



Emotional Assistance Animal Policy & Approval Process

General Considerations

The University enforces its pet policy in its residence halls, University-owned apartments, and campus facilities. Accommodations are made under certain conditions for service and assistance animals. The University also reserves the right to revoke permission granted for the campus presence of any assistance animal whose owner fails to follow the requirements set forth in this policy.

State and federal laws have no specific provisions for people to be accompanied by emotional assistance animals in places of public accommodation that have a no-pet policy. **Requests that do not clearly articulate the diagnosed disability and the nexus between that disability and the need for the assistance animal will be denied.**

The scope of this policy is limited to emotional assistance animals. Service animals and therapy animals are referenced in this policy. However, this policy is only reflective of larger campus policy in relation to service and therapy animals.

Definitions

Service Animals and Service Animals in Training

A “service animal” is a dog or other animal individually trained to provide assistance to an individual with a disability. Service animals include, but are not limited to, guide dogs for the blind, hearing dogs for the deaf/hard of hearing, and service animals for individuals with physical disabilities and seizure disorders. Service animals/service dogs are not considered “pets” and are explicitly permitted under state and federal civil rights laws. The University will require documentation for a service animal consistent with the American with Disabilities Act.

Therapy Animals

A “therapy animal” is an animal owned by a therapist and selected to play an integral part of a person’s treatment process. A therapy animal is prescribed to an individual with a disability by a healthcare or mental health professional. A therapy animal is not a service animal, and unlike a service animal, a therapy animal does not assist a person with a disability with activities of daily living, nor does it accompany a person with a disability at all times. Therapy animals are not allowed in on-campus housing.

Emotional Assistance Animals

An “emotional assistance animal” is an animal that is owned by an individual with a disability. Emotional assistance animals provide assistance to their owner in relation to a specific diagnosed disability. There must be a clear nexus between assistance provided by the animal and the specific disability of the student. Emotional assistance animals are not permitted in non-housing buildings on-campus. Students wishing to bring an emotional assistance animal to campus must submit an Emotional Assistance Animal Request Form and complete the approval process.

Requirements of Animals and User/Owners

Individuals with disabilities using emotional assistance animals are responsible for their animals at all times and must comply with the following requirements:

Area of access for animal

- Access to public spaces will be determined based on documentation.
- Animals must sleep in the owner/handler's room.
- Service animals, not emotional assistance animals, are generally allowed on campus anywhere it is safe for their presence. After consultation with the owner/handler, the University may determine if there are any parameters necessary regarding where a service animal is allowed on campus.

Animal control/identification

- The user/owner of the animal must be in full control of the animal at all times.
- The animal must be accompanied by the user/owner, when the animal is not kenneled in the user/owner's living space, while in University facilities.
- The animal cannot be left unattended in the residential facility overnight without the owner being present. If the owner leaves the facility for a night, weekend, etc., he or she must take the animal with him/her.
- Animals and their accouterments (e.g. heat lamp) must not pose a direct threat to the safety of others.
- The University is not responsible for an animal during a fire alarm, fire drill, or natural disaster.
- The student will also need to provide contact information of an individual (usually a parent or family member) who will be responsible for the animal in the event that the student becomes unavailable. This individual cannot be another student residing on-campus. If the contact person cannot be reached, the university will take appropriate steps to secure the animal. and maintain the wellbeing of the animal. The student is responsible for all costs associated with this including, but not limited to, boarding, veterinary care, etc.

Registrations

- The user/owner must ensure that all animals are appropriately licensed in accordance with the City of Kirksville and the State of Missouri and wear all appropriate tags.

Veterinary Care

- Prior to bringing the animal to campus, the student will need to provide a Veterinarian's verification that the animal has all Veterinary-recommended vaccinations to maintain the animal's health and prevent contagious disease, as well as, a copy of the animal's license (if applicable) from the City of Kirksville.
- The owner/handler, not the University or another student, is responsible for the care and conduct of his/her animal.

Animal Behavior

- The owner/handler is responsible for any property damage caused by the animal, financially and otherwise.
- The owner/handler must clean up after the animal, including the sanitary disposal of animal wastes. All animal waste must be taken to an exterior trash receptacle and cannot be thrown away inside of the residence halls.
- Animals must not make excessive noise or display behavior that will disrupt other community members.
- The owner/handler is responsible for any financial charges for bodily injury caused by the animal to any individual, including the owner/handler.

Following Procedures

- The user/owner must have completed the requirements outlined in this policy.
- The user/owner must acknowledge and sign the Emotional Assistance Animal Request Form for emotional assistance animals.
- An emotional assistance animal should not be brought to campus until approval has been granted.
- Please note that the student must submit an Emotional Assistance Animal Request Form each academic year.
- Upon approval of an emotional assistance animal, Residence Life staff will be notified as appropriate and the student's roommate(s) will be notified (if applicable) of the approved animal. Residence Life staff will notify residents of the housing unit where the approved animal will be residing.
- If an owner/user obtains a new/different emotional assistance animal to be used under the provisions of this policy, the new/different emotional assistance animal must be registered and approved prior to bringing the new animal to campus.
- The owner/ handler must abide by all state and local laws regarding animals.
- The owner/handler must notify Disability Services in writing if the animal is no longer needed in residence. To replace an emotional assistance animal, the student must contact the Disability Services Office and complete a new Emotional Assistance Animal Request Form.
- When physical plant needs to enter a student's room to complete work, the owner/handler must be present at the time physical plant staff enter the room. Work cannot be completed without the owner/handler being present.
- The owner/handler must maintain a sign on his/her door indicating that there is an animal in his/her room.

Removal of Approved Animal

The University has the right to remove an animal if:

- It poses a direct threat to the health or safety of the owner/handler or others.

- The owner/handler does not comply with the owner/handler's responsibilities outlined in the guidelines for having a service animal or emotional assistance animal on campus.
- The animal causes uncontrolled disturbances.

Approval Process

Students

Before the approval process can begin, each of the following steps must be completed:

Step 1: Complete the Emotional Assistance Request Form (located on pages 5-6 of this document)

Step 2: Submit the following required documentation to the Disability Services Office (DSO):

- **Emotional Assistance Animal Request Form**
- **Recommendation Letter from a Professional Healthcare Provider, which states:**
 - The student's specific diagnosis for which an emotional assistance animal is needed,
 - The specific symptoms the student is experiencing,
 - The need for an emotional assistance animal (how having the animal will mitigate the student's symptoms), and
 - The Professional Healthcare Provider's credentials and signature indicating support for the application for an emotional support animal request.
- **Copy of the City of Kirksville Animal Registration (Animal license issued by City of Kirksville), if applicable**
- **Copy of Veterinary Records for animal, including pet health history and vaccinations (this documentation MUST show that pet has been spayed or neutered, if applicable)**
- **Photos of animal – a 5x7 of the front and side of the animal**

Step 3: DSO will review documentation and provide decision to student applicant and Residence Life

Step 4: Once student has received approval from DSO, student will need to schedule a mandatory meeting with the Director of Residence Life **prior to bringing the animal to campus**. The student will contact the Director of Residence Life, John Gardner at: kgardner@truman.edu or 660.785.4227 to schedule this meeting.

Appeals of the Disability Services Office decision should follow the DSO Appeals Policy (available online at: <http://disabilityservices.truman.edu/files/2016/03/2016-Disability-Services-Appeals-Policy.pdf>).

This policy is not applicable to University buildings beyond the University owned and operated apartments and residence halls. This policy is not applicable to classrooms. Emotional assistance animals are not allowed in classrooms or other university buildings (non-residence buildings).

Conflicts over the use of emotional assistance animals

The use of emotional assistance animals may negatively affect others with allergies, respiratory impairments and other relevant disabling conditions. Conflict resolution will be managed by DSO, Residence Life, and the Vice President for Student Affairs. Evidence of disability and its impact may be required of those negatively affected by the use of the animals by these offices.

Emotional Assistance Animal Request Form

Student Name	
Student ID #	
Permanent Address	
On-Campus Address	
Phone #	
Truman Email	
Type of Animal (Be Specific)	
Name of Animal	
Animal Coloring	
Animal Size	
Disability the animal assists with	
Diagnosing Medical Professional (Please attach letter of diagnosis and nexus between animal & diagnosis)	
Assistance provided by the animal (Be specific)	
Who can care for the animal if you are unavailable?	1. 2.
Local veterinarian	
City of Kirksville Registration # (For applicable animals)	
Rabies tag # (For applicable animals)	
Photo	Please attach a photo of at least 5"x7" of the side and front of the animal

As the user/owner of a visiting emotional assistance animal, I make the following statements:

- I understand that I am liable and responsible for my animal's behavior and activities while on campus, including property damage and bodily injury.
- I must clean up after the animal, including the sanitary disposal of animal wastes. All waste and waste related materials (litter, etc.) will be disposed of at an outside trash receptacle.
- I understand my animal shall not constitute a direct threat to the health and safety of others.
- I will ensure that all appropriate animals are licensed in accordance with the City of Kirksville and the State of Missouri and wear all appropriate tags.
- I understand my animal cannot be left unattended in the residential facility overnight without the owner being present. If I leave the housing facility for a night, weekend, etc., I must take the animal with me.
- I have provided a health certificate signed by a licensed veterinarian indicating that my animal is up-to-date on all vaccinations and will provide updated proof of vaccinations with dates.
- My animal is house broken, well-groomed, odor free, and not infected with external parasites (i.e., ticks, fleas or lice).
- My animal is spayed or neutered.
- I understand that my animal must be on a leash at all times while on campus and additionally must be consistently under control.
- I understand that I must follow all procedures and requirements of an animal user/owner as outlined in the Emotional Assistance Animal Policy.

Attach a current Veterinarian's verification that the animal has all Veterinary-recommended vaccinations to maintain the animal's health and prevent contagious disease. Also include a copy of the animal's license from the City of Kirksville, MO, if appropriate.

Student's signature

Date

For Office Use Only:

Request Reviewed by Disability Services Office _____
Director Signature Date

Request Granted _____

Request Denied _____

Notes:

