

Institutional Access and Equity Service and Emotional Support Animals Procedures

Subject to federal, state, and local laws and the procedures covered herein, faculty and staff may be allowed to have a service animal in campus facilities where animals would typically not be permitted (*See* the University Animal Policy)

Handler: A person with a disability that a service animal assists or a personal care attendant who handles the animal for a person with a disability.

Service Animal: Any dog (or in some cases, a miniature horse) that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical,

- i. The service animal must have been trained as a service animal in the work or tasks directly related to the person's disability.
 - ii. Individuals are permitted to bring a service animal in all areas of the campus including University buildings and any place of public accommodation. This includes any University housing assigned to the individual after following approval steps referred to in Section C below.
 - iii. Individuals living in University housing will be permitted to have no more than one service or emotional support animal ("ESA"). Any exceptions will be reviewed and made on an individualized basis by the Office of Institutional Access and Equity ("IAE").
- c. Procedures for Obtaining Approval of the Use of a Service Animal within University Buildings
 - i. Faculty/Staff. While an individual is not required to submit an accommodation request to bring a service animal into a University building, he or she is strongly encouraged to affiliate with IAE, especially if other disability-related accommodations are required. An online request for services form may be found at <https://www.smu.edu/IAE/BrochuresandForms>.
 - ii. Faculty/Staff with Service Animals Residing in University Housing. Service animals are permitted to reside in University housing after approval has been granted from IAE and Residence Life and Student Housing ("RLSH").
 - 1. Faculty/staff must submit a request and appropriate supporting documentation to IAE using the form(s) found at <http://www.smu.edu/IAE/BrochuresandForms> and follow documentation guidelines posted on the IAE website.

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- i. Take responsibility for meeting legal requirements: All requirements for the presence of animals in public places (e.g., vaccinations, licensure, ID tags, etc.) mandated by state or local ordinances must be followed, including but not limited to:
 1. A valid Dallas County dog license, updated yearly.
 2. If the animal is intact (i.e., not spayed or neutered), an Intact Animal Permit, updated yearly.
 3. For more information, go to <http://www.dallasanimalservices.org/registration.html>.
- ii. Ensure animals are under control: The owner must be in full control of the animal at all times. For service animals, the owner should use a harness, leash, or other tether, unless either the owner is unable because of a disability to use the harness, leash or other tether or the use of such restraint would interfere with the service animal's safe, effective, performance of work or tasks, in which case the owner shall control the service animal through other means (e.g. voice control, signals, or other effective methods). Reasonable behavior is expected from service/emotional support animals. If an animal exhibits unacceptable behavior, the owner must take effective action to correct the situation.
- iii. Adhere to cleanup rules: The owner must follow local clean up ordinances when the animal defecates. Individuals with disabilities who physically cannot clean up after their own service animal may not be required to pick up.

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- b. An animal may be removed from any campus facility for the following reasons:
 - i. Out-of-control Behavior: An owner may be directed to remove an animal that is unruly or disruptive (e.g. barking excessively, growling, damaging University property, running around, bringing attention to itself, jumping up on people, exhibiting aggressive behavior) if the owner is unable or unwilling to take effective action to control the

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