

Cardinal Stritch University Policies and Guidelines for EAA Animals

Effective July 22, 2016

Cardinal Stritch University

Service & Emotional Assistance Animal Policies and Guidelines

Cardinal Stritch University ("University") is committed to providing a supportive environment with equal access to its programs, services, and facilities for students with disabilities. Within this framework, the University works in compliance with all applicable provisions of the Americans with Disabilities Act as amended (ADAAA), Section 504 of the Rehabilitation Act of 1973, and the Fair Housing Act (FHAct). In this regard, some students with disabilities may require the use of a service animal or an emotional assistance animal. The following parameters address the process by which students request the use of either a service animal or an emotional assistance animal at the University, and the process by which the University grants reasonable accommodations.

I. Definitions.

A. Service animal is a dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples include: guiding people who are blind or have low vision, alerting people who are deaf to the presence of people or emergency sounds, pulling wheelchairs for mobility impaired people, or reminding people with a mental illness to take prescribed medications. Dogs and other animals whose sole function is to provide comfort or emotional support do not qualify as service animals.

B. Emotional Assistance animal is one prescribed to an individual with a disability by a healthcare professional, is necessary to afford that individual an equal opportunity to use and enjoy University Housing, and presents an identifiable relationship between the disability and the assistance the animal provides. Other terms that identify this type of animal include emotional support, therapy, comfort, companion, or assistance animal. While dogs are the most common type of emotional assistance animal, other animals can also be emotional assistance animals.

C. Student Accessibility Services (SAS) is the office at the University that provides services and accommodations to students with disabilities. SAS is dedicated to maintaining an environment for students with disabilities that provides reasonable full access to all educational programs, activities and facilities at the University. Additional information can be found by contacting our main office at 414-410-4828 or by visiting our website at: <http://www.stritch.edu/Offices-and-Services/Academic-Support/Disability-Services/>

II. Students Using a Service Animal on Campus.

In general, service animals are permitted on campus, including exterior and interior locations, including classrooms and residence halls.

A. Documentation Requirement. When it is not obvious whether a dog is a service animal, the University may ask the student if the animal is required because of a disability and to provide an explanation of the tasks or work that the animal has been trained to perform to benefit the person. With respect solely to the use of the service animal, the student may not generally be required to

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provide evidence of the nature or extent of the disability. However, if the student needs additional accommodations beyond the use of the service animal, s/he should be referred to SAS. Along with other accommodations, a service animal will be listed as an accommodation on the student's Documented Individualized Accommodations List (DIAL).

B. Access to University Facilities. Service animals may be prohibited from mechanical rooms, utility rooms, animal research facilities, food preparation areas, or laboratories or studios with hazardous activities where its presence would pose a danger. A service animal may be asked to be removed from a University facility or program if the animal's behavior poses a direct threat to the health and safety of others.

C. Requirements of Service Animals.

1. **Control.** The student handler must be in control of the service animal at all times. Service animals must be harnessed, leashed or tethered, unless these devices interfere with the service animal's work or the handler's disability prevents using these devices. In that case, the handler must maintain control of the animal through voice, signal or other effective controls. The animal's behavior must not be disruptive to its surroundings or other members of the University community. Disruptive behavior includes, but is not limited to, jumping on people, barking, growling, taking food from dining area tables, or taking personal belongings of individuals other than the owner.
2. **Clean up.** The service animal must be housebroken. The student handler will ensure the immediate clean up and disposal of waste. Handlers who are not physically able to pick up and dispose of waste are responsible for making all necessary arrangements for assistance.

III. Students Requiring Emotional Assistance Animals on Campus.

Cardinal Stritch University enforces a no-animal policy in its residence halls and campus facilities. Emotional assistance animals must be registered through the office of the Dean of Students. Emotional assistance animals are asked to be registered eight to ten weeks prior to the beginning of classwork, co-curricular involvement, or other school activity.

This is an addendum to the student housing contract only. Abiding by this housing addendum policy protects University students and ensures the safety of the student and their emotional assistance animal.

The University reserves the right to enforce all relevant guidelines for the use of animals through the Code of Student Conduct. The University also reserves the right to revoke permission granted for the campus presence of any emotional assistance animal whose owner fails to follow the requirements set forth in these guidelines.

Requests for emotional assistance animals in University housing and campus facilities will be reviewed under the University's policy and provided to both the Student Accessibility Services Coordinator and the Dean of Students.

