



Greetings Scholar!

Welcome to Jackson State University's Emotional Support Animal (ESA) application process. We understand the vital role that Emotional Support Animals can play in providing comfort and assistance to individuals with documented emotional or psychological disabilities. Our commitment to fostering a supportive and inclusive campus environment aligns with the provisions outlined in the Americans with Disabilities Act (ADA), which mandates reasonable accommodations for individuals with disabilities.

To ensure the well-being of our students and compliance with ADA regulations, we have established clear guidelines for ESA applications. It is imperative that all applicants adhere to these guidelines to facilitate a smooth and efficient review process.

The following are must-haves for completing an ESA application:

- 1. Documentation from a Licensed Medical Professional:** All documentation supporting the need for an Emotional Support Animal must come from a licensed medical professional. This documentation should clearly outline the necessity of the animal for emotional support purposes. The Accessible Education and Resource Center reserves the right to request additional documentation if necessary to ensure compliance with ADA guidelines.
- 2. Complete Application:** The application for an Emotional Support Animal must be filled out in its entirety. Incomplete applications will not be considered. Ensure all sections of the application are accurately completed to expedite the review process.
- 3. Picture of the ESA:** Please include a clear picture of the Emotional Support Animal with the application. This helps verify the identity of the animal and aids in processing the application smoothly.
- 4. Disability Diagnosis on Letterhead:** Include a letter from the licensed medical professional diagnosing the disability or condition necessitating the Emotional Support Animal. This letter must be on official letterhead and signed by the licensed professional. Note that nurse practitioners may not be eligible to sign off on these documents.

By adhering to these guidelines and including all necessary documentation, you can ensure your Emotional Support Animal application complies with ADA guidelines and ready for review by the Accessible Education and Resource Center at Jackson State University.

Our goal is to provide support and accommodations that foster a positive and inclusive campus environment for all students. Thank you for your cooperation in this process.

Sincerely,

JSU Accessible Education and Resource Center



## **SERVICE AND EMOTIONAL SUPPORT ANIMAL POLICY AND PROCEDURE**

This document describes the procedures for the use of service animals by students and employees and emotional support animals (ESA) by students on the Jackson State University campus. Jackson State University (JSU) complies with the Americans with Disabilities Act (ADA) in allowing use of service animals for students, staff and visitors. JSU complies with the Fair Housing Act in allowing students the use of emotional support animals that are approved as an accommodation. Employees may not bring emotional support animals to work without prior approval of JSU Human Resources.

### **DEFINITIONS**

#### *Disability:*

The term "disability" means, with respect to an individual, a physical or mental impairment that substantially limits one or more major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment. (42 U.S.C.A. § 12102).

#### **Major Life Activities include, but are not limited to:**

Caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. A major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

#### **“Being regarded as having such an impairment”:**

An individual meets the requirement of "being regarded as having such an impairment" if the individual establishes that he or she has been subjected to an action prohibited under this chapter because of an actual or perceived physical or mental impairment whether or not the impairment limits or is perceived to limit a major life activity.

Impairments that are transitory and minor do not qualify. A transitory impairment is defined as an impairment with an actual or expected duration of 6 months or less.

#### *Service Animal:*

A service animal as per the ADA is defined as: “Any dog that is individually trained to do work or perform tasks for the benefit of 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 the purposes of this definition. The work or tasks performed by

a service animal 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, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.”

*Emotional Support Animal:*

The Fair Housing Act defines an emotional support animal as any animal that provides emotional support, well-being, or companionship that alleviates or mitigates symptoms of the disability; the animal is not individually trained. Emotional support animals are not limited to dogs and can be other species of animal. Emotional support animals are not considered service animals. In order to bring an emotional support animal to campus, the Owner must contact the Accessible Education and Resource Center (OAERC) no less than 60 days prior to arrival, in order to permit time to gather all necessary documentation. Animals should not be brought to campus prior to approval being granted.

The University will make an individualized assessment of each proposed emotional support animal. Dogs must also be completely trained and housebroken. The use of “puppy pads” will not be permitted. For dogs under 12 months old that are not already living with the student at the time the ESA is requested, OAERC will ask for a statement that the puppy is housebroken from the breeder, adoption agency, or person providing the animal to the student. For animals already known to the student, the student can self-attest to the housebroken status of the animal.

