

Animals on University Property Procedures

November 11, 2024

The following procedures implement the principles and use the definitions found in the [Animals on University Property Policy](#).

Assistance Animals in On-Campus Housing

This section addresses Service Animals and Emotional Support Animals in on-campus housing.

Service Animals in On-Campus Housing

As a courtesy to the university, a student who will be residing in on-campus housing with a Service Animal follows the procedure below at least 30 days before prospective housing is needed:

1. Complete and submit a [Service Animal in On-Campus Housing Form](#).
2. Contact [Residence Life](#) to schedule a meeting to sign the Assistance Animal Agreement and provide an animal safety plan.
3. Review the Animals on University Property Policy (<https://policy.byu.edu/view/animals-on-university-property-policy>).

Emotional Support Animals in On-Campus Housing

The Emotional Support Animal determination process may take up to 30 days from the time the University Accessibility Center (UAC) has received sufficient documentation. Accordingly, as soon as possible before prospective housing will be needed, a student requesting an Emotional Support Animal as an accommodation in on-campus housing must follow the procedure below:

1. Review the Animals on University Property Policy (<https://policy.byu.edu/view/animals-on-university-property-policy>).
2. Fill out a Housing Accommodation Request Form on the UAC's website (uac.byu.edu).
3. Meet with the UAC to review the request for the Emotional Support animal. An appointment can be scheduled by calling the UAC at 801-422-2767.
4. Provide the UAC with a signed and dated letter, on professional letterhead, from the physical or mental health care provider or licensed therapist who is treating the student. If the health care provider is practicing under a supervisor's license, then both the health care provider and the supervisor must sign the letter. The UAC accepts documentation from health care providers who have personal knowledge of the student through an established, professional relationship involving the provision of health care or disability-related services and who are practicing within their ethical, legal, and

professional obligations. As a result, online sources of documentation (e.g., esa-letter.com, thedogtor.net) will generally not be accepted unless they meet these standards, and letters from family members will not be accepted due to professional and ethical considerations. The letter must be current within six months of submission and the last treatment session. At minimum, the letter should include:

- a. Disability – a statement that the student has a physical or mental impairment that substantially limits one or more major life activities and describes *how* the resident is substantially impaired in those major life activities. (Simply stating a diagnosis does not communicate how the condition substantially impairs a major life activity. Examples of major life activities include caring for self, eating, concentrating, interacting with others, learning, thinking, sleeping, working, etc.)
- b. Necessity of an Emotional Support Animal – a statement that the Emotional Support Animal provides a therapeutic benefit in alleviating one or more of the identified effects of the disability (specifically, the effects on major life activities) and *how* the Emotional Support Animal mitigates the effects of the disability. (General statements like “reduces anxiety” or “provides comfort” do not provide enough information.)
- c. Contact Dates – the date when the provider first met with the resident regarding the disability, and the date of the last professional interaction with the resident regarding the disability.
- d. Type of Animal – the type of animal that is requested.

Documentation should be specifically written to provide support for an Emotional Support Animal in BYU on-campus housing.

Coordination Between the UAC and Residence Life

In connection with the [Accommodation of Persons with Disabilities at BYU Procedures](#), and as part of the tenant notification process under the [Animals on University Property Policy](#), the UAC and Residence Life coordinate efforts in order to balance the need of an individual with a disability (who requires the assistance of a service or emotional support animal) against the potential impact of service and emotional support animals on other on-campus housing tenants.

Conflicting Disabilities Relating to Assistance Animals on Campus

A student who has a disability that is aggravated or exacerbated by the presence of or exposure to an Assistance Animal on campus must do the following:

1. Review the Animals on University Property Policy (<https://policy.byu.edu/view/animals-on-university-property-policy>).
2. Call the UAC (801-422-2767) to schedule an appointment to request an accommodation that alleviates symptoms of the disability.
3. Either provide the UAC a completed [Documentation of Disability Form](#) or a signed and dated letter, on professional letterhead, from the physical or mental health care provider or licensed therapist who is treating the student. If the health care provider is practicing under a supervisor's license, then both the health care provider and the supervisor must sign the letter. The UAC accepts documentation from health care providers who have personal knowledge of the student through an established, professional relationship involving the provision of health care or disability-related services and who are practicing within their ethical, legal, and professional obligations. The letter must be current. Letters will not be accepted from family members, regardless of licensure, due to professional and ethical considerations. At minimum, the letter should include
 - a. Disability – a statement that the student has a physical or mental impairment that substantially limits one or more major life activities and describes *how* the student is substantially impaired in those major life activities. (Simply stating a diagnosis does not communicate how the condition substantially impairs a major life activity. Examples of major life activities include breathing, caring for self, eating, concentrating, interacting with others, learning, thinking, sleeping, working, etc.)
 - b. Necessity of an Accommodation – a statement regarding the necessity of an accommodation that alleviates symptoms of the disability on campus or in on-campus housing.
 - c. Contact Dates – the date when the provider first met with the student regarding the disability, and the date of the last professional interaction with the student regarding the disability.

Documentation should be specifically written to provide support for an accommodation that alleviates symptoms of the disability on BYU campus or in BYU on-campus housing.

4. If the request is for an accommodation in on-campus housing, the student seeking accommodation must also fill out a Housing Accommodation Request Form on the UAC's website (uac.byu.edu).

Obtaining a Letter for a Service Animal on Campus

A student with a Service Animal who would like to receive an *optional* letter from the UAC, which could be provided to university faculty and staff inquiring about the animal, must do the following:

1. Review the Animals on University Property Policy (<https://policy.byu.edu/view/animals-on-university-property-policy>).
2. Call the UAC (801-422-2767) to schedule an appointment.
3. During the UAC appointment, unless the need for the Service Animal is readily apparent, answer the following two questions:
 - a. Is the animal required due to a disability?
 - b. What task(s) has the animal been trained to perform?
4. Provide verification of the Service Animal's current vaccinations and licensing.