



Service Animal, Emotional Support Animal, or Service Animal in Training Animal Approval Check List

Spring 2021 & Fall 2021

Florida Southern College is a pet-free college but is pleased to consider a Service or Emotional Support Animal (ESA) a reasonable accommodation for a disability, and verified Service Animals in Training are permitted on campus when under bona fide training. The following information must be completed in its entirety so that the presence of a Service Animal, ESA, or Service Animal in Training in the residence halls can be determined.

Documentation of a Disability: Please see the “Establishment of an Accommodation Plan for Disabilities” handout. The Office of Student Disability Services (SDS) will engage in an interactive conversation with you about an ESA as a residential accommodation for a documented disability. **NOTE:** No documentation of a disability is required for Partners of Service Animals or Animal Handlers of Service Animals in Training, but other Animal Approval steps must be completed.

Animal Approval Required Documentation (items in yellow apply to every species)

Current examination records from a licensed veterinarian

Record of rabies vaccine (applies to dogs & cats only)

Proof of flea or other relevant pest control

License certificate and tags (usually through the Polk County Sheriff’s Office) (applies to dogs & cats only)

Photo of the animal (full body)

Proof of ownership by student or family/guardian

EMERGENCY CONTACT: The name, address, phone number 1, and alternate phone number 2 for an Emergency Contact- a party who does not reside on campus but who is close enough to take over the care of the animal within 12 hours, in case of emergency (e.g., hospitalization, quarantine) or a student’s departure from campus.

Students are responsible for any harm or damages, direct or indirect, done by my animal. Proof of liability insurance (e.g., renter’s insurance or other coverage) that will cover the student and its animal while living in a college residence is strongly recommended. **NOTE: A family insurance policy may already cover the student and animal while at college. Students may also opt to get their own animal liability/renters insurance.**

If a student is adopting an animal from the Lakeland, Florida SPCA, SDS will need to provide a letter affirming that the student has been approved for an ESA to reside in your residence hall.

Student Disability Services may place other reasonable conditions or restrictions on the animal depending on the nature and characteristics of the animal and the residence.

NOTE: Every animal is evaluated for campus residency approval on an animal-by-animal basis. The fundamental requirement is that animals do not pose an undue risk to the safety and day-to-day experiences of the residential community.

March 5, 2021 for SP 2021 & Fall 2021

❑ **Additional Required Documentation and Steps Prior to ESA Approval**

❑ Consent Waiver signed by Animal Handler so that roommates/space mates and relevant college offices may be contacted about the possible presence of the animal

❑ Policy Review- all Animal Handlers must review, ask any questions about, and agree to abide by college “Animals on Campus” policies

❑ Roommate Agreements: The SDS will contact each roommate/space mate to determine if each individual agrees to- or declines to- reside with a prospective animal. 100% of fellow residents must agree to cohabitate with the animal before the animal can be cleared to reside on campus.

❑ Final Housing Arrangements: If a student’s existing roommates/space mates decline to reside with the animal, **the animal may not reside on campus until** (a) another residential community has agreed to reside with the animal; (b) the college is able to place the student in a single room, for which a student will pay the standard single room rate; (c) the student is approved to become a Commuter student and reside off FSC property.

The college reserves the right to limit approval of proposed animals for additional reasons, including:

1. The space needed for the animal is too large for available assigned housing space
2. Similarly, due to residence hall room sizing and concerns about the health and safety of having multiple animals in a small space, *generally*, only one (1) animal is allowed in a single housing unit. If more than one student in a single housing unit has a disability-related need for an animal, one of those students is generally asked to relocate to a different housing unit in order to avoid this problem.
3. The animal's presence otherwise violates individuals' right to peace and quiet 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 or is not otherwise meeting the city, county, and state ordinances pertaining to licensing and other requirements for animals;
6. The animal cannot be vaccinated or otherwise treated to prevent the potential transmission of zoonotic diseases

If particular accommodations are deemed unreasonable for an otherwise qualified student with a disability, SDS will continue the interactive process to explore alternative accommodations or adjustments that could provide an equivalent/reasonable outcome to student access.

ESAs require prior written approval from the SDS or its designee, and may not be in college housing until such approval has been issued in writing, and a student may not move from one room to another before receiving college authorization to do so.

Submitting Documents

The college typically reviews student disability documentation and associated accommodation requests from medical/health care providers weekly and on a case-by-case basis. Once student disability has been verified, an animal as an accommodation has been approved, and all Animal Approval forms have been received, the college moves promptly to gather final documentation permitting animal move-in, with an overall target turn-around time of 10 work days after the animal approval documents have been verified as complete. If there is a delay in this process, the college will communicate with the student.

NOTE: Due to unforeseen demands of the Student Disability Office related to COVID accommodation or support, there could be a slower processing time.

Documentation may be submitted to SDS electronically, via fax, by mail, or in person. If accommodation changes are needed or if there are challenges with receiving accommodations, contact:

Dr. Marcie Pospichal, 863.680.4197; Fax: (863) 680.4195; Florida Southern College, 111 Lake Hollingsworth Rd., Rogers Bldg. 120, Lakeland, FL 33801, disabilityservices@flsouthern.edu

All documents and records must remain current or the animal may be removed from campus until its documentation can be updated.