

**Accommodation Process for Comfort Animal in Campus Housing
and
Responsibilities of the Comfort Animal Owner**

According to UNT Policy 16.002, requests for accommodation for a comfort animal must be filed with the Office of Disability Access. The accommodation request must document the link between the presence of the comfort animal and a documented disability. A denied request for this accommodation may be appealed by filing a complaint with the Office of Institutional Equity and Diversity.

Approved comfort animals **must be contained within the campus housing unit of the owner**, except when transported outside the residential area in an animal carrier or controlled on a leash or harness. **Comfort animals are not permitted in any other university facilities.**

Before your request for a comfort animal can be reviewed, the following documents must be submitted to the Office of Disability Access (ODA):

- 1) ODA Registration Form
- 2) Comfort Animal in Campus Housing Accommodation Request Form
- 3) Comfort Animal in Campus Housing Documentation Form
- 4) Annual Verification of Vaccination/Animal Health Form and accompanying documents (see attached *Verification of Comfort Animal Vaccination/Health Information*) - this information will be shared with the Office of Housing and Residence Life

Return digital copy to Apply.ODA@unt.edu (preferred) **OR** mail, fax, or deliver in person to:

UNT ODA
Sage Hall 167
1155 Union Circle #310770
Denton, TX 76203
Fax: 940.369.7969 Phone: 940.565.4323
Please feel free to visit our website at www.unt.edu/oda.

Requests for comfort animals will reviewed on an individualized basis. Students and the Office of Housing and Residence Life will be notified of the ODA's decision by their assigned Student Services Coordinator. The ODA will also submit the following information to the Office of Housing and Residence Life for compliance purposes. Student will be responsible for updating this information annually with the Office of Housing and Residence Life.

- 1) Annual Verification of Vaccination/Animal Health Form – to be completed only by licensed Veterinarian
- 2) Picture of animal registration/Rabies tag
- 3) Vaccination certificate/Shot Record (if applicable)
- 4) Current color picture of animal

Responsibilities of Comfort Animal Owner

It is an expectation of the ODA and the Office of Housing and Residence Life that you will review and abide by UNT Policy 16.002, Office of Disability Access guidelines, and Department of Housing and Residence Life policies, procedures, and community standards.

The following represents the comfort animal owner's responsibilities and examples of what may result in removal of a comfort animal according to UNT Policy 16.002 (refer to the policy at https://policy.unt.edu/sites/default/files/16.002_ServiceComfortAnimals_2014.pdf for specifics). Please be sure to review any additional policies, procedures, and community standards of the Office of Housing and Residence Life.

The owner of a comfort animal approved as an accommodation in a university residence hall must:

1. Assure that the comfort animal does not unduly interfere with the routine activities of the residence hall or cause difficulties with other residents.
2. Assume **full financial responsibility** for
 - damage or injury caused by the comfort animal, including but not limited to replacement of furniture, carpet, windows and wall covering. Expenses related to property damage will be charged at the time of repair or move-out;
 - any expense incurred for cleaning above and beyond a standard cleaning, and for any costs related to pest control or pest mitigation; and
 - the cost of care, arrangements and responsibility for the well-being of the comfort animal. Comfort animals may not be left in the care of another resident. Approved comfort animals must be removed by the student when a student will be away from the residence hall for an extended period (as defined by the Office of Housing and Residence Life with consultation with the Office of Equal Opportunity). An example of an extended period may be instances that causes the student to be away from his/her room for over 8 hours during the day or at least overnight.
3. Assume full responsibility for cleaning up after a comfort animal, including disposal of all animal waste in accordance with guidelines established by the Office of Housing and Residence Life.
4. Submit documentation annually to the Office of Housing and Residence Life to ensure the comfort animal has received and demonstrates the following:
 - **Vaccinations** – Comfort animals must be immunized against diseases common to the type of animal. Dogs must have current vaccinations against rabies and wear a rabies vaccination tag. Although not mandated, cats should have normal shots required for a healthy animal.

Removal of Comfort Animals

Comfort animals may be removed by the UNT Police or the Office of Disability Access. When a comfort animal is properly removed pursuant to this policy, the Office of Disability Access will work with the owner to determine reasonable alternative opportunities to participate in the university service, program or activity without having the comfort animal on university premises. Comfort animals may be removed for the following reasons:

1. **Out of control animal:** An owner may be directed to remove a comfort animal that is out of control when the owner does not or cannot take effective action to control the animal. If the improper animal behavior occurs repeatedly, the comfort animal may be excluded from university residence halls until the owner can demonstrate that she or he has taken significant steps to mitigate the behavior.
2. **Non-Housebroken animal:** An owner may be directed to remove an animal that is not house-broken.
3. **Direct Threat:** An owner may be directed to remove a comfort animal that the Office of Disability Access determines to be a substantial and direct threat to the health and safety of individuals. A direct threat may be based upon the poor health of the comfort animal, a substantial lack of cleanliness of the comfort animal, threatening/aggressive behavior of the comfort animal toward others, or the presence of a comfort animal outside of the owner's campus housing unit. Instances of abuse of a comfort animal will be referred to the Dean of Students or other appropriate authority.

