

Emotional Support Animal Policy

Trine University is committed to providing reasonable accommodations to qualified students with disabilities. Students with disabilities who require using a Service Animal (SA) or Emotional Support Animal (ESA) as a reasonable accommodation may be permitted to bring such animals on campus, provided they comply with the university's policies.

Students who seek to bring a Service Animal or Emotional Support Animal to campus must first contact and obtain approval from The Department of Accessibility Services. Students seeking a Service Animal or Emotional Support Animal in residential housing must submit a request for review **each academic year**. The approval for a specific animal is not transferable to another animal. No Service Animal or Emotional Support Animal may be in university housing before The Department of Accessibility Services' approval. Accommodations are not retroactive.

Section I. Definitions

An individual with a Disability:

A person with 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 impairment.

- **Service Animal:** A dog individually trained to work or perform tasks for an individual with a disability. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, and alerting/protecting a person who is having a seizure. The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks to define a service animal. Under certain circumstances, miniature horses may also be trained as service animals and be permitted within university buildings, where reasonable.
- **Service Animal in Training:** A dog undergoing training by a trainer and/or their handlers. Under certain circumstances, miniature horses may also be trained as a service animal. For the purpose of this procedure, Service Animals in Training have the same rights and responsibilities as Service Animals.
- **Emotional Support Animal (ESA):** An animal that provides necessary emotional support to an individual with a mental or psychiatric disability that alleviates one or more identified symptoms of an individual's disability but which is not considered a Service Animal under ADA. ESAs are not required to be trained to perform work or disability-related tasks. Their therapeutic support is a function of their presence and interaction with the individual with a disability. ESAs are not pets. An ESA may be a dog, cat, small bird, rabbit, hamster, gerbil, fish, turtle, or another small, domesticated animal traditionally kept in the home for pleasure. Under guidelines from the US Department of Housing and Urban Development, reptiles (other than turtles), barnyard animals, monkeys, and other non-domesticated animals are not considered common household animals. Exceptions to these guidelines regarding animals serving as ESAs will be considered case-by-case. The Emotional Support Animal must demonstrate a good temperament and reliable, predictable behavior.

Section II. Procedures for Requesting an Emotional Support Animal

A student seeking to keep an **approved animal** in University Housing must formally make a request through The Office of Accessibility Services. For an Emotional Support Animal or Service Animal request, the student must submit disability documentation (Service Animal Accommodation Form required for Service Animal request) completed by a medical provider who is a certified, licensed physician, psychiatrist, psychologist, social worker, or counselor, by the established deadline. All documentation must be dated within the last six months of the request. ***We do not accept paperwork filled out by a Nurse Practitioner or Physician Assistant.***

Trine may deny the recommendation if it goes beyond the scope of equitable and inclusive services. The office does not modify requirements essential to the instruction program or provide accommodations for persons whose impairments do not substantially limit one or more major life functions.

Paperwork must be printed on either official stationery or the appropriate Trine Accommodation Form and include the printed name, contact information, and signature of the provider.

Trine University will accept and consider requests for ESAs in University Housing if a completed application packet is received by the date below. We will not be approving ESA's after August 1st.

- **August 1 (for the academic year)**

Trine does not accept the following documentation:

- Handwritten letters from licensed professionals
- Handwritten patient records or notes from patient charts
- Documentation provided by a member of the student's family
- Diagnoses on prescription pads
- Self-evaluations
- Research articles
- Correspondence from educational institutions or testing agencies not directly addressed to Trine
- Paid per service, online provider

After receiving completed documentation, The Department of Accessibility Services will arrange a meeting with the owner to review this policy.

All owner's roommate(s)/suite(s) must agree that the Approved Animal will reside with them by signing the Roommate/Suite(s) Acknowledgement Form. If one or more roommates or suite(s) do not approve, either the Owner and the Approved Animal or the non-approving roommate(s)/suite(s), as determined by The Department of Accessibility Services, may be moved to a different location.

Section III. Owner Responsibilities for Emotional Support Animals

The behavior, noise, odor, and waste of an Approved Animal must not exceed reasonable standards, and these factors must not create an unreasonable disruption for residents and university staff.

- Unapproved animals are not permitted.
- When transporting the Approved Animal outside university housing, the Approved Animal must have proper identification designated by the university at all times.
- The Emotional Support Animal must be contained within the student room at all times, except as required for transportation off-campus or to eliminate waste. While outside the owner's university housing, the animal must be in an animal carrier or controlled by a leash or harness. Other students are not permitted to be in sole control of an ESA.
- Emotional Support Animals are only permitted in the owner's room/suite in university housing.
- Emotional Support Animals are not permitted in other Trine University facilities, including dining areas, classrooms, and other common areas.
- Approved animals may not be left unattended overnight in university housing.

The following requirements pertain to an Approved Animal:

- The approved animal must be at least **1 year old less than 100 pounds**.
- The animal must be housebroken.
- The animal's vaccination requirement must be up-to-date and the animal must have all required federal, state, county, and city vaccinations.
- The animal must not pose or have posed a direct threat to the owner or others.
- The animal must not cause excessive damage to housing beyond reasonable wear and tear.
- The animal's presence must not violate an individual's right to a peaceful and enjoyable environment.

No owner shall permit the approved animal to run loose or be at large. If an Approved ESA is found running at large, the animal is subject to capture and confinement and immediate removal from University Housing.

- **Health:** Approved Animals must be in good health as documented annually by a licensed veterinarian. Appropriate documentation will be determined on a case-by-case basis but may include a vaccination certificate or veterinarian's statement regarding the animal's health. The university has the authority to direct that the Approved Animal receive veterinary attention in appropriate circumstances.
- **Training:** Service Animals must be individually trained to work or perform tasks to benefit individuals with a disability.
- **Cleanliness:** It is the owner's responsibility to remove and properly dispose of any waste. An Approved Animal must be clean and well groomed, and measures should be taken at all times for flea and odor control. If fleas, ticks, or other pests are detected through inspection, the room, suite, and villa will be treated using approved fumigation methods by Trine University's approved pest control service. The owner will be billed for the expense of any pest treatment above and beyond customarily required

pest management. The owner will be held responsible for any room damages, including the excessive cleaning or replacement of the carpet. This will be noted in the Housing Condition Report.

- **Other Conditions:** The Housing Department and Residence Life Staff may place other reasonable conditions or restrictions on the Approved Animal depending on the facts and circumstances, including the nature and characteristics of the Approved Animal.

From time to time, the university may use pesticides, pest control devices, de-icing materials, cleaning supplies, and other materials to maintain and operate university housing. The university is not responsible for any harm to Approved Animals caused by such materials.

According to Trine University's housing contract, the Housing Department and The Department of Accessibility Services may relocate the owner and Approved Animal as necessary.

Should the Approved Animal be removed from the premises for any reason, the owner is expected to fulfill their housing obligations for the remainder of the Trine University housing contract.

Section IV. Acknowledgment and Signature

I have read and understand the Emotional Support Animal Policy and Agreement and I agree to abide by the requirements applicable to Emotional Support Animals. I understand that if I fail to meet the requirements outlined in the Policy, Trine University has the right to remove the Emotional Support Animal and I will be nonetheless required to fulfill my housing, academic, and all other obligations for the remainder of the housing contract.

Student Printed Name

Student Signature

Date

***** Please Note: Approval of an Emotional Support Animal and approval of the particular animal requested by the student is determined on a case-by-case basis.***