*Pet:*

A domesticated animal kept in the home for pleasure and companionship, rather than for the purpose of assisting persons with disabilities. A pet is not considered a Service Animal or Emotional Support Animal, and, therefore, is not covered by these requirements and related policies. (24 C.F.R. § 5.306(1)) **Residents are not permitted to keep pets on university property or in university housing.**

*Owner:*

A person with a service or emotional support animal.

*Trainer/Trainee:*

A service animal in training, including puppies in training once they are old enough to remain under the control of the trainer. The animal must be accompanied by a person who is training the service animal (the trainer) and the animal must wear a leash, harness, or cape that identifies the animal as a service animal in training. Trainees are not permitted to reside in campus housing. See the Responsibilities/Requirements sections of this document regarding the registration of trainees.

*Resident:*

As referenced in this Policy, refers to the individual who benefits from the Assistance Animal's use or Service Animal's training.

## **QUALIFYING TO HAVE A SERVICE OR EMOTIONAL SUPPORT ANIMAL ON CAMPUS**

For an individual to qualify for having a service animal on campus:

- The student must have a disability as defined by the ADA;
- The accompanying animal must be trained to do specific tasks for the qualified individual, and;
- Students must register with the Accessible Education and Resource Center (OAERC) if the service animal will be housed on the campus so that accommodations can be coordinated.
- The student must contact OAERC and the Housing Director to permit time to gather and review all necessary documentation.

*NOTE:* If the definition of a service animal is not met, then the use of the animal as emotional support may be allowed as a reasonable accommodation.

For a student to qualify to have an emotional support animal in his or her living community:

- The student must have a disability as defined by the ADA;
- The student must be registered with the OAERC;
- The student must have an already established relationship with the animal.
- The emotional support animal must be approved through the OAERC as an official accommodation, in conjunction with other offices as needed.
- The owner must notify DAERC the animal is no longer needed or is no longer residing on University property. If the animal will be replaced, the owner must submit a new request for approval.

Students who require the use of a service animal on campus must contact OAERC to register as a student with a disability. Information provided to OAERC is confidential and specific information about the disability will not be released without the consent of the student.

Pets and any dangerous, poisonous, unregistered, unlicensed, and/or illegal animals are not permitted. Fish in aquariums of 20-gallon capacity or less are allowed in accordance with the Student Handbook.

### **IMPORTANT DEADLINES**

The student should submit their request for an Emotional Support Animal or Service Animal in University Housing on or before the following dates for the appropriate semester that the student will first move into on-campus-housing. Documentation may be submitted at any time, but after the deadline dates, the University may not be able to consider a student's preference for assignment (such as area or roommate.)

<b>SEMESTER</b>	<b>REGISTRATION BEGINS</b>	<b>DEADLINE DATE</b>
Summer Session	March 15	May 1
Fall Semester	May 15	July 15
Spring Semester	October 15	December 1

To make a reasonable accommodation for the student's needs, there may be certain situations where housing preferences (such as area or roommate requests) cannot be honored. If a student submits documentation after the dates indicated above, the student will be assigned to an appropriate room assignment as quickly as possible, when acceptable space can be determined. If a student is offered a change to the housing environment, an additional cost may be associated with the resulting assignment or requests. Any reasonable accommodation is considered, but the student must support the accommodation request with a documented need linked to his or her disabling condition.

The student will receive notification within 1-2 weeks after documentation is submitted that will include the accommodation letter. The student will be informed if the ESA as an accommodation has been approved, if a change in room assignment is appropriate, any associated room rate charges if applicable, and other associated information.

The reasonable accommodation takes effect once the determination is made, based upon space available. Documentation cannot be submitted for a future semester without having the assignment for the current semester updated – once a determination is made, the student's room assignment will be updated immediately.

The University reserves the right to reassign the student to a space to accommodate the student and the ESA, if there is a potential impact on the student's roommate(s) or residential community. This move will only accommodate the student, and not the roommate(s).

A student may submit an appeal to a denial determination within fifteen (15) days of receiving the letter by following the established grievance procedure.

### **REQUIRED FORMS**

Requests for Assistance or Service Animals in JSU's residential facilities are made by completing the following and submitting to the Department of Housing and Residence Life:

1. **Registration:** Complete the Service and Emotional Support Animal Procedure Acknowledgment and Information Form.
2. **Verification of a disability and accommodation request (Assistance Animal only):** Attending healthcare provider for the disability must complete the attached Assistance Animal Disability & Accommodation Verification Form.
3. **Veterinarian Verification Form:** Veterinarian must complete the attached form, which may then be submitted by the resident.
4. **Personal Attendant Agreement Form:** If applicable, personal attendant must complete the form and the resident submit.
5. **Roommate Acknowledgment Form:** This form is to be completed if the roommate is known; otherwise the form will be forwarded to the resident's roommate(s) for completion prior to finalization of assignments.

### **PROCESS**

The student must complete and submit all of the necessary forms listed above to the Accessible Education and Resource Center, and the Department of Housing and Residence Life. Upon receipt of all required information, Housing and Residence Life will forward the documentation to

the appropriate persons for further review and required approval.

**Assistance Animal Request:** The OAERC will retain the Assistance Animal Disability & Accommodation Verification form in its files. If the request is approved, the Office will sign the Assistance and Service Animal Registration form and forward the remaining original forms to Residence Life for final approval. If approved, Housing and Residence Life will provide copies of the submitted forms to the OAERC for its files.

**Service Animal Request:** The OAERC will review the request and return all original forms to Housing and Residence Life for final approval. If approved, Housing and Residence Life will provide copies of the submitted forms to the OAERC for its files.

The Department of Housing and Residence Life will provide a decal for the room/apartment door once an animal has been registered. The Department of Housing and Residence Life reserves the right to relocate any student requesting to have an emotional support animal.

### **FACTORS CONSIDERED TO HAVE A SERVICE OR EMOTIONAL SUPPORT ANIMAL ON CAMPUS**

Housing and Residence Life may consider the following factors, among others, to assist in housing assignments, and as evidence to determine whether the presence of the Assistance Animal is necessary to accommodate the disability of the resident.

1. The size of the animal is too large for available assigned housing space;
2. The animal's presence would evict another individual from individual housing (e.g., serious allergies);
3. The animal's presence otherwise violates another individuals' right to enjoyment;
4. The animal is not housebroken or is unable to live with others in a reasonable manner;
5. The animal's vaccinations are not up-to-date;
6. The animal poses or has posed a direct threat to the resident or other individuals, including but not limited to, aggressive behavior, which may or may not include personal injuries, toward the resident or others.
7. The animal causes or has caused damage to JSU's residential property beyond what is normally considered reasonable wear and tear.

### **RESPONSIBILITIES/REQUIREMENTS**

#### **SERVICE ANIMALS ON CAMPUS**

*Owner:*

- Is responsible to attend to and be in full control of the service animal at all times. A service animal 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.

- Is responsible for ensuring that the service animal is wearing a leash, harness or cape that identifies the animal as a service animal when on duty anywhere on campus.
- Is responsible for the costs of care necessary for a service animal's well-being. The arrangements and responsibilities with the care of a service animal is the sole responsibility of the owner at all times, including regular bathing and grooming, as needed.
- Is responsible for independently removing or arranging for the removal of the service animal's waste. Waste must be disposed in a sealed bag in the designated trash area of the living community.
- Is responsible for complying with local and state licensing laws for animal rights and owner responsibilities. Service animals should be current with immunizations and wear a rabies vaccination tag.
- Is responsible for paying for any damage to University property caused by the animal.
- Animals must leave campus with the student anytime the student leaves overnight and/or during University breaks.
- The University may prohibit the use of service animals in certain locations due to health and safety restrictions or places where the animal might be in danger. Restricted areas may include but are not limited to food preparation areas, research laboratories, boiler rooms, and other areas prohibited by law.

#### *University Community:*

- Must allow service animals to accompany their owners at all times and everywhere on campus where the general public (if accompanying a visitor) or other students (if accompanying a student) are allowed, except for places where there is a health, environmental, or safety hazard. The appropriate way to ascertain that an animal is a service animal is to ask (only if it is not apparent) if the animal is required because of a disability and what tasks it has been trained to perform. Specific questions about the individual's disability may not be asked.
- Contact OAERC if any questions or concerns arise relating to service animals.
- Only two questions can be asked about service animals:
  - Is the Service Animal required because of a disability?
  - What work or task is the dog trained to perform?
- Must refrain from the following:
  - Do not ask questions about the disability.
  - Do not pet or feed a service animal.
  - Do not attempt to separate the animal from the owner.
  - Do not startle or tease a service animal.
  - Contact OAERC if faculty/staff have any additional questions regarding visitors to campus who have service animals.
  - Charging a fee for the service animal to reside in the residence hall, but may assess usual fees for any damages incurred.
  - Report any service animals who misbehave or any owners (or other individuals) who mistreat their service animals to the Department of Public Safety.

#### *OAERC:*

- Is responsible for developing the necessary procedures for the University and facilitating the use of service animals by students on campus.

- Assists owners and the University community when questions or concerns arise relating to service animals on campus and seeks legal advice when necessary.

*Trainers/Trainees:*

- Animals in training and their trainers are expected to adhere to the responsibilities and requirements of trained service animals and their owners (see above).
- If the trainer is a student, he or she must register the animal with the Accessible Education and Resource Center, showing documentation of licensing and vaccination and providing information about the overseeing training agency, if not pre-approved.
- Trainees are not permitted to reside in campus housing.
- There is no comprehensive list of approved service animal training agencies. Therefore, OAERC will determine on a case-by-case basis whether a specific program provides the proper training, supervision and oversight of trainees and their trainers.

**EMOTIONAL SUPPORT ANIMALS IN UNIVERSITY-OWNED RESIDENCES:**

*Owner:*

- Must attend to, and be in control of, the emotional support animal at all times. The emotional support animal shall have a harness, leash, tether or be transported in an appropriate enclosure whenever it is outside of the assigned room within campus housing where it will be housed.
- In shared living spaces, the emotional support animal should be in an appropriate container if the owner is not in the room with the animal.
- Is responsible for following all rules related to the restrictions of animals from buildings on the campus other than their living community.
- Is responsible for the costs of care necessary for the emotional support animal's wellbeing. The arrangements and responsibilities for the care of an emotional support animal are the sole responsibility of the owner at all times, including regular bathing and grooming, as needed.
- Is responsible for not leaving the emotional support animal unattended for an unreasonable length of time.
- Is responsible for independently removing or arranging for the removal of the emotional support animal's waste. Waste must be disposed in a sealed bag in the designated trash area of the living community.
- If the animal voids on the wall, flooring, bed or anywhere inside a living community, the student is responsible to clean up promptly to the best of their own ability, as well as submit a work request through their Hall/Complex Director with Facilities Management for the area to be properly disinfected. The student must pay all costs associated with such clean up. Animals must be housebroken and accidents should be infrequent.
- Is responsible for complying with local and state licensing laws for animal rights and owner responsibilities. Emotional support animals should be current with immunizations and wear a rabies vaccination tag if appropriate. We highly recommend keeping this documentation on file with the OAERC Office.
- Animals must leave campus with the student if student leaves overnight and during all University breaks if the student leaves campus. (See attached **ESA Addendum**)
- Is responsible for paying for any damage to University property or pest treatment caused by the animal.
- Must abide by all applicable residential policies, including room inspections.



- Is responsible for notifying OAERC and Housing and Residence Life if the emotional support animal is no longer needed.

*University Community:*

- Must allow emotional support animals to reside with their owners in their living community room or suite once they are approved as a disability-related accommodation.
- Contact OAERC if any questions or concerns arise relating to emotional support animals, including any additional questions regarding visitors to campus who have emotional support animals.
- Report any emotional support animals who misbehave or any owners (or other individuals) who mistreat their emotional support animals to the Department of Public Safety and OAERC.
- Refrain from charging a fee for the emotional support animal to reside in the living communities, but may assess usual fees for any damages incurred.

*OAERC:*

- Is responsible for developing the necessary procedures for the University and facilitating the use of emotional support animals by students on campus.
- Will contact potential roommates and suitemates to determine if other students have any concerns about potentially living with an animal.
- Assists owners and the university community when questions or concerns arise relating to emotional support animals on campus and seeks legal advice when necessary.
- If other residents raise concerns about the animal and attempts at mediation are unsuccessful, the owner of the ESA will be provided with an alternate living space on campus and expected to move within a reasonable period of time.

**ANIMAL CLEANLINESS**

1. Residents are responsible for properly containing and disposing of the animal's solid waste (e.g. feces).
  - a. Indoor animal waste, and/or used litter, must be disposed of in an outside trash dumpster. The litter must be changed weekly with pet waste separated from the litter twice each week or more frequently to avoid odors. Litter boxes must be placed on mats to minimize contamination of carpeted surfaces.
  - b. Outdoor animal solid waste must be immediately retrieved by the Handler, placed in a plastic bag and securely tied before being disposed of in an outside trash dumpster.
  - c. A designated pet walk area may be provided in certain residential areas.
  - d. In the event that the resident is not physically able to clean up after the animal, it is then the responsibility of the resident to hire someone capable of cleaning up after the animal. The person cleaning up after the animal should abide by the following guidelines:
    - i. Always carry equipment sufficient to clean up the animal's feces when the animal is on campus
    - ii. Properly dispose of waste and/or litter in appropriate containers, (e.g., an outside trash dumpster).

2. Residents are responsible for providing appropriate cleaning supplies, all basic necessities for the Animal, including food, water, medicines, and all other supplies necessary to ensure its health and safety within the confines of their bedroom/apartment if living alone.
3. An animal's food should be kept in a closed container within the resident's bedroom, or apartment if living alone.
4. If the animal vomits, urinates, leaves solid waste, and/or becomes incontinent, it is the responsibility of the resident to clean and sanitize the contaminated area 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. All matter must be disposed of in an outside trash dumpster. resident must submit a work order request for cleaning to his or her Residence Hall Director. The resident is responsible for all fees associated with having the space cleaned and sanitized.
5. Regular cleaning to avoid significant odors and/or to manage shedding is expected. Handlers may use showers/tubs within the University residential community if they live in a space with a private bath to bathe or clean their Assistance/Service Animal, otherwise an off-campus service must be used.
6. Residents are responsible for taking effective precautions to avoid flea and tick infestations. If the animal is found to have fleas or ticks, the resident will be responsible for eliminating the fur coat infestation and laundering all pet bedding. Housing and Residence Life may monitor and inspect for possible infestations. If fleas, ticks or other pests are detected on the animal and/or within the residence it will be treated using approved methods by a university-approved pest control service. The resident will be billed, as are all students, for the expense of any required pest management due to the animal's presence.

### **IMPORTANT CONSIDERATIONS**

A service or emotional support animal can be asked to leave or not allowed participation on campus if:

- The animal is found by the University to be out of control or disruptive and the animal's owner does not take immediate and effective action to control it.
- The animal is not housebroken or kept in a cage where waste can be managed effectively.
- The animal is found to be neglected or mistreated and prompt corrective action is not taken.
- The animal is physically ill.
- The animal is unreasonably dirty.
- A service animal attempts to enter a place on campus where the presence of a service animal causes danger to the safety of the owner or other students/member of the campus community.
- A service animal attempts to enter any place on campus where a service animal's safety is compromised.

The process for handling disruptions to the community is as follows:

A student will receive a written warning if a complaint(s) is received regarding the animal. Following the first warning, the student will have the opportunity to rectify the situation and correct the behavior. If a second complaint is received, OAERC will conduct a further assessment of the situation and the extent of impact to the community. At this point, it is possible that the student with the animal will be asked to switch rooms if there is availability on campus. Following a third complaint or incident, the animal will need to be removed from campus. The student will be required to identify a person who could come to campus to remove the animal if needed within a reasonable amount of time. This person must be identified during the approval process. The individualized assessment of each incident may lead to escalation of this process, up to and including removal of an animal from

campus after a first complaint, depending on the severity of any incident involving any service or support animal.

Reminder: Emotional support animals are not allowed anywhere on campus, outside of the living community, where animals are not normally allowed. An ESA may be removed from campus if it is found in any other building on campus, other than the student's living community.

All animal owners must abide by applicable local ordinances. Most state laws require that all dogs over the age of four months be vaccinated against rabies, and be licensed through the local city and town. There are also vaccination requirements for cats and possibly other emotional support animals. Please check Mississippi's State rules and regulations.

Any service or emotional support animals who misbehave or any owners (or others) who mistreat their service or emotional support animals should be reported to the Department of Public Safety.

### Restricted Areas

The University may prohibit the use of a Service Animals in certain locations due to health or safety restrictions. Restricted areas may include but are not limited to food preparation areas, research laboratories or classrooms that contain research animals, areas that require protective clothing, and other areas as required by state or local laws. Exceptions to these restrictions may be requested and will be considered on a case by case basis.

