

DSS APPROVAL PROCESS FOR A REQUEST TO HAVE AN EMOTIONAL SUPPORT ANIMAL (ESA) OR SERVICE ANIMAL (SA)

****It is strongly encouraged, but optional, that the below documentation is also submitted with a request for a *Service Animal*. This will ensure the safety of the animal in case of an emergency.**

For Service Animal requests, we must receive documentation that answers the following 2 questions:

- (1) is the **dog/miniature horse** a **service animal** required because of a disability? And
- (2) what work or task has the **dog/miniature horse** been trained to perform?

(For ESAs, DSS must receive all documents listed below before reviewing the request. If approved by DSS, the student must also meet and inform Housing staff).

1 .Submit documentation from a *healthcare* provider verifying the need:

A disability accommodation request for an emotional support animal in residential housing must include supporting information from the requesting student's physician, physician's assistant, psychologist, nurse practitioner, or licensed social worker. The clinician must provide the following information on professional letterhead; and it must be typed, signed, and dated.

Verification of the student's disability and a statement that includes:

- The length of time the health professional has been working with the student;
- Whether the animal was specifically prescribed as treatment for the student;
- How the animal serves as an accommodation for the verified disability, including the symptoms that will be mitigated by the presence of the animal, and any evidence that the animal has benefitted the student;
- How the need for the animal relates to the ability of the student to use and enjoy the university's residential housing;
- The species and breed of the animal;
- Whether the stress of caring for the animal in a university residential environment will exacerbate the effects of the student's disability;
- The importance to the student's well-being that the animal be in residence on campus;
- Any consequences related to the disability that may result if the accommodation is not approved.

Healthcare provider documentation should be sent to:

Embry-Riddle Aeronautical University
Disability Support Services – Daytona Beach Campus
Email: DBDSS@erau.edu
Fax: 386-226-6071



2. Submit documentation verifying the *health* of the animal:

A disability accommodation request for an emotional support animal in residential housing must include supporting information from a *veterinarian* familiar with the animal. The veterinarian must provide the following information on professional letterhead; and it must be typed, signed, and dated.

- The letter must include the animal's name, species, sex, and breed; along with a physical description of the animal.
- The veterinarian must state that the animal has had a complete physical exam. Additionally, the date of the exam must occur no earlier than 30 days prior to the start of the semester during which the animal will begin living with the student in residential housing on the Embry-Riddle campus.
- The veterinarian must verify that the animal is healthy and that he or she is not currently treating the animal for any diseases or injuries. In the case of a cat or dog, the veterinarian must verify that the animal has been spayed or neutered.
- The veterinarian must also verify that the animal is up to date on all vaccinations required by the State of Florida and state the future dates of any required booster shots.
- Additionally, the student is responsible for obtaining a yearly physical exam of the animal and submitting to DSS verification of the exam and that the animal continues to remain in good health and is up to date on any required booster shots and the animal is receiving preventative heartworm and flea treatment.

Send veterinarian documentation of the animal's health status
to:

Embry-Riddle Aeronautical University
Disability Support Services – Daytona Beach Campus
Email: DBDSS@erau.edu
Fax: 386-226-6071



3. Submit a photo of the animal:

The student should submit a recent photo of the animal to DSS, in addition to the above-required documentation from a healthcare provider and the animal's veterinarian. If the photo does not include a complete or clear image of the animal, DSS staff may ask the student to submit a new photo.

Send a photo of the animal to:

Embry-Riddle Aeronautical University
Disability Support Services – Daytona Beach Campus
Email: DBDSS@erau.edu
Fax: 386-226-6071

Once all the above documentation is received and reviewed, a final decision of the request for an Emotional Support animal will be made by the Disability Support Services Director/designee and the decision will be forwarded to Housing. The approved animal in University Housing must also meet ERAU requirements/policies for animal health and behavior.

An animal must be under the control of its handler. Animals must be harnessed, leashed, or tethered, unless the individual's disability prevents using these devices or these devices interfere with the service animal's safe, effective performance of tasks. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

Animals shall not be left unattended and must be within arm's reach of an owner. An animal left fastened to a stationary object is not considered attended.

Animals may not be left unattended in parked vehicles. Animals shall not be disruptive (e.g., barking).

Animal owners are required to pick up after their animals and dispose of all animal waste. The animal owner is responsible for all damages and injuries caused by the animal.

Violation of this Policy may result in removal of the animal from campus, as well as administrative and/or disciplinary action to the owner, depending on the circumstances and nature of the violation.



Resident students in violation of this Policy may lose housing privileges and be subject to student disciplinary procedures, as well as potential civil and criminal proceedings.

Any violation of the policy for Assistance Animals will be referred to the Department of Disability Support Services.

Your signature below indicates that you have submitted the appropriate documentation and agree to abide by the procedure(s) of the University:

Student Signature

Date

Approval steps:

___ Documentation from a healthcare provider documenting the need of an Emotional Support Animal has been received.

___ Documentation from a veterinarian documenting the health of the Emotional Support Animal has been received.

___ A recent photo of the requested Emotional Support Animal has been received.

___ This request is approved by the DSS Director/designee.

___ This request is pending approval. Additional information is required:

___ This request is denied due to the following:

Director/designee Signature

Date

Date the information was sent to housing: _____

