

# **SOUTHERN ARKANSAS UNIVERSITY TECH**

## **Assistance Animal Policy**

ASSISTANCE ANIMAL POLICY .....	3
General Considerations .....	3
DEFINITIONS .....	3
What is a Disability? .....	3
What is a Service Animal? .....	3
What is a Therapy Animal? .....	4
What is an Emotional Support Animal? .....	4
Approved Animal .....	4
Pet .....	4
Owner .....	4
SERVICE ANIMALS ON CAMPUS .....	5
1. Definitions related to Service Animals .....	5
2. Service Animal Work or Tasks .....	5
3. Where Service Animals are Allowed .....	6
4. Inquiries, Exclusion, Charges, & Other Specific Rules Related to Service Animals .....	6
5. Service Animal Use on Campus .....	7
6. Campus Access for Service Animals .....	8
THERAPY AND EMOTIONAL SUPPORT ANIMALS ON CAMPUS .....	9
Where Therapy and Emotional Support Animals are Allowed .....	9
PROCEDURE TO REQUEST ASSISTANCE ANIMAL .....	10
1. Verification of Disability and Need for an Assistance Animal on campus .....	10
2. Procedures to have Assistance Animals in University Housing .....	10
STANDARDS FOR APPROVED SERVICE, THERAPY OR EMOTIONAL SUPPORT ANIMALS ...	12
RIGHTS AND RESPONSIBILITIES .....	14
1. Owner’s Responsibilities for Having an Approved Animal on Campus .....	14
2. Conflicting Health Conditions .....	15
3. Guidelines for Maintaining an Approved Animal .....	15

# ASSISTANCE ANIMAL POLICY

## General Considerations

Southern Arkansas University Tech (i.e. SAU Tech or College) recognizes the importance of service, emotional support, and therapy animals for individuals with disabilities and has established the following policy regarding service, emotional support, and therapy animals to assist students with life issues. The policy ensures that students with disabilities, who require the use of assistance animals as a reasonable accommodation, receive the benefit of the work or task performed by such animals or the therapeutic support they provide. SAU Tech is committed to allowing students with disabilities the use of an assistance animal on campus to facilitate their full participation and equal access to the College's programs and activities. The College also recognizes that the presence of such animals may, however, present health, safety, security, and programmatic issues for other members of the community.

The College reserves the right to enforce all relevant rules for the use of assistance animals through the student conduct code and applicable laws. The College 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 procedure. SAU Tech reserves the right to amend this policy as circumstances require.

## DEFINITIONS

### What is a Disability?

In order to qualify for a reasonable accommodation under the FHA, 504, or the ADA, the student must meet the statutory definition of having a "disability."

"Disability" is defined as a physical or mental condition or impairment that is medical cognizable and diagnosable and that substantially limits one or more of a person's major life activities. These limitations may include: caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, working, and learning. A person is substantially limited in major life activities if the individual is unable to perform the activity or is significantly restricted as to the manner in which he or she can perform that activity when compared to the average person. Acceptable documentation of disability can be from either a medical or mental health provider. It should verify the disability as well as the need for an assistance animal.

### What is a Service Animal?

A "Service Animal" performs functions and tasks that the individual with a disability cannot perform for him or herself. Service Animals are individually trained to do work or perform tasks for the benefit of an individual with a disability. These tasks include, but are not limited to, guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders or sound, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items.

## **What is a Therapy Animal?**

A “Therapy Animal” may soothe anxiety in some individuals but does not assist an individual with a disability in activities of daily living. Therapy animals are not service animals and will not necessarily qualify as a reasonable accommodation under ADA. If they meet the qualifications as a reasonable accommodation, then such animals can only be permitted in housing and not in public indoor areas on campus.

## **What is an Emotional Support Animal?**

An “Emotional Support Animal” (often referred to as a “companion animal”) is an animal whose sole responsibility is to provide calming influence, affection, stability, or security. An Emotional Support Animal should demonstrate a good temperament and reliable, predictable behavior. Unlike a Service Animal, an Emotional Support 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. An emotional support animal, however, may be incorporated in a treatment process to assist in alleviating the symptoms of that individual’s disability. This treatment occurs within the person’s residence. Emotional Support Animals are not service animals and will not necessarily qualify as a reasonable accommodation under ADA. If they meet the qualifications as a reasonable accommodation, then such animals can only be permitted in housing and not in public indoor areas on campus.