**Approved Emotional Support Animals are permitted only in the living communities.**

### Etiquette around service animals and their owners:

- Do NOT pet, touch or otherwise distract a service animal when it is working. Doing so may interfere with its ability to perform its duties.
- Do NOT feed a service animal. Their work depends on a regular and consistent feeding regimen that the owner is responsible to maintain.
- Do NOT attempt to separate the owner from the service animal.
- Do NOT harass or deliberately startle a service animal.
- Avoid initiating conversations about the student's disability. Some people do not wish to discuss their disability.

### Significant allergies to animal dander and other concerns.

- Concerns of this nature will be addressed on a case by case basis. The OAERC will work in conjunction with The Department of Housing and Residence Life to alert potential roommates of the fact that a service or comfort animal will be present in an effort to address concerns including those related to allergies and objections or fears related to certain types of animals as early as possible in the housing assignment process. Issues or concerns that may arise during the academic year should be reported as quickly as possible.
- Owners who have concerns about any matter affecting their use of a service or emotional support animal should contact OAERC.

### Special Situations or Exceptions

Students and employees should contact the OAERC to discuss any special situations regarding service animals or emotional support animals that are not covered by this policy, as well as any exceptions to this policy that might be requested by a student or employee. All exceptions must be approved in writing by the OAERC.



# Service and Emotional Support Animal Agreement Addendum

**Date: June 1, 2023**

This addendum adds the following paragraphs to the Service and Emotional Support Animal Agreement between owner/resident and Jackson State University.

**A. Purpose of the Addendum:** The Service and Emotional Support Animal Agreement is being amended to include the provisions of this addendum because of previous instances of ESA abandonment and damages occurring from ESAs not satisfied by owners.

**B. Conflict with Other Provisions of the Service and Emotional Support Animal Agreement:** In case of any conflict between the provisions of this Addendum and other sections of the Service and Emotional Support Animal Agreement, the provisions of this Addendum shall prevail.

**C. Terms of Addendum:**

1. Effective August 2023, all students seeking approval for an Emotional Support Animal (ESA) on campus must obtain a renter's insurance policy with a coverage minimum of \$150,000. This requirement is necessary to protect you and the university from liability in the event of property damage or personal injury caused by your ESA.
2. All ESA registration packets must be fully completed and be accompanied by a diagnosis of disability on letterhead, signed by a licensed healthcare professional. The veterinarian information of the animal must also be attached to the documentation.
3. Your renter's policy should be obtained from a personal insurance provider of your choosing. Please understand that your renter's insurance policy must be valid for the entire academic year. Failure to comply with this requirement will result in the revocation of your ESA approval until the insurance can be put in place.
4. In the event the owner/resident is removed from campus for any reason (transported to ER, arrested, quarantined off campus, etc.), the ESA will not be allowed to remain on campus until they return. If no local off-campus contact is available for retrieval of the ESA, the animal will be turned over to a shelter. It will then be the responsibility of the student to regain possession of the animal. The university assumes no liability for the handling of the ESA during such occurrence.

*Please ensure all the necessary steps have been followed and you have provided all the required documentation for your application to be considered for approval. Submission of required documentation does not guarantee approval. Therefore, no animals should be brought to campus prior to receiving approval.*

# Assistance or Service Animal Registration Form

Complete this form and submit it to the Accessible Education and Resource Center a minimum of 30 days prior to move-in day for the semester in which the Assistance or Service animal will arrive to campus. The student partner is required to complete an updated form should any information about the Service or Emotional Support Animal change.

Attach the following completed documentation with this form:

- Roommate Acknowledgement, if roommate is known*
- Personal Attendant Agreement, if applicable*
- Veterinarian Verification*
- Assistance Animal Disability & Accommodation Verification (Assistance Animal only)*

<p><i>For PAERC Use Only:</i></p> <p><b>Type of Animal</b></p> <p><input type="checkbox"/> Assistance</p> <p><input type="checkbox"/> Service</p>	<p>Date Received: _____ Received by: _____</p> <p><i>The following forms are attached and completed:</i></p> <p><input type="checkbox"/> Roommate Acknowledgement</p> <p><input type="checkbox"/> Personal Attendant Agreement</p> <p><input type="checkbox"/> Veterinarian Verification Form</p> <p><input type="checkbox"/> Assistance Animal Disability &amp; Accommodation Verification</p>
<b>Student's Name</b>	
<b>Student's Permanent Address</b>	
<b>Student's Home Phone</b>	
<b>Student's Campus Address</b>	
<b>Student's J-Number</b>	
<b>Student's Cell Phone</b>	
<p><b>Assistance Animal Disability &amp; Accommodation Verification Form completed</b> (Assistance Animal only)</p>	<p><input type="checkbox"/> No     <b>PLEASE COMPLETE REQUESTED FORM</b></p> <p><input type="checkbox"/> Yes     Date _____</p>
<b>Animal's Name</b>	

## Assistance or Service Animal Registration Form

<b>Is the Animal required because of a disability?</b>	Choose One: <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain request:
(Service Animal only) <b>What work or task is the Animal trained to do?</b>	
(Assistance Animal only) <b>What assistance does the Animal provide?</b>	
<b>Type of Animal and Breed</b>	
<b>Description of the Animal (photo must be attached)</b>	
<b>Is the Assistance or Service Animal current on veterinary recommended vaccinations?</b>	Select One:      Yes      No  If yes, attach Veterinarian Verification Form  If no, explain:
<b>Has the Assistance or Service Animal ever bitten or shown aggression toward people?</b>	Circle One:      Yes      No  If yes, explain:

## Assistance or Service Animal Registration Form

<b><i>Alternate/Emergency Caregiver for Assistance or Service Animal, if Student Partner is Unavailable</i></b>	
<b>Name</b>	
<b>Address</b>	
<b>Phone Number</b>	
<b>Relationship to Student</b>	

By my signature below, I verify that I have read, understand and will abide by the Community Standards, student partner responsibilities, and other requirements contained in the *Accessible Education and Resource Center Service and Emotional Support Animal Policy*

I furthermore give permission to the OAERC to disclose to others impacted by the presence of my Assistance/Service Animal (e.g. Residential Life staff, Facility Service Staff, and potential and/or actual roommate(s)/neighbor(s)) that I will be living with an animal as an accommodation. I understand that a decal will be placed on the apartment/room door regarding the presence of a registered animal. I understand that this information will be shared with the intent of preparing for the presence of the Assistance/Service Animal and/or resolving any potential issues associated with the presence of the animal.

I further recognize that the presence of the Assistance/Service Animal may be noticed by others visiting or residing in University Housing and agree that staff may acknowledge the presence of the animal, and explain that under certain circumstances Assistance/Service Animals are permitted for persons with disabilities.

\_\_\_\_\_  
Resident Student Partner Signature

\_\_\_\_\_  
Date

**Approvals**

\_\_\_\_\_  
Director of OAERC or Designee  
(Assistance Animal only)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Residence Hall Director

\_\_\_\_\_  
Date



## ASSISTANCE ANIMAL DISABILITY & ACCOMMODATION VERIFICATION FORM

(All information required below is necessary to consider the student's request for an ESA. The health care provider is not required to use this specific form. This form is provided as a convenience.)

Student's Name: \_\_\_\_\_

Student ID: J \_\_\_\_\_

Date Form Completed: \_\_\_\_\_

### INSTRUCTIONS FOR EVALUATOR:

The above-name student has indicated that you are the health care provider who has suggested that having an Emotional Support Animal (ESA) reside with them in on-campus housing will have therapeutic benefit in alleviating one or more of the identified symptoms or effects of the student's mental health disability. Generally, documentation is accepted from providers in the State of Mississippi or the student's home state who have personal knowledge of the student, whereas it is consistent with the provider's professional obligations.

*The Federal Trade Commission (FTC) has been investigating websites that purport to provide documentation from a health care provider in support of requests for an ESA. The websites in questions offer for sale documentation that is not considered reliable for purposes of determining whether an individual has a disability or disability-related need an ESA because the website operators and health care professional who consult with individuals lack personal knowledge that is necessary to make such determinations.*

So that we may better evaluate the student's request for this accommodation, please answer the following questions:

### **SECTION 1: INFORMATION ABOUT THE STUDENT'S DISABILITY**

Federal law defines a person with a disability as someone who has a physical or mental impairment that **substantially limits** one or more major life activities. That suggest that a diagnosis (label) does not necessarily equate with a disability (substantial limitation).

