

Procedures and Guidance: Animals on Campus

(Service, Emotional Support, Pets, and Other Animals on Campus)

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Iowa State University (“ISU” or the “university”) establishes this procedures and guidance document to assist it in administering and enforcing the [Animals on Campus Policy](#). This procedures and guidance document should be read as a supplement to the university’s Animals on Campus Policy. The policy and this procedures and guidance document are collectively referred to as the “Policy.” The university, in specific circumstances and in its sole discretion, reserves the right to adapt certain aspects of the Policy for reasonable cause.

DEFINITIONS

The following definitions are applicable to this Policy.

Emotional Support Animal

A category of animals that provide necessary emotional support or comfort to an individual with a disability that alleviates one or more identified symptoms of that individual’s disability, but which are not considered Service Animals under the Americans with Disabilities Amendments Act (ADAAA) and this policy. Unlike Service Animals, Emotional Support Animals (“ESAs” have not been trained to perform a specific job or task for an individual with a disability, do not assist an individual with a disability with activities of daily living, and do not accompany an individual with a disability at all/most times. Emotional Support Animals are sometimes referred to as “assistance animals.” *See, e.g.*, Fair Housing Act, 42 U.S.C. §3601; Iowa Code Ch. 216. While dogs are the most common Emotional Support Animals, other animals may also serve as Emotional Support Animals.

ISU is committed to allowing Emotional Support Animals necessary to provide individuals with disabilities an equal opportunity to use and enjoy university housing. Section [V.B](#) below explains the specific procedures and requirements applicable to an individual’s use of an Emotional Support Animal in university housing. Emotional Support Animals may not be kept in university housing at any time prior to the individual receiving approval as a reasonable accommodation pursuant to this Policy. Emotional Support Animals are only allowed in university housing and not in other ISU controlled buildings.

Individual with a Disability

An individual with a documented physical or mental impairment that substantially limits one or more major life activities.

Pet

An animal kept for ordinary use and companionship. A pet is not considered a service or emotional support animal.

Non-dangerous Animals

Dangerous domestic animals and dangerous wild animals, as defined by Ames Municipal Code, Chapter 3 – Animals, are prohibited on university property without express written approval from proper authority.

Public Areas

All areas of ISU property where students, members of the public, recipients of university services, and participants in university programs and activities are generally allowed to go.

Reasonable Accommodation

A modification or adjustment to a university class, housing assignment, program, service or employment position that would allow a qualified individual with a disability to participate in the class, housing assignment, program, service or to perform the essential functions of the employment position, without creating an undue burden on the university or fundamentally altering academic, conduct, performance, or other essential elements.

Student requests for reasonable academic accommodations are determined by Student Accessibility Services (“SAS”). Student requests for reasonable university housing accommodations are determined by Student Accessibility Services and the Department of Residence. Graduate assistant requests for reasonable accommodations relating to their assistantship are determined by the Graduate College. Faculty and staff requests for reasonable employment accommodations are determined by University Human Resources.

Service Animal

A dog (or in limited circumstances a miniature horse) that is individually trained to do specific work or perform specific tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. All breeds of dogs are eligible for Service Animal status. All other species of animals are not eligible for Service Animal status as defined by the ADA.

When assessing whether an animal is a Service Animal individually trained to do specific work or perform specific tasks for the benefit of an individual with a disability, the animal must be trained to do work or perform tasks that are directly related to the individual’s disability. Examples of such work or tasks include, but are not limited to: assisting individuals who are blind or have low vision with navigation and other tasks; alerting individuals who are deaf or hard of hearing to the presence of people or sounds; pulling a wheelchair; assisting an individual during a seizure; retrieving items such as medicine or the telephone; assisting individuals with mobility related disabilities with physical support. 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 purposes of determining if an animal is a Service Animal. A Service Animal-in-training means a dog (or miniature horse) that is undergoing a course of development and training to do work or perform tasks for the benefit of an individual that directly relate to the disability of the individual.