## **Approved Animal**

An “approved animal” is an assistance animal that has been granted as a reasonable accommodation under this policy.

## **Pet**

A “pet” is an animal kept for companionship. A pet is not considered a service, therapy, or emotional support animal. Therefore, a pet is not covered by this policy. Residents are not permitted to keep pets on College property.

## **Owner**

The “owner” is the student or other covered person who has requested the accommodation and has received approval to bring the “approved animal” on campus.

# **SERVICE ANIMALS ON CAMPUS**

## **1. Definitions related to Service Animals**

### **A. Dogs**

Service animals are defined as dogs that are individually trained to do work or perform tasks for an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for this definition.

### **B. Miniature Horses**

In addition to the provisions about service dogs, the Department's revised ADA regulations have a new, separate provision about miniature horses that have been individually trained to do work or perform tasks for people with disabilities. Miniature horses generally range in height from 24 inches to 34 inches measured to the shoulders and generally weigh between 70 and 100 pounds. Entities covered by the ADA must modify their policies to permit miniature horses where reasonable. The regulations set out four assessment factors to assist entities in determine whether miniature horses can be accommodated in their facility. The assessment factors are (1) whether the miniature horse is housebroken; (2) whether the miniature horse is under the owner's control; (3) whether the facility can accommodate the miniature horse's type, size, and weight; and (4) whether the miniature horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility.

## **2. Service Animal Work or Tasks**

The work or tasks performed by a service animal i.e. dog or miniature horse must be directly related to the owner's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, pulling a wheelchair, assisting an individual during a seizure, providing physical support and assistance with balance and stability to individuals with mobility disabilities, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Dogs whose sole function is to provide comfort, emotional support, well-being, or companionship do not constitute work or tasks for purposes of this definition<sup>1</sup>.”

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<sup>1</sup> Department of Justice Revised ADA Regulations Implementing Title II and Title III, Federal Register, September 15, 2010 (Volume 75, Number 178)

Examples of animals that fit the ADA's definition of service animal, which have been specifically trained to perform a task for the disabled person:

- A. Guide Dog or Seeing Eye® Dog** is a carefully trained dog that serves as a travel tool for persons who have severe visual impairments or are blind.
- B. Hearing or Signal Dog** is a dog that has been trained to alert a person who has a significant hearing loss or is deaf when a sound occurs, such as a knock on the door.
- C. Psychiatric Service Dog** is a dog that has been trained to perform tasks that assist individuals with disabilities to detect the onset of psychiatric episodes and lessen their effects. Tasks performed by psychiatric service animals may include reminding the owner to take medicine, providing safety checks or room searches, or turning on lights for persons with Post Traumatic Stress Disorder, interrupting self-mutilation by persons with dissociative identity disorders, and keeping disoriented individuals from danger.
- D. SSigDOG** (sensory signal dogs or social signal dog) is a dog trained to assist a person with autism. The dog alerts the owner to distracting repetitive movements common among those with autism, allowing the person to stop the movement (e.g., hand flapping).
- E. Seizure Response Dog** is a dog trained to assist a person with a seizure disorder. How the dog serves the person depends on the person's needs. The dog may stand guard over the person during a seizure or the dog may go for help. A few dogs have learned to predict a seizure and warn the person in advance to sit down or move to a safe place.

Under Title II and III of the ADA, service animals are limited to dogs. However, entities must make reasonable modifications in policies to allow individuals with disabilities to use miniature horses if they have been individually trained to do work or perform tasks for individuals with disabilities.

### **3. Where Service Animals are Allowed**

Under the ADA, state and local governments, businesses, and nonprofit organizations that serve the public generally must allow service animals to accompany people with disabilities in all areas of the facility where the public is normally allowed to go. For example, in a hospital it would be inappropriate to exclude a service animal from areas such as patient rooms, clinics, cafeterias, or examination rooms. However, it may be appropriate to exclude a service animal from operating rooms or burn units where the animal's presence may compromise patient care. *Service animals are permitted anywhere at SAU Tech that the student goes (with a few safety exceptions).*

### **4. Inquiries, Exclusion, Charges, & Other Specific Rules Related to Service Animals**

When it is **not obvious** what service an animal provides, only limited inquiries are allowed. College personnel may ask two questions:

- (1) Is the dog a service animal required because of a disability? **and**

(2) What work or task has the dog been trained to perform?