1. What is the nature of the student's mental health impairment (that is, how is the student **substantially limited**): \_\_\_\_\_  
\_\_\_\_\_
2. Does the student require ongoing treatment? \_\_\_\_\_  
\_\_\_\_\_
3. When did you first interact with the student regarding this mental health diagnosis?  
\_\_\_\_\_



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- 
4. Whendid you last interact with the student regarding this mental health diagnosis?

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**SECTION 2: INFORMATION ABOUT THE PROPOSED ESA**

**PROPOSED ESA:**

1. Name of ESA: \_\_\_\_\_
2. Type of animal: \_\_\_\_\_ Age of animal: \_\_\_\_\_
3. Is the animal named above one that you specifically prescribed as a part of treatment for the student or is it a pet you believe will have beneficial effect for student while in residence campus?  
\_\_\_\_ Prescribed \_\_\_\_ Pet
4. What specific symptoms will be reduced by having an ESA, and how will those symptoms be mitigated by the presence of the ESA? \_\_\_\_\_
5. Is there evidence that an ESA has helped this student in the past or currently?  
 Yes  No
6. If there is evidence that an ESA has helped, what is the nature of that evidence?

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**SECTION 3: IMPORTANCE OF ESA TO STUDENT's WELL-BEING**

1. 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 symptomology, may result if the accommodation is not approved? \_\_\_\_\_
2. Have you discussed with the student the responsibilities associated with properly caring for an animal while engaged in typical college activities and residing in campus housing?  
 Yes  No
3. Do you believe those responsibilities might exacerbate the student's symptoms in any way? If so, in what way might the student's symptoms be exacerbated and have you discussed this with the student? (If you have not had this conversation with the student, will you discuss this with the student at a later date)? \_\_\_\_\_

**SECTION 4: CONTACT INFORMATION AND SIGNATURE**

***Thank you for taking the time to complete this form. If additional information is needed, we may contact you at a later date. We recognize that having an ESA in the residence hall can be a real benefit for someone with a significant mental health disorder. The practical limitations of our housing arrangements make it necessary to carefully consider the impact of the request for an ESA on both the student and the campus community.***

Provider's Name (please print or type: \_\_\_\_\_

Provider's Signature: \_\_\_\_\_

Type of License: \_\_\_\_\_ License#: \_\_\_\_\_

Name of Practice: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Number: \_\_\_\_\_

# Roommate Agreement

My signature confirms that I will share the common areas of my assigned residential space with the student partner and the approved Assistance or Service Animal. If I have any concerns regarding the care and control of the approved Assistance or Service Animal, I will discuss my concerns with the animal's student partner. If the student partner and I cannot come to a satisfactory resolution, I will then bring the matter to the Housing department and OAERC staff.

I am aware that the Assistance or Service Animal is working with its student partner and I will observe the following etiquette:

I will avoid touching the animal or its partner without permission.

I will not make noises at the animal as it may distract the animal from doing its job.

I will not feed the animal as it may disrupt its schedule.

I will not attempt to startle or distract the animal.

I will not attempt to separate the animal from its student partner.

I will refrain from asking my roommate about any disability or the assistance the animal provides.

I recognize students with Assistance or Service Animals may not want to talk about very personal matters, including diagnoses or treatment.

I will refrain from gossip or discussion with others related to my roommate's disability or accommodations. If the student partner shares medical or disability-related information, I will treat the information as I would any personal information shared in confidence and will only share it on a need-to-know basis (e.g., emergency situation, or if professional attention or intervention is necessary.)

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Roommate Signature

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Date

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Roommate Signature

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Date

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Roommate Signature

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Date

# Personal Attendant Agreement

**I agree to provide personal attendant support for the student partner of the approved Assistance or Service Animal and agree to abide by the conditions set. Should I have any concerns regarding the care and control of the Assistance or Service Animal, I will discuss my concerns with the animal's student partner and then with Housing and Residence Life, if the student partner of the animal and I cannot come to an agreement.**

1.	_____	_____
	Personal Attendant Signature	Date
2.	_____	_____
	Personal Attendant Signature	Date
3.	_____	_____
	Personal Attendant Signature	Date
4.	_____	_____
	Personal Attendant Signature	Date
5.	_____	_____
	Personal Attendant Signature	Date
6.	_____	_____
	Personal Attendant Signature	Date
7.	_____	_____
	Personal Attendant Signature	Date
8.	_____	_____
	Personal Attendant Signature	Date