Requests for permission to have support animals in residence or in public areas must be made to the Student Accessibility Services Office (student request) or Human Resources (employee requests).

3. Working Animals
Working animals are animals used: a) in academic courses or for education and research purposes; b) for law enforcement and rescue purposes; or c) under the direction of licensed mental health professionals employed by the university for therapeutic purposes on site at the Counseling Services or in public spaces. Working animals are permitted on campus by authorized individuals. The Assistant Vice President of Student Life will determine if and when working animals are permitted on campus.
4. **Companion Animals**

Companion animals are animals living with individuals for purposes of pleasure, leisure time activity and companionship. Generally, companion animals are prohibited from entering campus facilities. Exceptions are provided for: a) the University President’s residence; b) University-owned houses; and c) Residence Life Coordinator apartments. In these instances, the Assistant Vice President of Student Life and/or Dean of Students will determine if and when companion animals are permitted and the type of companion animals permitted. Residence Life permits residence students to keep non-dangerous fish in aquariums no larger than 29 gallons.

**Procedures**

**Individuals with Disabilities Utilizing Service Animals**

Students with disabilities who utilize service animals may contact Student Accessibility Services for assistance. Student Accessibility Services will assist each student as appropriate.

Employees with disabilities who utilize service animals may contact Human Resources who may then communicate with the applicable campus department/supervisor regarding the employee’s accommodation related needs.

When not readily apparent that an animal is a service animal, campus officials may make limited inquiries to determine if the animal is permitted (Is the animal required because of a disability? What work or task has the animal been trained to perform?)

**Individuals with Disabilities Utilizing Support Animals**

Residence students with disabilities who utilize support animals will provide Student Accessibility Services recent documentation from a physician or licensed mental health professional that: a) verifies the individual meets FHA’s definition of a person with a disability; b) describes how the animal assists the individual; and c) shows the relationship between the individual’s disability and the need for the assistance. If approved, Student Accessibility Services will then communicate with the Office of Residence Life regarding the student’s accommodation-related needs.

**Responsibilities of Individuals with Animals on Campus**

Owners and keepers of animals on campus are responsible for their animals at all times. This responsibility includes complying with all state laws and local animal ordinances, as well as all University policies and guidelines including the following requirements:

- Providing appropriate restraint, control and supervision of animals at all times; examples include, but are not limited to, keeping the animal on a leash or in a crate.
- Providing animals with appropriate care, including food, water, shelter, health care and humane treatment.
- Cleaning up and disposing of all animal waste (both indoors and outdoors) in a timely and sanitary fashion.
- Confining animals when leaving them alone in a university-owned residence; and not leaving animals alone for a time period in excess of six consecutive hours per 24 hours.
- Not allowing odor, noise, damage, or other behavior of animals that disturbs others or damages university grounds, facilities or property.
- Having animals wear current identification and vaccination tags when applicable.
Exceptions and Exclusions
An animal may be prohibited from or required to leave a facility on campus if the animal's behavior or presence poses a direct threat to the health, safety or normal day to function of others. For example, an animal that displays aggressive/vicious behaviors toward people.

Animals may be prohibited in areas where their presence fundamentally alters the nature of a program or activity or are disruptive. Examples include, but are not limited to, research labs, areas requiring protective clothing, and food preparation areas.

An animal may be prohibited if the owner/keeper does not adhere to the Responsibilities of Individuals with Animals on Campus (above), or if the animal substantially interferes with the reasonable use of housing or public accommodation by others.

Animals that have been abandoned or found on university property or within university facilities that are not a part of a university-sponsored program may be impounded and/or placed with a third party, at the expense of the owner or individual who claims the animal.

Violations and Complaints
UIU is committed to ensuring that the needs of all individuals with disabilities are met; and will work to resolve any complaints, conflicts or problems as expeditiously as possible.

Animals that are out of control, presenting a disruption or posing a threat to the campus community should be reported to the UIU Student Life Office. Individuals found to be violating the Responsibilities of Individuals with Animals on Campus (above) should also be reported to the UIU Student Life Office, (563) 419-8885.

Residence students violating the Responsibilities of Individuals with Animals on Campus (above) should be reported to the UIU Office of Residence Life, (563) 419-8885. Violation of these requirements may constitute a violation of the student conduct code and referral to the UIU Dean of Students Office, (563) 425-5215.

Individuals with service or support animals who feel they have been treated unfairly, discriminated against or harassed should consult with the UIU Compliance Coordinator, (563) 425-5337.

Resources
- UIU Student Accessibility Services, 563-425-5949
- Human Resources 563-425-5986
- UIU Accommodations of Disabilities Policy found in the Student Accessibility Handbook UIU Discrimination, Harassment, and Sexual Misconduct Policy found at [www.uiu.edu/about/title-ix.html](http://www.uiu.edu/about/title-ix.html)
- Fair Housing Act, [www.justice.gov/crt](http://www.justice.gov/crt)