College personnel cannot ask about the person's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.

Allergies and fear of dogs are not valid reasons for denying access or refusing service to people using service animals. When a person who is allergic to dog dander and a person who uses a service animal must spend time in the same room or facility (e.g., in a school classroom) they both should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the facility.

A person with a disability cannot be asked to remove the service animal from the premises unless:

- (1) the animal is out of control and the owner does not take effective action to control it, or
- (2) the animal is not housebroken.

When there is a legitimate reason to ask that a service animal be removed, College personnel must offer the person with the disability the opportunity to obtain goods or services without the animal's presence.

A student with a disability may also be charged for damage caused by the student or the service animal.

SAU Tech personnel are not required to provide care or food for a service animal.

## **5. Service Animal Use on Campus**

### **Visitors**

Visitors to campus with service animals may access all public facilities, with the exception of areas where service animals are specifically prohibited due to safety or health restrictions, where the service animal may be in danger, or where the service animal's use may compromise the integrity of research.

### **Students**

Students with a disability who wish to utilize a service animal in a classroom must register with the Disability Support Services office. Students are encouraged to register with the Disability Support Services office for access to resources, information, and advocacy around a range of disability-related dynamics, including service animals. Service animals must follow the "*Guidelines for Maintaining an Approved Animal at Southern Arkansas University*".

## **6. Campus Access for Service Animals**

A service animal is permitted to accompany the student anywhere the student goes on campus with the following exceptions, which describe areas that generally are off-limits to service animals:

### **Research Laboratories**

Chemicals found in many labs can be harmful to service animals. Organisms naturally found on most dogs or other animals could negatively impact the outcome of research.

### **Mechanical Rooms/Custodial Closets**

Such locations can have chemicals or machinery that could potentially harm a service animal and service animals may cause disruption to services provided in the location.

### **Other Potentially Dangerous Areas**

Any room, studio or classroom with sharp metal cuttings or glass shards on the floor; hot material such as molten metal; excessive dust; or moving machinery may pose a danger to service animals. When students with service animals must be in one of these restricted areas for a course requirement, alternative arrangements will be considered to provide access. When it is determined unsafe for the team to be in one of these areas, reasonable accommodations will be provided to assure the student equal access to the academic program or activity.

Exceptions to restricted areas may be granted on a case-by-case basis by contacting Disability Support Services and the appropriate department representative; the person directing the restricted area has the final decision.

# **THERAPY AND EMOTIONAL SUPPORT ANIMALS ON CAMPUS**

## **1. Where Therapy and Emotional Support Animals are Allowed**

Therapy and Emotional Support Animals are only allowed in student Housing. Assistance animals may not reside in student Housing without expressed approval from College officials.

All indoor areas except for privately assigned living space in Housing are off limits to approved emotional support and/or therapy animals without prior authorization.

## **2. What Animals are Allowed as Therapy and Emotional Support Animals**

Standard provisions for Therapy and Emotional Support Animals allow for dogs and domestic cats that meet the requirements found in the “Standards for Approved Service, Therapy, or Emotional Support Animals” section of the policy. Other species of animals will be evaluated on a case by case basis.

## **PROCEDURE TO REQUEST ASSISTANCE ANIMAL**

### **1. Verification of Disability and Need for an Assistance Animal on campus**

NOTE: Only Service Animals have access to SAU Tech owned facilities (except restricted areas). Emotional Support and Therapy Animals are restricted to Housing only.

A student seeking the assistance of an assistance animal to use College facilities and services must provide verification to Disability Support Services that he or she has a qualifying disability and that the service animal is needed for the use and enjoyment of the College facilities and services. The student's health care provider, who is qualified to make the requested assessment, must submit a signed "**Verification Form for Assistance Animal Accommodations**" stating the following:

1. The provider's diagnosis of the person's condition.
2. The provider's opinion that the condition affects a major life activity.
3. The provider's professional opinion that the service animal is used to help with the person's daily living activities and is necessary to effectively utilize college facilities and services.
4. The provider's description of what service(s) the animal will specifically provide.
5. Any additional rationale or statement the college may reasonable need to understand the basis for the professional opinion.