ISU is committed to allowing individuals with disabilities the use of a Service Animal on university property to facilitate their participation and equal access to the university’s programs, services and activities. Section I below explains the specific procedures applicable to an individual’s use of a Service Animal on university property.

PROCEDURES

I. Service Animals in Public Areas of the University

- A. Access to Public Areas:** Service Animals are generally permitted to accompany qualified individuals in all [Public Areas](#) of the university. As detailed more fully above, a [Service Animal](#) is an animal that has been trained to do specific work or perform tasks that directly benefit an individual's disability.

For an individual to qualify to have a Service Animal in Public Areas of the university: (1) the individual must have a disability as defined by the ADAAA; or (2) the individual must be assisting an individual with a disability by controlling the Service Animal on their behalf; or (3) the individual must be training a Service Animal-in-training.

- B. Verification of Service Animal:** University employees will not ask about the nature or extent of an individual's disability to determine whether an individual's animal qualifies as a Service Animal. However, when it is not readily apparent what work or tasks the animal provides, university employees may ask two yes/no questions to determine whether the animal qualifies as a Service Animal, which are:

- 1) Is the animal required because of a disability? If yes,
- 2) What work or task has the animal been trained to perform?

Service Animals are not required to wear a vest, special service animal identification tag, or specific harness. Service Animals may not be asked to demonstrate their ability to perform the work or tasks specified.

Individuals who identify an animal as a Service Animal-in-training may be asked: (1) is the animal being trained for the benefit of an individual with a disability; and (2) what work or tasks are you training the animal to perform? It is a violation of Iowa Code for an individual to misrepresent an animal as a Service Animal or a Service Animal-in-training (*see* § 216C.II).

- C. Care and Supervision of Service Animal:** The owner/individual responsible for the Service Animal is responsible for the care and supervision of the Service Animal. The Service Animal must be housebroken and must be kept under control by a harness, leash, or other tether, unless these devices interfere with the Service Animal's work/tasks or the individual's disability prevents using these devices. In cases where a harness, leash, or other tether cannot be used, the owner must maintain effective control of the Service Animal through voice, signal, or other effective controls.

For health and safety reasons, including concerns about contagion and disease transmission, all animals brought on university property, including Service Animals, must be properly licensed and vaccinated under the laws of Iowa and evidence indicating such license and vaccination must be presentable. Owners of Service Animals are responsible to clean up after and properly dispose of the animal's feces in a safe and sanitary manner.

The university will not ask for or require an owner of a Service Animal to pay a surcharge, special fee, or deposit in relation to their use of a Service Animal. However, owners may be assessed a charge or fee for any damage caused by their Service Animal.

D. Reasonable Restrictions on Access to Public Areas: Service Animals are generally allowed in Public Areas of the university. However, it may be appropriate, in limited instances, to restrict Service Animals from certain areas of the university if: (1) the Service Animal is out of control and the owner/individual responsible does not take effective action to control it; or (2) the Service Animal is not housebroken; or (3) the use or presence of the Service Animal poses a direct threat to the health or safety of the owner or others; or (4) the Service Animal's conduct, such as barking, is unreasonably disruptive to the other participants within the area; or (5) the use or presence of the Service Animal in the area constitutes a fundamental alteration to the nature of the service, program or activity.

The University will decide, on a case-by-case basis, which areas of the university fall into these exceptions. Some examples of areas where Service Animals may be excluded include, but are not limited to:

- Areas that are sterile or areas where the presence of animals may otherwise compromise research (*e.g.*, certain research laboratories, operating rooms);
- Areas where food is prepared (although Service Animals cannot generally be excluded from dining areas where food is present);
- Areas where animals are receiving care or services and the presence of other animals may interfere with such care/services (*e.g.*, veterinary clinic);
- Areas where demonstration or research animals are present.

