



## **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.

### **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 Disability Services Center (DSC) 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, DCS 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 Assistance 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 Disability Services Center (DSC) if the service animal will be housed on the campus so that accommodations can be coordinated.
- Must contact DSC 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 DSC;
- The student must have an already established relationship with the animal.
- The emotional support animal must be approved through the DSC as an official accommodation, in conjunction with other offices as needed.
- The owner must notify DSC if 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 DSC to register as a student with a disability. Information provided to DSC 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 the Request for Emotional Support Animal in University Housing form 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 take into account 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). This move will only accommodate the student, and not the roommates(s).

A student may submit an appeal to the 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 Acknowledgement 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 Acknowledgement 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 Department of Disability Services and the Department of Residential Life. Upon receipt of all required information,

Residence Life will forward the documentation to the appropriate persons for further review and required approval.

**Assistance Animal Request:** Disability Services 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, Residence Life will provide copies of the submitted forms to Disability Services for its files.

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

The Department of Residence Life will provide a decal for the room/apartment door once an animal has been registered. The Department of 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**

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 Residence Life 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 DSC 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 DSC 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.

#### *DSC:*

- 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 Disability Services 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, DSC 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 full 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 well-being. 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 comfort animal voids on the floor or carpet 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. Dogs 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 DSC Office.
- Animals must leave campus with the student if student leaves overnight and during all University breaks if the student leaves campus.
- 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 DSC and the Department of Housing 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 DSC 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 DSC.
- 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.

*DSC:*

- 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. 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, DSC 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 DSC 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 DSC.

### Special Situations or Exceptions

Students and employees should contact DSC 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 DSC.



## Assistance or Service Animal Registration Form

Complete this form and submit it to Disability Services 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 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 Disability Services Use</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>__ No PLEASE COMPLETE REQUESTED FORM</p> <p>__ Yes Date _____</p>  |
| <b>Animal's Name</b>  |   |



## Assistance or Service Animal Registration Form

|  |   |
|--|---|
| <b>Is the Animal required because of a disability?</b>                                     | Circle One: Yes    No   |
| (Service Animal only)<br><b>What work or task is the Animal trained to do?</b>             |   |
| (Assistance Animal only)<br><b>What assistance does the Animal provide?</b>                |   |
| <b>Type of Animal and Breed</b>  |   |
| <b>Description of the Animal<br/>(photo must be attached)</b>                              |   |
| <b>Is the Assistance or Service Animal current on veterinary recommended vaccinations?</b> | Circle One: Yes    No<br><br>If yes, attach Veterinarian Verification Form<br><br>If no, explain: |
| <b>Has the Assistance or Service Animal ever bitten or shown aggression toward people?</b> | Circle One: Yes    No<br><br>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 *JSU Disability Services Service and Emotional Support Animal Policy*

I furthermore give permission to Disability Services 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 Disability Services or Designee  
(Assistance Animal only)

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



# Assistance Animal Disability & Accommodation Verification Form

## Student Contact Information

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Student Identification Number: \_\_\_\_\_

J-NUMBER #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Move in date: \_\_\_\_\_

I want to move into the residence halls for (circle one): Fall Winter Spring Summer Year: \_\_\_\_\_

## Instructions for evaluator

This evaluation must be filled out by a qualified healthcare provider. Your name, signature, title, and credentials must be provided at the end of this form. [Please note: Section 1001 of Title 18 of the United States Code makes it a criminal offense to willfully falsify a material fact or make a false statement in any matter within the jurisdiction of a federal agency]. Please answer the questions as thoroughly as possible. This form can be returned to: **JSU Disability Services**

**1400 John R. Lynch Street  
Box 17156  
Jackson, MS 39217**

## Evaluator Information

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ License or Certification Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Assistance Animal Disability & Accommodation Verification Form

Please provide answers to the following questions:

1. Federal laws define a person with a disability as, “any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such an impairment.”

Does the student listed above have a physical or mental impairment that substantially limits one or more major life activity including, but 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?

Yes       No

2. Are you prescribing an Assistance Animal to alleviate the effects of a diagnosed disability? If yes, what service, assistance, or support does the Animal provide?

Yes     No

Please describe:

---

---

---

---

---

---

---

---

**Note:** Completed form will be maintained on file in JSU Disability Services.





# Assistance or Service Animal Veterinarian Verification Form

Please complete the following information:

Veterinarian's Name and/or Clinic Name \_\_\_\_\_

Address \_\_\_\_\_

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

Phone Number & Fax \_\_\_\_\_

**Animal's Information:**

Owner's Name: \_\_\_\_\_

Animal's Name: \_\_\_\_\_

Animal Type and Breed: \_\_\_\_\_

Sex \_\_\_\_\_ Spayed/Neutered \_\_\_\_\_

Please check all that apply:

• Vaccinations

Dog:

- DHLPP + C (Distemper, Hepatitis, Leptospirosis, Parvovirus, Parainfluenza, Corona)
- Bordetella
- Rabies

Cat:

- Rabies
- FVRCP (Feline Viral Rhinotracheitis, Calicivirus, Panleukopenia)
- \_\_\_\_\_

Other:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

I verify the above mentioned animal has all current vaccinations as required by the City of Baton Rouge and State Law.



## Assistance or Service Animal Veterinarian Verification Form

I verify that all the above vaccinations are and will remain current through one year or as instructed by veterinarian.

I verify that the above mentioned animal has been given a stool sample test for internal parasites and that the stool sample was found to be negative for parasites known or suspected of infecting humans, including roundworms, whipworms, hookworms, tapeworms, and *Giardia* sp; or that the animal has been appropriately treated for these parasites. I further verify that the above mentioned animal has been treated and/or examined and found to be free of flea infestation.

I verify that the above animal is in general good health.

Veterinarian Signature \_\_\_\_\_ Date \_\_\_\_\_



# 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 Residence Life and Disability Services 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.)

---

Roommate Signature

---

Date

---

Roommate Signature

---

Date

---

Roommate Signature

---

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 Residential Life, if the student partner of the animal and I cannot come to an agreement.**

- 1. \_\_\_\_\_ Date  
Personal Attendant Signature
- 2. \_\_\_\_\_ Date  
Personal Attendant Signature
- 3. \_\_\_\_\_ Date  
Personal Attendant Signature
- 4. \_\_\_\_\_ Date  
Personal Attendant Signature
- 5. \_\_\_\_\_ Date  
Personal Attendant Signature
- 6. \_\_\_\_\_ Date  
Personal Attendant Signature
- 7. \_\_\_\_\_ Date  
Personal Attendant Signature
- 8. \_\_\_\_\_ Date  
Personal Attendant Signature