\*Documentation of the disability may not be required if the specific disability is already known to the College. Documentation of the need for the service animal may not be required if the need for the disability-related service animal is already known to the College.

Upon approval, the Assistance Animal Policy Acknowledgement and Information Form will be completed and forwarded to any appropriate College personnel.

If a student's request to have an assistance animal on campus is denied, then he or she will have the opportunity to appeal such decisions. All appeals are reviewed by the Vice Chancellor for Student Services. The student will receive information about the appeals process via email.

### **2. Procedures to have Assistance Animals in University Housing**

Students planning to bring their assistance animals to reside in student Housing are required to follow the steps outlined below:

1. A person seeking to keep an assistance animal in student Housing must make a formal request to the college's Disability Support Services office utilizing the steps listed above.
2. The following deadlines for requesting housing accommodations apply:

**Incoming first-year students**

June 1 for fall semester  
October 1 for spring semester

**Returning students**

March 1 for fall semester  
October 1 for spring semester

While applications submitted after these dates will be accepted and considered, SAU Tech cannot guarantee that it will be able to meet late applicants' accommodation needs, including any needs that develop during the semester.

3. The Disability Support Services office will review the request and arrange a meeting with the person requesting that a service animal be housed in student Housing **AND** Housing Personnel.
4. Upon approval, Campus Housing will work to assign the student to the most appropriate housing location with their assistance animal, considering the student's needs and preferences. Residential building staff will be notified as appropriate.
5. Upon approval of an assistance animal, the student's roommate(s) or suitemate(s) will be notified (if applicable) to solicit their acknowledgement of the approval and notify them that the approved animal will be residing in shared assigned living space.

# **STANDARDS FOR APPROVED ASSISTANCE ANIMALS**

All approved service, therapy, or emotional support animals must comply with the applicable laws regarding animals and their treatment and care and also meet the following standards.

## **Dogs**

- All dogs must have proof and copies of the following items on file with the Disability Support Services Office and Housing Office (when applicable) before the assistance dog is allowed to be on campus:
  - Current copies of immunizations
  - Rabies vaccination
  - Spayed or neutered verification papers from veterinarian (all dogs must be spayed or neutered).

It is the owner's responsibility to make sure that all of these items are on file and kept up to date. Dogs with fraudulent papers or lapsed vaccinations/immunizations must be removed from campus.

- Collars and tags must be worn at all times.
- The dog must be kept on a leash at all times when outside of the resident hall. Dogs must never be allowed to run freely.
- Dogs must possess friendly and sociable characteristics. A specific dog can be restricted from the premises by the College based on any confirmed threatening or territorial behavior.
- Dog obedience and training programs are highly recommended.
- Pet microchips are also highly recommended to aid in finding the assistance dog in case the animal is lost or stolen.

## **Domestic Cats**

- All cats must have proof and copies of the following items on file with the Disability Support Services Office and Housing Office (when applicable) before the assistance cat is allowed to be on campus:
  - Current copies of immunizations
  - Rabies vaccination
  - Spayed or neutered verification papers from veterinarian (all cats must be spayed or neutered)

It is the owner's responsibility to make sure that all of these items are on file and kept up to date. Cats with fraudulent papers or lapsed vaccinations/immunizations must be removed from campus.

- Collars and tags must be worn at all times.

**Any Other Animal**

- To be considered on a case by case basis.

## **RIGHTS AND RESPONSIBILITIES**

### **1. Owner's Responsibilities for Having an Approved Animal on Campus**

The owner is responsible for assuring that the approved assistance animal does not unduly interfere with the routine activities of the College or cause difficulties for other members of the College community. The owner and approved assistance animal are both responsible for abiding by student conduct policies. The owner may be charged with a violation of student conduct for inappropriate behavior of an approved assistance animal.

Service animals may travel freely with their owner throughout College facilities.

Therapy or emotional support animals must be contained with the approved student's privately assigned residential area at all times, except when transported outside the private residential area in an animal carrier or controlled by leash or harness.

The owner is financially responsible for the actions of the approved assistance animal including bodily injury or property damage. The owner's responsibility covers, but is not limited to, replacement of furniture, carpet, window, wall covering, and the like. The owner is expected to cover these costs at the time of repair. The owner may also be required by the College to move out (if applicable).

The owner must notify the Housing Office and Disability Support Services in writing if the approved assistance animal is no longer needed as an approved assistance animal or is no longer in residence. To replace an approved assistance animal, the owner must file a new Request for Housing Accommodations and/or Verification for Assistance Animal Accommodations.

The owner's residence may be inspected for fleas, ticks, or other pests twice a semester or as needed. The Housing office 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. The owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residential facilities.

All roommates or suitemates of the owner must sign an agreement allowing the approved animal to be in residence with them. In the event that one or more roommates or suitemates do not approve, either the Owner and approved animal or the non-approving roommates or suitemates, as determined by the appropriate housing office staff member for the residence location, may be moved to a different location.

Approved animals may not be left overnight in College housing to be cared for by another person. Animals must be taken with the student if they leave campus for a prolonged period, including overnight.

The owner undertakes to comply with the "Guidelines for Maintaining an Approved Animal at SAU Tech" as set forth in this policy.

The owner agrees to continue to abide by all other College policies. Any violation of the above rules may result in immediate removal of the assistance animal from the College and may be reviewed through the Housing office and/or student conduct process, and the owner will be afforded all rights of due process and appeal as outlined in that process. Should the approved animal be removed from the College premises for any reasons, the owner is expected to fulfill his/her housing obligations (if applicable) for the remainder of the housing contract.

## **2. Conflicting Health Conditions**

The Housing Office will make a reasonable effort to notify tenants in the residence buildings where the approved animal will be located.

Students with medical condition(s) that are affected by animals (e.g., respiratory diseases, asthma, severe allergies) are asked to contact the Housing or Disability Support Services office if they have a health or safety related concern about exposure to a service, therapy, or emotional support animal. The individual will be asked to provide medical documentation that identifies the condition(s) and will allow determination to be made as to whether the condition is disabling and whether there is a need for an accommodation. The college is prepared to also reasonably accommodate individuals with such medical conditions that require accommodation when living in proximity to service animals.

In housing situations, the roommate of the student approved to have a service, therapy, or emotional support animal will be notified by the Housing Office about the approval of the animal. A representative of the Housing Office may meet together with the assistance animal's owner and the roommate to discuss any possible issues that might arise due to the presence of the assistance animal. All roommates/suitemates of the animal's owner must sign an agreement allowing the assistance animal to be in residence with them.

If the roommate/suitemate has a fear of the animal and/or is allergic to dog or cat dander, both the roommate and the assistance animal owner should be accommodated by assigning them, if possible, to different rooms in campus housing. The assistance animal owner should not be automatically moved out of a housing building due solely to the fact that they have requested to have an assistance animal.

## **3. Guidelines for Maintaining an Approved Animal**

### **Introduction**

The following guidelines apply to all approved animals and their owners, unless the nature of the documented disability of the owner precludes adherence to these guidelines and permission for a variance from the guidelines has been granted.

### **A. Care and Supervision**

Care and supervision of the approved animal are the responsibility of the individual who benefits from the approved animal's use. The owner is required to maintain control of the approved animal at all times. This includes the cleanup of the animal's waste in accordance with College policy. Outdoor solid animal waste must be picked up immediately and disposed of in outside

trash dumpsters. Indoor animal waste, such as cat litter, must be placed in a sturdy plastic bag and securely tied before being disposed of in outside trash dumpsters. Litter boxes should be placed on mats so that waste is not tracked onto carpeted surfaces. SAU Tech is not responsible for disposing of animal waste.