The determination of whether Service Animals may be excluded from a Public Area of the university will be made in collaboration with the Animals on Campus Committee. Upon receiving such an inquiry, the Committee will analyze the circumstances surrounding the inquiry and information pertaining to the inquiry, and make an individualized determination regarding whether Service Animals should be excluded in the area. For urgent matters (*e.g.*, uncontrolled animal posing a health/safety risk in an area, not housebroken animal causing damage in an area, etc.) an appropriate university employee may render an immediate decision and then collaborate with the Committee regarding a long term decision. If a university employee requests that a person with a disability remove their Service Animal from an area, that employee must notify ISU PD immediately.

If a Service Animal is restricted from a public area, service, program or activity the Committee is available to work with the individual to provide equitable access without the use of a Service Animal.

E. Recommended Registration of Service Animals: Students who require the use of a Service Animal on ISU property are strongly encouraged to contact [Student Accessibility Services](#) to register as a student with a disability. Student Accessibility Services may help determine what assistance may be available to the student and may help the student coordinate the use of the Service Animal on campus. Information provided to Student Accessibility Services will not be released without the signed consent of the student or as otherwise allowed by law.

Employees who seek the use of a Service Animal in relation to their university employment must contact University Human Resources Office (UHR) to initiate the reasonable employment accommodation process. UHR may also assist employees in navigating the workplace, communicating with colleagues about the presence of the service animal (if requested), and assisting with other related accommodation needs.

Visitors who require the use of a Service Animal on ISU property are strongly encouraged to contact the Office of Equal Opportunity (OEO). OEO may assist visitors with coordinating their visit to the ISU campus and may help answer any accessibility related questions.

II. Service Animals in University Housing

A. Procedure for Service Animals Living in University Housing: The following procedural steps apply to students planning to bring their Service Animal to reside with them in university housing. These provisions only apply to Service Animals. Service Animals-in-training are permitted in Public Areas of the university but are not permitted to live in university housing facilities.

- 1) A student seeking to bring their Service Animal to reside with them in university housing must notify the [Department of Residence](#) and [Student Accessibility Services](#). This notification is necessary for proper coordination and for health and safety reasons. Service Animals are not permitted to live in university housing before notice and coordination take place.
- 2) Students seeking to bring their Service Animal to reside with them in university housing may be asked to provide documentation from an appropriate health care professional indicating that (i) the individual has a disability and (ii) the individual has a disability-related need for the Service Animal. *See* Iowa Code § 216.8C, including Appendix A, Form 1. If an individual's disability is obvious, or otherwise known to Student Accessibility Services, and if the need for the requested accommodation is also readily apparent or known, then Student Accessibility Services may not request any additional information about the requestor's disability or the disability-related need for accommodation.
- 3) Upon receipt of a student's notification, Student Accessibility Services and the Department of Residence will review the notification. If the Service Animal is permitted, representatives from Student Accessibility Services and the Department of Residence will meet with the student to discuss suitable rooms/facilities, coordination and health and safety issues. During this meeting, the student will also be asked to review and acknowledge receipt of this Policy, and the Responsibilities of Owners of Service Animals and/or Emotional Support Animals in University Housing Form.

B. Notification of Staff: Upon notification of a Service Animal in university housing, the Department of Residence will inform the residential building's staff about the presence of the Service Animal and direct staff to review this policy.

- C. Notification of Roommates/Suitemates:** Upon notification of a Service Animal in university housing, the student's roommate(s) and/or suitemate(s) will be notified that an approved animal will be living in the shared assigned living space. All roommates and suitemates of the owner will be asked to sign the Roommate/Suitemate Animal Acknowledgement Agreement. In the event that one or more roommates or suitemates object, either the owner and Service Animal or the objecting roommates or suitemates, as determined by the Department of Residence, in coordination with Student Accessibility Services, may be moved to a different location.
- D. Scope of Access:** Service Animals in university housing may travel freely with their owner throughout university housing units and public areas of the University subject to the control and care provisions described in this Policy. (See Section I of this Policy regarding Service Animals in Public Areas of the University.)

III. Service Animals Accompanying Employees to Their Job

University employees who qualify as individuals with a disability may request the use of a Service Animal as part of the university's employment reasonable accommodation process. For more information regarding how to request an employment accommodation, please review the university's [Accommodations Policy](#). Requests for reasonable employment accommodations must be directed to [University Human Resources](#).

IV. Emotional Support Animals in Public Areas of the University

[Emotional Support Animals](#) are generally not permitted inside ISU buildings and facilities. The exception is that students who qualify as an [individual with a disability](#) may be approved to have an Emotional Support Animal within their university housing assignment if approved as a reasonable accommodation. Guidance regarding Emotional Support Animals within university housing is provided below in section V. Emotional Support Animals are generally permitted on ISU grounds but must be attended to, physically restrained, and under the control of the owner at all times, and are subject to the same requirements and restrictions described in this Policy that are applicable to other animals.

V. Emotional Support Animals in University Housing

- A. Housing Accommodation:** A student may be permitted to keep an Emotional Support Animal in their university housing assignment on a case-by-case basis as a reasonable housing accommodation for a documented disability. Emotional Support Animals may not be brought into university housing without express approval of Student Accessibility Services and the Department of Residence.
- B. Procedures for Request and Approval:** A student seeking to keep an Emotional Support Animal in their university housing assignment must follow the procedures set forth in the [Department of Residence Accommodation Request Form](#). Requests for housing accommodations should follow the deadlines and other procedures specified on the Department of Residence [website](#).

Students seeking to keep an Emotional Support Animal in their university housing assignment may be asked to provide documentation from an appropriate health care professional indicating that (i) the individual has a disability and (ii) the individual has a disability-related need for the Emotional Support Animal. *See* Iowa Code § 216.8C, including Appendix A, Form 1. If an individual's disability is obvious, or otherwise known to Student Accessibility Services, and if the need for the requested accommodation is also readily apparent or known, then Student Accessibility Services may not request any additional information about the requestor's disability or the disability-related need for accommodation.

Upon receipt of a student's notification, Student Accessibility Services and the Department of Residence will review the notification. If the Emotional Support Animal is permitted, representatives from Student Accessibility Services and the Department of Residence will meet with the student to discuss suitable rooms/facility, coordination and health and safety issues. During this meeting, the student will also be asked to review and acknowledge receipt of this Policy, and the Responsibilities of Owners of Service Animals and/or Emotional Support Animals in University Housing Form.

- C. Notice of Staff:** Upon approval of a student's request for an Emotional Support Animal in university housing, the Department of Residence will inform the residential building's staff about the presence of an approved animal and direct staff to review this policy.
- D. Notice of Roommates/Suitemates:** Upon approval of a student's request for an Emotional Support Animal in university housing, the student's roommate(s) or suitemate(s) will be notified that an approved animal will be living in the shared assigned living space. All roommates and suitemates of the owner must sign the Roommate/Suitemate Acknowledgement in the Student Housing Animal Agreement. In the event that one or more roommates or suitemates object, either the owner and Service Animal or the objecting roommates or suitemates, as determined by the Department of Residence, in coordination with Student Accessibility Services, may be moved to a different location.
- E. Rules and Requirements:** An Emotional Support Animal must be contained within the student's privately assigned individual living assignment (*e.g.*, room, suite, apartment) except to the extent the owner is taking the animal out for natural relief. When an Emotional Support Animal is outside the private individual living assignment, it must be in an animal carrier or controlled by a leash or harness. Emotional Support Animal are not allowed in any other university buildings or facilities other than the university housing facility to which the individual is assigned. See Section III above for information concerning Emotional Support Animals on university grounds.

VII. Conflicting Health/Medical Conditions

- A. Resources:** Students with health/medical condition(s) that are affected by animals (*e.g.*, respiratory conditions, asthma, severe allergies, phobias etc.) should contact Student Accessibility Services if they have a health, medical or safety-related concern about exposure to a Service Animal or Emotional Support Animal or other animal.

Employees with such concerns should contact University Human Resources if they have a health, medical or safety-related concern about exposure to a Service Animal or Emotional Support Animal or other animal.