A. Accommodation Approval Process. If a student believes that s/he needs an emotional assistance animal, the student should take the following steps:

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1. Complete a "Request for Emotional Assistance Animal" available on the University SAS website.
2. Submit documentation to SAS from his/her healthcare provider which:
 - a. Verifies that the student has a disability;
 - b. Describes the needed accommodation, and
 - c. Identifies the relationship between the student's disability and the need for an emotional assistance animal. SAS has a form entitled "Medical/Health Care Provider Form." Requests for emotional assistance animals in University Housing be submitted at least 60 days prior to the desired move-in date.
3. The Student Accessibility Services Coordinator and Dean of Students serve as the campus co-authorities for the approval for students or their family members requesting an emotional assistance animal to be present in any facility. The documentation provided should follow the same guidelines as documentation required for disability accommodations. The Student Accessibility Services Coordinator will then meet with the Dean of Students, and the Residence Life Coordinator, as appropriate, to determine if the animal in question will be allowed to be present and/or live on campus. The determination will be made on a case-by-case basis.
4. If the accommodation is granted, it is in effect for the semester. Approval for registration must be sought each semester. If approved, the Department of Security and Facilities will be notified of the approved emotional assistance animal and keep a list of all approved emotional assistance animals on campus.

B. Residence Life's Emotional Assistance Animal Expectations

The University takes no responsibility for the behavior, health, safety, or care of any emotional assistance animal on its campus. Any animal used on University campuses is the sole responsibility of the owner/user at all times, and must comply with the following requirements:

- The user/owner must have completed the requirements outlined in these guidelines.
- The user/owner must complete the following forms included in these guidelines:
 - Request for Emotional-assistance Animal
 - Medical/Health Care Provider Form
 - User/Owner Statement for Emotional-assistance Animals
 - Animal Registration Form for Emotional-assistance Animals
- The animal must be registered with the Student Accessibility Services Coordinator.
- The user/owner must ensure that animal is on a leash or in a carrier at all times. The user/owner must take responsibility for the behavior of the animal in private and public places, and for due care and diligence in the use of the animal on campus.
- The animal must be accompanied by the user/owner at all times while in University facilities and be on a leash at all times.
- The user/owner is responsible for any property damage caused by the animal.
- The user/owner must clean up after the animal and properly dispose of the waste.
- Use of the animal shall not constitute a direct threat to the health and safety of others

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- If an owner/user obtains a new or different animal to be used under the provisions of this procedure, the new or different animal must be registered and approved. The Departments of Security and Facilities will need to be notified of any changes.
- The user/owner of the animal must be in full control of the animal at all times. Care and supervision of the animal is the sole responsibility of the contract holder.
- The contract holder is also responsible for ensuring the prompt cleanup and sanitary disposal of the animal's waste, and must toilet the animal in the area agreed upon by Facilities Staff.
- The animal must be immunized against diseases common to their species and appropriately documented (e.g., current vaccination against rabies and wear a rabies vaccination tag). The user/owner is responsible for the health of the animal and must provide verification from a qualified veterinarian that all vaccinations appropriate for that type of animal are current.
- The animal must be in good health. The animal must have an annual clean bill of health from a licensed veterinarian and a copy given to the Residence Life staff. University Housing has authority to require that the animal receive veterinary attention.
- The user/owner must ensure that animals are registered annually in accordance with the City of Fox Point or Glendale regulations and wear a valid vaccination tag. The animal must wear current license tags (in accordance with the City Fox Point or the City of Glendale ordinance) at all times.
- University Housing may place other reasonable conditions or restrictions, depending on the nature and characteristics of the animal.

C. Exclusions.

Emotional assistance animals may be excluded from University Housing if the animal is direct threat to the health and safety of others; its presence fundamentally alters the nature of a program or activity; or its handler fails to effectively control it.

- An emotional-assistance animal may be excluded from a facility if that animal poses a direct threat to the health and safety of others, or conflicts with another approved animal. This decision will be made by any and all appropriate University officials, including a representative of the Academic/Learning Resource Center, Academics, Student Life, Facilities, Counseling & Health Services, and/or Residence Life.
- An animal may be excluded from a facility if that animal's behavior, such as barking or displaying aggressive behavior, is disruptive to the other participants within the facility. This decision will be made by any and all appropriate University officials, including a representative of the Academic/Learning Resource Center, Academics, Student Life, Facilities, Counseling & Health Services, and/or Residence Life.
- An animal will be excluded from a facility where the animal is prohibited due to safety or health restrictions, where the animal may be in danger, or where the animal's use will compromise the integrity of other program (e.g., food preparation areas, research laboratories, and areas requiring protective clothing). This decision will be made by any and all appropriate University officials, including a representative of the Academic/Learning Resource Center, Academics, Student Life, Facilities, Counseling & Health Services, and/or Residence Life.