## **B. Owner's Responsibilities in Housing for An Approved Animals**

1. The owner is responsible to attend and be in full control of the approved animal at all times. An approved animal outside of the Owner's own residence hall room (if applicable) shall have a harness, leash, or other tether unless:
  - a) the owner is unable to use a harness, leash or tether, or
  - b) using a harness, leash, or tether will interfere with the animal's ability to safely and effectively perform its duties. In that case, the Owner must maintain control of the Approved Animal through voice, signal or other effective controls.
2. The owner is responsible for the costs of care necessary for an approved animal's well-being. The arrangements and responsibilities with the care of an approved animal is the sole responsibility of the owner at all times, including regular bathing and grooming, as needed.
3. The owner is responsible for independently removing or arranging for the removal of the approved animal's waste. Waste must never be placed in a building's garbage cans or other small trash cans available on College property.
4. The owner is responsible for assuring that the approved animal does not unduly interfere with the routine activities of the residence or cause difficulties for students who reside there.
5. The owner is financially responsible for the actions of the approved animal including bodily injury or property damage. The owner's responsibility covers but is not limited to replacement of furniture, carpet, window, wall covering, or other items damaged. The owner is expected to cover these costs at the time of repair and/or move-out.
6. The owner is responsible for any expenses incurred for cleaning above and beyond a standard cleaning or for repairs to College premises that are assessed after the student and animal vacate the residence. The College shall have the right to bill the student account of the owner for unmet obligations.
7. The owner must notify Disability Support Services in writing if the approved animal is no longer needed as an approved animal or is no longer in residence. To replace an approved animal the owner must file a new Request for Reasonable Accommodation.
8. The owner's residence may be inspected for fleas, ticks or other pests once a semester or as needed. Campus Housing 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. The owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls.

9. If the owner lives on campus, he or she must feed and provide water for the approved animal inside his or her room. Food and water for the approved animal are not to be left outside the residence hall room.
10. All roommates or suitemates of the owner must sign an agreement allowing the approved animal to be in residence with them. In the event that one or more roommates or suitemates do not approve, either the Owner and approved animal or the non-approving roommates or suitemates, as determined by the appropriate housing office staff member for the residence location, may be moved to a different location.
11. Service Animals may travel freely with their owner throughout student Housing (and other areas of the College).
12. Approved animals may not be left overnight in College housing to be cared for by another person. Animals must be taken with the student if they leave campus for a prolonged period.
13. Housing has the ability to relocate owner and approved animal as necessary according to current contractual agreements.
14. The owner agrees to continue to abide by all other residential policies. Reasonable accommodation which may constitute an exception to a policy that otherwise would prohibit having an animal does not constitute an exception to any other policy.
15. Any violation of the above rules may result in immediate removal of the approved animal from the College and may be reviewed through the Student Code of Conduct.
16. Should the approved animal be removed from the premises for any reason, the owner is expected to fulfill his/her housing obligations for the remainder of the housing contract.
17. The owner undertakes to comply with approved animal health and wellbeing requirements.
18. The owner is responsible for ensuring that the service animal is wearing a leash, harness or cape that identifies the animal is a service animal when on duty anywhere on campus.

The owner is also responsible for ensuring the cleanup of the approved animal's waste and, when appropriate, must toilet the animal in areas designated by the College consistent with the reasonable capacity of the owner.

### **C. Animal Health and Well-Being**

Vaccination: In accordance with local ordinances and regulations the Approved Animal must be immunized against diseases common to that type of animal. Dogs must have current vaccination against rabies and wear a rabies vaccination tag. Local licensing requirements are followed.

Health: Approved assistance animals to be housed in student Housing must have an annual clean bill of health from a licensed veterinarian. Documentation can be a vaccination certificate for the animal or a veterinarian's statement regarding the animal's health. The College has authority to direct that the animal receive veterinary attention. (Local licensing law is followed.)

Leash: If appropriate the approved animal must be on a leash, unless the leash would inhibit the approved animal's ability to be of service.

Other Conditions: Disability Support Services may place other reasonable conditions or restrictions on the approved animal depending on the nature and characteristics of the approved animal.

#### **D. Requirements for Faculty, Staff, Students, and Other Members of the University Community**

Members of the SAU Tech community are required to abide by the following practices:

1. They are to allow a service animal to accompany its Owner at all times and in all places on campus, except where animals are specifically prohibited.
2. They are not to touch or pet a service animal unless invited to do so.
3. They are not to feed a service animal.
4. They are not to startle a service animal, deliberately.
5. They are not to separate or to attempt to separate a owner from his or her service animal.
6. They are not to inquire for details about the owner's disabilities. The nature of a person's disability is a private matter.