- B. Assessment:** In situations where an individual with a Service Animal or Emotional Support Animal may share space with an individual with a conflicting health/medical condition, the matter should be referred to and the parties should consult with the Animals on Campus Committee. In such instances, the university will perform a case-by-case assessment of the situation to ensure the rights of all parties are respected. If the conflicting health/medical condition is a disability condition under the ADAAA, then the university will work to reasonably accommodate all impacted parties. Per Department of Justice guidance, one potential solution in such instances is to assign such individuals, if possible, to different locations or different rooms in a facility or place such individuals in different sections of a course, program or activity.

VIII. Owner's Responsibilities

The university and university employees are not responsible for the care, training, or supervision of service, emotional support, or pets on campus. Owners and the individuals responsible for the animal are solely responsible for the cost, care, and supervision of service, emotional support, and pets, including any damages caused by the animal and compliance with any laws pertaining to: animal licensing, vaccination, and owner identification; keeping the animal under control and taking effective action if the animal is out of control; and properly caring for the animal, and disposing of its waste. A more specific list of responsibilities pertaining to owners of service, emotional support, and other animals is detailed in the Responsibilities of Owners of Service Animals and/or Emotional Support Animals in University Housing Form.

IX. Expectations of All Members of the University Community

All members of the ISU community are expected to adhere to the following guidance with regard to interacting with service and emotional support animals:

- A.** Service Animals should be allowed to accompany their owners at all times and in all Public Areas on campus, except where Service Animals are specifically restricted or as otherwise provided in this Policy.
- B.** Individuals should not touch or pet a service or emotional support animal without permission by the owner.
- C.** Individuals should not give treats or otherwise feed a service or emotional support animal without permission by the owner.
- D.** Individuals should not harass, distract, startle, or interfere with a service or emotional support animal.

X. Removal of a Service Animal or Emotional Support Animal

The University may remove and/or exclude a service or emotional support animal when:

- A. The animal is out of control and the owner/individual responsible does not take effective action to control it;
- B. The animal is not housebroken;
- C. The animal's presence poses a direct threat to the health or safety of the owner, to other individuals, to other approved animals, and/or to the animal itself;
- D. The animal's conduct, such as barking, is unreasonably disruptive or unreasonably interferes with a university service, program, or activity;
- E. The animal's presence constitutes a fundamental alteration to the nature of a university service, program, or activity;
- F. The animal attempts to enter an area where the presence of a service, emotional support, or other animal is prohibited; or
- G. The owner/individual responsible does not comply with the owner's responsibilities detailed in Section VIII of this Policy and the Responsibilities of Owners of Service Animals and/or Emotional Support Animals in University Housing Form.

The University will base such determinations upon the consideration of the actual conduct and behavior of the particular animal at issue, and not on speculation or ungrounded fear. Any removal of a service or emotional support animal will be done in consultation with the Animals on Campus Committee and may be appealed to the university's ADA/Section 504 Compliance Coordinator.

Generally, if the animal's conduct is not of a serious nature, the owner will receive a written warning regarding the nature of the concern. Following the first warning, the owner will have the opportunity to rectify the situation and correct the behavior/conduct. An individualized assessment of each situation may lead to escalation of the process, up to and including removal of an animal from campus after a first complaint, depending on the severity the incident and the totality of the circumstances. Should a service or emotional support animal be removed from university housing pursuant to this Policy, the Owner is expected to fulfill their housing obligations for the remainder of the housing contract.

XI. Confidentiality

All information received by the University regarding an individual's disability, including physical, mental, psychological and/or psychiatric conditions, will be kept confidential unless the individual authorizes the disclosure of the information or the disclosure is otherwise provided for under applicable law.

XII. Non-Retaliation

The University will not retaliate against any individual because that individual has requested or received a reasonable accommodation, including an accommodation for an Emotional Support Animal in university housing and/or a Service Animal as an employment related accommodation.