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D. Removal of Animal.

The contract holder may be required to remove the animal from University facilities if the contract holder or animal fails to comply with this addendum or existing University Housing policies. The following describes behaviors which may result in the removal of the animal:

- **Disruptive Behavior:** Unruly or disruptive (e.g., biting, barking, howling, growling, aggression) behavior is prohibited. If such behavior persists, the owner may be prohibited from having the animal until the contract holder takes necessary remedial steps to correct the animal's behavioral problems. It is the owner's responsibility to contact Residence Life or the Department of Security if he/she witnesses disruptive behavior by the animal.
- **Uncleanliness:** Failure to properly clean up and dispose of the animal's waste is prohibited. The animal must be sufficiently groomed, clean, and free from offensive odor.
- **Emergencies:** In the case of the owner suffering an emergency, and in need of hospitalization or otherwise indisposed, an emergency contact person must be available to pick up and care for the animal.

In cases where the animal has been removed, permission to bring the animal back is at the discretion of the Dean of Students and the Student Accessibility Services Coordinator.

Please note: For **comprehensive guidelines** on the University's Assistance Animal Expectations, please reference the Residence Life Handbook at <http://www.stritch.edu/search.aspx?searchtext=Residence Life>

or

Contact the University Residence Life Department directly at 414-410-4251 or mlweiss@stritch.edu

Cardinal Stritch University reserves the right to amend these guidelines as needed, with or without prior notice.

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Request for Emotional Assistance Animal

Send to: Donney Moroney
Dean of Students
6801 N Yates Rd
Fox Point, WI 53217

Michael Schade
Accessibility Services Coordinator
6801 N Yates Rd., Box 511
Fox Point, WI 53217

Student fills out the section below. Please print or type.

Name _____
Last First M.I.

Student ID Number: _____

Address _____

City _____ State _____ Zip Code _____

AUTHORIZATION TO RELEASE INFORMATION: I authorize the provider listed below to release information related to my request to Cardinal Stritch University for the purpose of an accommodation to my housing assignment because of a disability, and to discuss this request with a representative of Housing, if necessary. This authorization is valid for 90 days, effective from the date below.

Name of Provider _____

Address (Street, City, State and Zip)

Student's Signature _____ **Date** _____

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Medical/Health Care Provider Completes and Signs Section Below

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Medical/Health Care Provider Form

~Please type or print neatly~

Student's Name: _____

Re: Proposed Emotional Assistance Animal:

Type of animal: _____

Name of animal: _____ Age of animal: _____

This student has indicated that you (physician, psychiatrist, social worker, mental health worker) have suggested that having an Emotional Assistance Animal (EAA) in the residence hall will be helpful in alleviating one or more of the identified symptoms or effects of the student's disability. So that we may better evaluate the request for this accommodation, please provide the following information:

Information About the Student's Disability (A person with a disability is defined as someone who has "a physical or mental impairment that substantially limits one or more major life activities.")

DSM-IV: _____

Date diagnosis made? _____ Date of last contact with student: _____

Instruments/procedures used to make diagnosis: _____

Level of severity (if applicable) _____ Mild _____ Moderate _____ Severe

If student is taking medications related to this condition, please list medications: _____

If a current treatment plan exists, what is the plan in brief? Does the student require ongoing treatment?

Description of the student's functional limitations as a result of this condition, and how they might impact this student's academic activities (such as reading, writing, note-taking, concentration, studying, interactions with others, instructors and students, etc.)

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Information About the Proposed Emotional Assistance Animal (EAA)

Is this an animal that you specifically prescribed as part of treatment for the student, or is it a pet that you believe will have a beneficial effect for the student while in residence on campus?

What symptoms will be reduced by having the EAA? _____

Is there evidence that an EAA has helped this student in the past or currently? _____

Importance of EAA to Student's Well-Being

In your opinion, how important is it for the student's well-being that the EAA be in residence on campus? What consequences, in terms of disability symptomology, may result if the accommodation is not approved?

Have you discussed the responsibilities associated with properly caring for an animal while engaged in typical college activities and residing in campus housing? Do you believe those responsibilities might exacerbate the student's symptoms in any way? (If you have not had this conversation with the student, we will discuss with the student at a later date.)

Thank you for your responses. If we need additional information, we may contact you at a later date. We recognize that having an EAA in the residence hall can be a real benefit for someone with a significant mental health disorder, but the practical limitations of our housing arrangements make it necessary to carefully consider the impact of the request for an EAA on both the student and the campus community.

Professional's Signature: _____ License #: _____

Print or type name and title: _____

Address: _____

Phone: _____ Date: _____

**Direct questions to, or simply submit this form via fax, e-mail or mail to:
Cardinal Stritch University**

Michael Schade, Disability Services Coordinator
Cardinal Stritch University
6801 North Yates Road, Box 511
Milwaukee, Wisconsin 53217

Phone: 414-410-4828
Fax: 414-410-4088
Email: meschade@stritch.edu

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User/Owner Statement for Emotional Assistance Animals

As the user/owner of an emotional-assistance animal, I have read and accept the guidelines, and make the following statements:

I have provided a health certificate signed by a licensed veterinarian indicating that my animal is up-to-date on all vaccinations and is on a wellness program with a veterinarian.

I understand that my animal must be registered with the Disability Support Services Coordinator and the Dean of Students.

My animal is licensed and wears a valid vaccination tag at all times.

My animal is house broken, well-groomed, odor free, and not infected with external parasites (e.g., ticks, fleas or lice).

I will not bring my animal onto campus if it is in estrus (heat).

I understand that my animal must be on a leash at all times while on campus and additionally must be controlled by verbal commands.

I understand that I am responsible for the animal and I will not leave it in the care of another person while on campus, unless I have written permission from the Dean of Students or the Senior Director of the Student Success Center.

I understand that I am responsible for the sanitary disposal of my animal's waste while on campus, and when needing this activity, as well as the proper exercise locations. I understand the designated location(s) on campus for proper waste management and exercise, as determined by the Director of Facilities and Dean of Students.

I understand that my animal will not be in areas where food is being prepared, research labs, and areas requiring protective clothing.

I understand that I am liable and responsible for my animal's behavior and activities while on campus, including property damage, and am personally responsible for any normal costs incurred with damages.

I understand that I must follow all procedures and requirements of an animal user/owner as outlined in the Emotional-assistance Animal guidelines, and all other aspects of our Code of Student Conduct apply when living in a campus residence hall (e.g., noise, damages, etc.). Failure to do so may result in a conduct code charge or other consequence.

I understand that I must work with the University to resolve complaints from CSU community members, including hall mates, who may have concerns about animal allergies or fears.

I understand that any potential concerns my roommate and suitemates may have about my emotional-assistance animal must be resolved before final approval can be granted (see signatures section below).

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I understand that the animal must leave with me when the residence halls are closed for regular breaks and when I leave for the weekend. I understand the animal must not be kept cloistered without a bathroom break in a residence hall for long periods of time.

I understand that the animal will be contained in my contracted suite as my living space, which does not include my residence hall common areas, it is also not allowed to visit people in other rooms and halls.

I understand that if the animal bites someone, I am responsible, and Cardinal Stritch University is in no way liable.

Finally, I understand that Cardinal Stritch University reserves the right to re-visit this arrangement/accommodation every semester and in the event that the animal becomes a nuisance and/or the owner is not following the terms of the accommodation, and is able to evict me &/or my animal for not following the terms. Failure to follow any of the guidelines may result in a conduct code charge or other University consequence(s).

User/Owner's Signature: _____

Date: ___/___/___

User/Owner Print Name: _____

Roommate Signature: _____

Suitemate (1) Signature: _____

Suitemate (2) Signature: _____

Suitemate (2) Signature: _____

Disability Coordinator Approval Signature: _____

Date: ___/___/___

Dean of Students Approval Signature: _____

Date: ___/___/___

Facilities Department Title: _____

(If needed) Approval Signature: _____

Date: ___/___/___

Residence Life Department Title: _____

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Animal Registration Form for Emotional Assistance Animals

**Animal user/owner must complete all information*

Animal User/Owner's Name: _____

Phone #: (_____) _____ - _____

Address: _____

City: _____ State: _____ Zip Code: _____

Animal's Name: _____

Type of Animal

Dog: _____ Color: _____ Breed: _____

Other: _____ Type: _____ Color: _____ Breed: _____

Emergency Contact Information:

Phone #: (_____) _____ - _____

Address: _____

City: _____ State: _____ Zip Code: _____

To all visiting emotional-assistance animal user/owners:

Please read and sign the owner statement. If your visiting emotional-assistance animal fails to conform to all the standards listed in the statement, it may be declined access to any or all Cardinal Stritch University facilities. We appreciate your cooperation.