



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 Disability 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 a valid license and current vaccinations on file with Disability 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: _____

Student Life

605 Washington Street – PO Box 1857 – Fayette, IA 52142 – 563.425.5268 – www.uiu.edu

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:

Disability Services Office
Upper Iowa University
605 Washington Street
PO Box 1857
Fayette, IA 52142
Fax: (563) 425-5189
disabilityservices@uiu.edu

CONTRACTUAL AGREEMENT *Emotional Support Animal (ESA)*

Once a student has been determined to qualify to have an ESA by Disability Services, the following additional requirements must be met:

- ✓ The student must register his/her approved animal with Disability 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 feeding and watering the 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, urinates, 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, unless performance of a Service Animal's work or tasks related to the student's disability, require the Service Animal to be off-leash/harness. 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 Disabilities Services Office (student request) or Human Resources (employee requests).
- ✓ 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 Disability 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 her/his 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 Disability 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).

Disability Services Provider

Date



REGISTRATION FORM
EMOTIONAL SUPPORT ANIMAL

Please complete this form and submit it to the Director of Disability 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 Dean of Students 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. 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.**

Student Name: _____ Student ID Number: _____

Student's Permanent Address: _____

Student Hall and Room Number: _____

Student's Cell Phone Number (to be used for emergency purposes): _____

ESA's Name: _____ Type of animal and breed: _____

Description of ESA (height, weight, color, etc. – must attach picture)

Is the ESA current on recommended vaccinations? Y/N. If no, explain.

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

Name: _____

Address: _____

Phone Number: _____

Relationship to Student: _____

Student Life

605 Washington Street – PO Box 1857 – Fayette, IA 52142 – 563.425.5268 – www.uiu.edu



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 (physician, psychiatrist, licensed mental health professional who has prescribed the accommodation of an Emotional Support Animal (ESA) in the student's University housing will be helpful in alleviating one or more of the identified limitations caused by the student's disability. 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) (that is, 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 his/her impairment(s), and if so, whether the mitigating measure(s) eliminate the student's substantial limitations.

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?

Student Life

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:

Disability Services Office
Upper Iowa University
605 Washington Street
PO Box 1857
Fayette, IA 52142
Fax: (563) 425-5189
disabilityservices@uiu.edu



ANIMALS ON UNIVERSITY OWNED OR CONTROLLED PROPERTY POLICY STATEMENT *EMOTIONAL SUPPORT ANIMAL*

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 Disabilities 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 Vice President of

Student Life and/or Dean of Students 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 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 Disability Services for assistance. Disability 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 Disability 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, Disability 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 Disability Services, 563-425-5949
- Human Resources 563-425-5195
- UIU Accommodations of Disabilities Policy found in the Disabilities Handbook
UIU Discrimination, Harassment, and Sexual Misconduct Policy found at **www.uiu.edu/about/title-ix.html**
- Americans with Disabilities Act, **<http://www.ada.gov/>**
- Fair Housing Act, **www.justice.gov/crt**