University Housing Emotional Support Animal Accommodation Process

A. Introduction

The Iowa State University Department of Residence (“ISU DOR”) recognizes the importance of allowing students the use of Emotional Support Animals that are approved as reasonable disability accommodations under the Fair Housing Act. As detailed in the university’s Animals on Campus Policy, Emotional Support Animals (“ESAs”) provide physical and/or emotional support to individuals with disabilities. The university and ISU DOR are committed to allowing ESAs necessary to provide individuals with disabilities an equal opportunity to use and enjoy university housing.

This document describes the procedures for requesting, approving, and using ESAs by students in university housing. ESAs may not be present in university housing at any time prior to approval as a reasonable accommodation. These procedures apply solely to “Emotional Support Animals” which may be necessary in university housing. These procedures do not apply to “Service Animals.” For additional information on service and emotional support animals as well as pets and other animals on university property, see the Animals on Campus Policy. ISU DOR reserves the right to amend these procedures as circumstances require.

B. Process Overview

The approval of an ESA to reside in university housing as a reasonable disability accommodation and the particular animal requested by the resident are determined on a case-by-case basis through an interactive process involving the individual requesting the accommodation and relevant campus personnel to ensure the ESA is necessary to provide an individual with a disability an equal opportunity to use and enjoy university housing, and that the animal will not cause a fundamental alteration of university services, pose an undue financial and/or administrative burden, pose a direct threat to the health or safety of others, or cause substantial damage to the property of other individuals or the university.

ISU DOR will accept and consider a request for an ESA from a student at any time. The individual making the request for an ESA should initiate the process as soon as possible prior to moving into university housing. If the request for an ESA is made fewer than 60 calendar days before the individual intends to move into university housing, ISU DOR cannot guarantee that it will be able to meet the ESA request during the first semester of the term of occupancy.

If the need for an ESA arises when the individual already resides in university housing, ISU DOR will work with the individual but cannot guarantee that the ESA request can be met during the semester in which the request is received. An ESA may not be brought into university housing without express approval from a designee of ISU DOR and Student Accessibility Services. As part of the ESA approval process, an appropriate ISU DOR representative will coordinate with an appropriate representative from Student Accessibility Services (“SAS”). The SAS representative is responsible for determining whether or not the ESA is approved as a reasonable disability accommodation for university housing. All requests for ESAs in university housing may be subject to an annual review.

C. Request Process

1. Student seeking an ESA as a reasonable disability accommodation in university housing completes the [ESA Request Form](#).

2. Student provides “[Request for Assistance Animal as a Reasonable Accommodation in Housing: Health Care Professional Form](#)” from a qualifying health care professional to Student Accessibility Services.
3. Intake meeting is scheduled between student and Student Accessibility Services to discuss accommodation request and submitted forms.
4. Student Accessibility Services consults with the Department of Residence in making a determination on a case-by-case basis of whether the presence of an assistance animal is reasonable.
5. If ESA is approved as a reasonable disability accommodation, meeting with student and Department of Residence (DOR) is scheduled to discuss accommodation, confirm responsibilities and rules, and complete required forms.
6. An approved ESA may not reside in university housing until the following forms and additional information have been submitted by the student to DOR:
 - i. Responsibilities of Owners of Service Animals and/or Emotional Support Animals in University Housing Form ([Appendix B](#));
 - ii. Roommate Agreement (if applicable);
 - iii. Current verification from a veterinarian that the animal has a clean bill of health, including all veterinary-recommended vaccinations necessary to maintain the animal’s health and prevent contagious disease; and
 - iv. A copy of the animal’s license, when appropriate for the animal.

D. Criteria for Determining Accommodation Approval as a Reasonable Accommodation:

Because university housing presents distinct issues (including the mandatory assignment of roommates for many students) the university reserves the right to assign an individual with an ESA to a single room without a roommate in order to ensure that the presence of an ESA is not an undue administrative burden or fundamental alteration.

A request for an ESA may be denied as unreasonable if the presence of the animal: (1) imposes an undue financial and/or administrative burden; (2) fundamentally alters university housing services; (3) poses a direct threat to the health or safety of others; and/or (4) would cause substantial damage to the property of others, including university property.

The university may consider the following factors, among others, in determining whether the presence of the animal is reasonable or in the making of housing assignments for individuals with an ESA: (1) the size of the animal is too large for available assigned housing space; (2) the animal's presence otherwise violates other individuals' right to peace and quiet enjoyment of university housing; (3) the animal is not housebroken or is unable to live with others in a reasonable manner; (4) the animal’s vaccinations are not up-to-date; (5) the animal poses or has posed in the past a direct threat to others, such as aggressive behavior towards or injuring humans or other approved animals; (6) the animal causes or has caused excessive damage to housing beyond reasonable wear and tear; and/or (7) the animal’s presence would force another individual from individual housing (e.g. conflicting accommodation).

The university will not limit room assignments for individuals with an ESA to any particular building or buildings because the individual needs an ESA on the basis of disability.

FINDING OF DISABILITY AND NEED FOR ASSISTANCE ANIMAL

This form is used to make the required finding pursuant to Iowa Code section 216.8C.

TO BE COMPLETED BY PATIENT/CLIENT/REQUESTER

Patient/Client/Requester's Name: _____

Address: _____

Telephone: _____ E-mail: _____

I intend to request that _____ [name of housing provider] permit me to keep an assistance animal as a reasonable accommodation in housing for my disability. In connection with that application, I am requesting that you, my health care provider, complete this form regarding my disability.

Patient/Client/Requester's Signature

Date

TO BE COMPLETED BY HEALTH CARE PROVIDER/ LICENSEE

1. Does your patient/client identified above have a physical or mental condition that substantially limits a major life activity? Yes No

2. Does or would an assistance animal alleviate one or more of the symptoms or effects of the condition?
 Yes No

If yes, what particular assistance does the animal provide to your patient/client?

3. As the health care provider/licensee listed below, have you received a separate fee, additional fee, or other form of compensation solely in exchange for making this written finding? Yes No

4. This letter was issued on _____. It will expire after 12 months or at the expiration of the term of your patient/client's rental agreement, whichever is greater.¹

By signing below, you certify you: 1) have had a relationship with the patient/client for at least thirty (30) days; 2) have met with the patient/client in person or by telemedicine, 3) are sufficiently familiar with the patient/client and their disability, prior to writing the finding, to make the finding; and 4) are legally and professionally qualified to make the finding.

Health Care Provider/Licensee's Name (printed): _____

Signature: _____

Date: _____

This document may contain privileged and confidential information and/or protected health information intended solely for use by the recipient housing provider. Please exercise care to avoid dissemination.

¹ Unless you as the health care provider/licensee provide a shorter expiration date.

Appendix B

(Form 2)

Responsibilities of Owners of Service Animals and/or Emotional Support Animals Residing in University Housing Form

Iowa State University and Iowa State University employees are **not** responsible for the care or supervision of Service Animals or Emotional Support Animals or Pets on university property. Owners are solely responsible for the cost, care, and supervision of their animal, including compliance with any policies and laws pertaining to:

- animal licensing, vaccination, and owner identification;
- keeping the animal under control and taking effective action if the animal is out of control;
- housebreaking, disposing of the animal's waste, and other proper training of the animal;
- any damage caused by the animal, including bodily and property damage; and
- properly caring for the animal.

More specific responsibilities of owners of animals that are present in university housing and elsewhere on university property, are detailed below.

I. Responsibilities of Owners in University Housing

1. Owner is responsible and required to ensure the animal is well cared for at all times.
2. Owner is responsible for ensuring that animal is appropriately kenneled or caged when unattended by the owner in the owner's room during the day.
3. Owner may not leave animal overnight in university housing unattended. Owners may not leave animal overnight to be cared for by another individual/student. Animal must be taken with the owner or removed from campus by a designee of the owner if the owner leaves campus overnight.
4. Owner is responsible for assuring that the animal does not unreasonably interfere with the routine activities of the residence facility or of other individuals who reside or work there. Owner must maintain control of the animal at all times.
5. Owner is responsible for ensuring the cleanup of the animal's waste. If an emotional support animal requires a litter box, the litter box must be cleaned regularly and placed on a mat to avoid tracking litter onto carpeted surfaces.
6. Owner is solely responsible for the actions of the animal, including any damages the animal may cause (bodily injury and/or property damage). Owner's responsibility covers but is not limited to replacement of furniture, carpet, window, wall covering, etc. Owner is expected to cover these costs at the time of repair and/or move-out of university housing.
7. Owner is responsible for any expenses incurred for cleaning above and beyond a standard cleaning or for repairs to university premises that are assessed after the student and animal vacate the residence. The university shall have the right to bill the student account of Owner for unmet obligations.
8. Owner is responsible for the animal in all emergency situations. ISU and ISU employees will not be required to provide care or food for any service or emotional support animal including, but not limited to, removing the animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove the animal and may not be held responsible for the care, damage to, or loss of the animal.
9. Owner is responsible for notifying the Department of Residence in writing if the animal is no longer needed or is no longer in residence. The animal is allowed in university housing only as long as it is necessary because of the Owner's disability. To replace an animal, the new animal must be necessary because of the Owner's disability and the Owner must follow the procedures in this Policy and the Reasonable Accommodation Policy when requesting a different animal.
10. Owner agrees to abide by all other Department of Residence policies and contractual obligations. Prior to the date that the animal is moved into the residence, Owner will be asked to review and acknowledge receipt of the policy and the Responsibilities of Owners of Service Animals, Emotional Support Animals and Pets on University Property Agreement.
11. Owner is responsible for providing written consent for Student Accessibility Services and the Department of Residence to disclose information regarding the request for and presence of an animal to those individuals who may be impacted by the presence of the animal including, but not limited to, DOR personnel and potential and/or actual roommate(s)/neighbor(s). Such information shall be limited to information related to the animal and shall not include information related to the individual's disability.

II. Responsibilities of All Owners on University Property

1. University Animals on Campus Policy: Owner must abide by all applicable rules, requirements and procedures pertaining to animals on ISU property as detailed in the Animals on Campus Policy, that policy's procedures and guidance and the Responsibilities of Owners of Service Animals, Emotional Support Animals and Pets on University Property Agreement.
2. Regulations and Laws: The Owner must abide by current city, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. It is the owner's responsibility to know and understand these ordinances, laws, and regulations. The university has the right to require documentation of compliance with such ordinances, laws, and/or regulations, which may include a vaccination certificate and

documentation showing that the animal has been appropriately licensed.

3. Control: Owner must be in full control of the animal at all times.
4. Waste: Owner is responsible for ensuring the cleanup of the animal's waste.
5. Vaccination: In accordance with local ordinances and regulations the animal must be immunized against diseases common to that type of animal. Dogs must have current vaccination against rabies and wear a rabies vaccination tag. Cats should have the normal shots required for a healthy animal.
6. Health: Animals must have an annual clean bill of health from a licensed veterinarian. Documentation can be a vaccination certificate for the animal or a veterinarian's statement regarding the animal's health. The university has authority to direct that the animal receive veterinary attention.

III. Acknowledgement and Release of Information Consent Form

I have read this Agreement and the university's Animals on Campus Policy, including the policy's guidance and procedures. I understand and agree to abide by these documents. I understand that if I fail to meet the requirements set forth in these documents, ISU has the right to remove my animal and I may nonetheless be required to fulfill my housing, academic, and all other obligations for the remainder of my housing contract.

I furthermore give permission to Student Accessibility Services to disclose to others impacted by the presence of my animal (e.g., Department of Residence personnel, potential and/or actual roommate(s)/neighbor(s)) that I will be living with an approved animal. I understand that this information will be shared with the intent of preparing for the presence of the animal and/or resolving any potential issues associated with the presence of the animal. Such information will be limited to information related to the animal and will not include information related to my disability.

Individual Name (Print) Signature Date

SAS Representative Name (Print) Signature Date

DOR Representative Name (Print) Signature Date