#### **E. Removal of Approved Animal**

- The University may exclude/remove an approved animal when:
- The animal poses a direct threat to the health or safety of others.
- The animal's presence results in a fundamental alteration of the College's program.
- The owner does not comply with owner's responsibilities in student Housing.
- The animal or its presence creates an unmanageable disturbance or interference (e.g. barking, wandering, and/or displaying aggressive behavior) and the behavior is outside the duties of the approved animal on the SAU Tech campus.
- The animal is not house broken.
- The animal is physically ill.
- The animal is unreasonable dirty.
- The animal is found by the College to be out of control and the animal's owner does not take immediate and effective action to control it.

If suspension of animal owning privileges is implemented, the student will need to find an immediate alternative placement of the animal. The suspension must be appealed in writing within 72 hours of receipt of the original decision. The process will be in addition to any other legal remedy available by law. The resident is responsible for the removal of the assistance animal; if the student refuses, Disability Support Services and/or Housing will contact Animal Control.

#### **F. Complaint Process**

Complaints regarding noise, odor, pests, threat or danger in housing as a result of a service, therapy, or emotional support animal may be emailed to [jsanders@sautech.edu](mailto:jsanders@sautech.edu) in Disability Support Services. The concern will be investigated and addressed in a timely manner. If validated, one of the following sanctions may be issued:

- Requiring specific reasonable actions on the part of the animal owner to rectify the problem
- Verbal warning
- Letter of warning
- Letter of reprimand
- Probation of animal-owning privileges
- Suspension of animal-owning privileges



## Verification Form for Assistance Animal Accommodations

I authorize Southern Arkansas University Tech Housing and Disability Support Services to receive information from my provider (name) \_\_\_\_\_ . I also authorize my provider to discuss my condition(s) with the appropriate and qualified Southern Arkansas University Tech personnel on an as needed basis.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Student Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

In order to determine reasonable accommodations for housing, Southern Arkansas University Tech requires current and comprehensive documentation of the student's condition from a licensed clinical professional or health care provider. **The provider completing this form cannot be a relative of the student.** If the space provided is not adequate, please attach a separate sheet of paper. The provider may also attach a report providing additional related information.

**This form must be completed by a licensed clinical professional or health care provider familiar with the history and functional limitations of the student's condition(s).**

1. Date of Initial Contact with Student: \_\_\_\_\_
2. Date of Last Office Visit with Student: \_\_\_\_\_
3. **Diagnosis:** Please list all relevant diagnosis. If applicable, please list all DSM-V or ICD Diagnosis (text and code): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Approximate onset of diagnosis: \_\_\_\_/\_\_\_\_/\_\_\_\_
5. What is the functional impact or limitations of the disability on learning or other major life activity and the degree to which it impacts the individual in the learning context for which accommodations are being requested? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Describe the symptoms related to the student's condition that cause significant impairment in major life activity. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
7. Please state any specific recommendations regarding housing and a rationale as to why these housing needs are warranted based upon the student's disability. Indicate why the change(s) to the housing environment you recommend are necessary. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
8. What species of service, therapy, or emotional support animal is necessary for this student? \_\_\_\_\_

**Thank you for your help in providing this information. Please complete the provider information below. This form should be signed and returned via fax or mail to SAU Tech Disability Support Services at the address shown at the end of this document.**

<b>PROVIDER INFORMATION</b>	
I certify, by my signature below, that I conducted or formally supervised and co-signed the diagnostic assessment of the student named above.	
Signature: _____	Date: _____
Print Name and Title: _____	
State of License: _____	License Number: _____
Address: _____	
Phone: _____	Fax: _____

<b>Please return this form to:</b> Southern Arkansas University Tech Disability Support Services PO Box 3499 Camden, AR 71711 Phone: (870) 574-4530 Fax: (870) 574-4734	<b>Please attach business card here:</b>
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<b>SAU Tech Office use only:</b>	
Disability Services Approval:	YES      or      NO
Disability Support Services Signature:	_____
Date:	_____