Conflicting Disabilities

Individuals on the university campus may have allergic reactions to animals that are substantial enough to qualify as a disability. In such cases, the university will consider the needs of both persons in meeting its obligations to reasonably accommodate all disabilities and to resolve the problem as efficiently and expeditiously as possible. Students requesting allergy accommodations should contact the Office of Disability Access.



Comfort Animal in Campus Housing Accommodation Request Form (To be completed by student)

Section 1

First Name: _____ MI: _____

Last: _____ Student ID#: _____

Phone: _____ Email: _____

What is your disability(ies)?

When was your disability diagnosed?

Section 2

Species of animal which you wish to keep in Campus housing:

Approximate measurements of animal in inches Length: _____ Width: _____

Height: _____ Approximate weight in pounds: _____ Age in years: _____

Name of your animal:

When was your animal last vaccinated:

How would having this animal assist you? (You can answer on a separate page, if you need additional space.)

Please provide an off-campus contact designated to care for the animal in case of an emergency:

Name: _____ Relationship to Student: _____

Primary Phone: _____ Alternate Phone: _____

By signing below you are acknowledging that the information provided on this form is true and accurate; and that you will review and abide by UNT Policy 16.002, Office of Disability Access guidelines, and Department of Housing and Residence Life policies, procedures, and community standards. Further, if your animal is approved you consent to our office disclosing this accommodation to administrators or other staff in UNT Housing who have a need to know.

Student Signature: _____

Date: _____



Comfort Animal in Campus Housing Documentation Form

(To be completed by student's treating professional, a licensed Psychologist, Psychiatrists, LPC,
Medical Doctor or other qualified individual not related to student)

Patient First Name:

UNT Student ID:

Patient Last Name:

Date of Birth:

Name of Treating Professional:

Title and License #:

Phone:

Email:

Address of Practice:

Date you first treated this student:

Date you last treated this student:

Is the student currently under your care? Yes:

No:

Date of Diagnosis:

Diagnosis:

Severity? Mild:

Moderate:

Severe:

What functional limitations are present as a result of this individual's disability? How do these limitations impact the individual's ability to perform major life activities?

What symptoms will be reduced by having the comfort animal live with the student? Why is it necessary for the student's wellbeing and disability to have a comfort animal in order to have access to campus housing?

What evidence is there that a comfort animal has helped this student in the past or currently? What consequences, in terms of disability symptomology, may result if this accommodation is not approved?

Signature of Treating
Professional:

Date:

Verification of Comfort Animal Vaccination/Health Information

The following information regarding your comfort animal must be submitted to the ODA with your original request for a comfort animal in order to verify the health and appropriateness of the comfort animal you are requesting. This information will be shared with the Office of Housing and Residential Life. The comfort animal itself must be approved before it moves into on-campus housing.

- 1) **Annual Verification of Vaccination/Animal Health Form** – to be completed only by licensed Veterinarian
- 2) The following **MUST** be submitted with the Annual Verification
 - a. **Picture of animal registration/rabies tag**
 - b. **Vaccination certificate/shot record**
 - c. **Current color picture of comfort animal**

NOTE: Your comfort animal's vaccination and health status will have to be verified annually. You will be required to update and submit documents listed above to the Office of Housing and Residential Life each August at least 7 days before the animal moves into on-campus housing. Your comfort animal will not be allowed back on campus until these documents have been submitted and you receive confirmation from the Office of Housing and Residential Life to move your comfort animal in.

It is an expectation of the ODA and the Office of Housing and Residential Life that you will review and abide by university policy as outlined in Chapter 16, Section 002, Office of Disability Accommodation guidelines, and Office of Housing and Residence Life policies, procedures, and community standards.

Please refer to the Office of Housing and Residence Life website or staff for information regarding their policies, procedures, and community standards.



Annual Verification of Vaccination/Animal Health Form

Section 1: (To be completed by student)

First Name:

MI:

Last:

Student ID#:

Phone:

Email:

Section 2 (To be completed only by licensed Veterinarian)

Full Name:

Title and License #:

Phone:

Email:

Name and Address of Practice:

Species/Breed of animal:

Age in years:

Date you last examined this animal:

When was this animal last vaccinated or determined to be in good health? *

*** Please attach vaccination certificate/shot records or health records (if vaccination not required due to species)**

- | | | |
|--|-----|----|
| - In your opinion, is this animal healthy? | Yes | No |
| - Does the animal have fleas, ticks, other parasites? | Yes | No |
| - Would the animal function well enclosed in a college dorm room for long periods of time? | Yes | No |
| - Does the animal have the potential to bite or harm others in any way? | Yes | No |
| - Does the animal have rabies or any other condition that could harm humans? | Yes | No |

Please verify any training (formal or informal) that you are aware of which qualifies this animal to be classified as a comfort animal.

Is there anything else you would like us to know about this animal?

Signature of Veterinarian

Date: