



## **ANIMALS ON CAMPUS POLICY- EMOTIONAL SUPPORT ANIMAL PROCEDURES FOR STUDENTS**

The University recognizes the importance of Emotional Support Animals (ESA) as defined by the [Saskatchewan Human Rights Commission Policy on Support Animals](#) . The University is committed to allowing the presence of Emotional Support Animals (ESAs) to provide students with mental or psychiatric disabilities as defined by the Diagnostic and Statistical Manual of Mental Disorders, 5th Edition, an equal opportunity to facilitate their full-participation and equal access to the University's programs and activities. These procedures explain the specific requirements applicable to a student's use of an ESA while on University grounds under the Animals on Campus policy. The University reserves the right to amend these procedures as circumstances require.

The institution will consider a request by a student with a documented disability for reasonable accommodation to allow an ESA to accompany the student on campus. However, no ESA may be brought onto campus at any time prior to the student receiving approval as a reasonable accommodation pursuant to this policy.

### **I. Definitions:**

#### **A. Emotional Support Animal**

Emotional Support Animals (ESAs) are a category of animals that provide 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 are not considered Service Animals under the Saskatchewan Human Rights Commission (SHRC) and University of Saskatchewan's Animals on Campus policy. ESAs provide the support to individuals with disabilities without any formal training or certification. ESAs also differ from Therapy Animals which are used on campus for motivational, educational, recreational and/or therapeutic programming.

In determining if an ESA will be permitted in on campus, it will be assessed whether the ESA would afford the student an equal opportunity to access and participate fully in academic pursuits and whether its presence on campus would be reasonable.

#### **B. Owner**

The term "Owner" refers to the student who has requested the accommodation and has received approval to bring an ESA onto campus.

The Owner must have an already established relationship with the animal.

#### **C. Access and Equity Services**

Access and Equity Services (AES) collaborates with Owners, faculty, and staff to ensure that



Owners with disabilities have equal access to all University programs and activities.

#### D. Public Spaces

The University defines the following areas as public spaces:  
hallways, outdoor spaces, common areas, washrooms, food and retail spaces, physical activity spaces, health and wellness clinics, student support centres, dining halls, meeting spaces, library, computer labs

#### E. Private Spaces

The University defines the following areas as private spaces:  
classrooms, laboratories lecture halls, personal offices, research facilities, patient rooms

Animals for accommodation may not be allowed to enter facilities housing animals for research, testing, and teaching to prevent disease transfer and ensure proper biosafety precautions.

## II. Procedures for Requesting ESAs on Campus

Owners with disabilities requesting approval for an ESA must first register with AES. Following registration, Owners must submit all necessary paperwork, as outlined in Appendix A. The University reserves the right to have all documentation reviewed and approved by a support animals on campus committee (SACC) which will be made up of member(s) from AES, Protective Services, Facilities Management, Risk Management and their college. Medical documentation will be kept confidential with the Access and Equity Services office, however a list of approved ESAs on campus will be shared with Protective Services.

1. For canines, successful completion of a University specific behavioural assessment and letter of recommendations of the ESA by a University approved trainer must be presented for consideration before a decision on the ESA will be made. This behavioural assessment is to be done at the cost of the Owner and will be completed on campus before the ESA is allowed to access campus spaces. Small canines that are to remain in carriers must still successfully complete the behavioural test before they will be granted consideration for access to public and private University spaces. The canine must have successfully completed, at a minimum, a basic obedience course prior to undergoing a behavioural assessment. There are two levels of testing available- a temperament assessment (\$50) and a public access test specific



to the campus (\$175). These fees are subject to change without notice. The type of testing that would be required would be at the discretion of the University approved trainer after reviewing the training documentation the canine has undergone. All costs associated with testing are the responsibility of the Owner.

### **III. Criteria for Determining If Presence of the ESA is Reasonable**

- A. For all requests for ESAs, AES will consult with the Owner's instructors on a case-by-case basis if whether the presence of an ESA is reasonable. A request for an ESA may be denied as unreasonable if the presence of the animal: (1) imposes an undue financial and/or administrative burden; (2) fundamentally alters University policies; and/or (3) poses a direct threat to the health and safety of others; (4) would cause substantial property damage to the property of others, including University property.
  
- B. Once the documentation requirements and in the case of a canine, proof of successful completion of the canine behavioural testing has been received, a decision will be made by the committee as to whether access to public and or private spaces can be granted to the ESA. The University is committed to processing ESA requests within 30 days of receiving the required documents.
  
- C. The University may consider the following factors, among others, as evidence in determining whether the presence of the animal is reasonable on campus:
  - 1. The animal is too large for available classroom space;
  
  - 2. The presence of the animal would force another individual from accessing campus spaces (e.g. serious allergies);
  
  - 3. The animal's presence otherwise violates individuals' right to peace and quiet; or would create a disruptive living-learning community;
  
  - 4. The animal is not housebroken or seeks out attention from other individuals or animals.
  
  - 5. The animal's vaccinations are not up-to-date;
  
  - 6. The animal poses, or has posed in the past, a direct threat to the individual or others by means of aggressive behavior;
  
  - 7. The animal causes, or has caused, excessive damage to University property



#### **IV. Access to the University by ESAs**

##### **A. Dominion and Control**

Notwithstanding the restrictions set forth herein, the ESAs must be properly restrained or otherwise under the dominion and control of the Owner at all times. No Owner shall permit the animal to go loose or run at large. If an animal is found running at large, the animal is subject to capture, confinement and immediate removal from University grounds.

#### **V. Owner's Responsibilities for ESA**

If the University grants an Owner's request to access public and/or private spaces with an ESA, the Owner is solely responsible for the custody and care of the ESA and must meet the following requirements:

##### **A. Health Requirements**

- a. The ESA must be 1 year of age or older if canine.
- b. The ESA must have complete and up to date vaccination records, including Rabies if applicable for species. For more information on vaccinations, Rabies and Rabies testing, please see Appendix B.
- c. The ESA must be in and remain in good health and be free of all pests and fleas and diseases as determined by an annual veterinary appointment.
- d. The ESA cannot be brought onto campus if the animals have a fever or diarrhea recently in order to protect our campus community.

##### **B. General Responsibilities**

1. The Owner must provide written consent to Access and Equity Services to disclose information regarding the presence of the ESA to individuals who may be impacted by the presence of the animal including, but not limited to, instructional staff, departmental staff, program Deans and Associate deans, etc. Such information shall be related to the animal and shall not include information related to the Owner's disability.
2. The Owner must abide by current municipal bylaws, laws, and/or regulations



pertaining to licensing, vaccination, and other requirements for animals. It is the Owner's responsibility to know and understand these ordinances, laws, and regulations. The University will require documentation of compliance with such ordinances, laws, and/or regulations, which will include a vaccination certificate. The University reserves the right to request documentation showing that the animal has been licensed, as appropriate. City of Saskatoon Animal Control Bylaw

3. The Owner is required to clean up after the animal and properly dispose of the animal's waste in a safe, timely and sanitary manner.
4. The Owner is required to ensure that the animal is well cared for at all times. Any evidence of mistreatment or abuse may result in immediate removal of the ESA and/or discipline for the responsible individual.
5. The Owner is required sign an emergency removal form
6. The University will not ask for or require an individual with a disability to pay a fee or surcharge for an approved ESA. The cost of the behavioural assessment is the responsibility of the Owner.
7. All ESAs must be in direct contact with and under the control of the Owner at all times.
8. Canines must be on a leash no longer than 6 feet in length and have a collar displaying their city license and rabies tags (required for canines, felines and ferrets).
9. Any animal that is approved to access University spaces in a carrier must remain in that carrier at all times except for when the animal is taken outside to relieve themselves in which case they must be tethered by a leash or harness. All carriers must be of a reasonable size that they can fit into a classroom and not cause disruptions to the classroom environment. ESAs must not block access to exits or otherwise pose the risk of a being tripping and/or fire hazard.
10. An Owner may be charged by the University for any damage caused by their ESA beyond reasonable wear and tear
11. The transportation, storage and consumption of live food by ESAs on campus is not permitted.
12. ESAs will not be allowed in lab settings or spaces where research animals or hazardous materials are used or stored.



13. ESAs are not allowed in areas where food is being prepared or served
14. ESAs must have signage on display at all times identifying them as an ESA while on campus grounds. This can be in the form of a vest or harness.
15. If at any time the ESA causes a disruption to the learning environment and is asked to leave, the Owner must remove the ESA immediately. Failure to do so will result in protective services and/or Animal Control being called. The ESA is not permitted back on campus without approval from the SACC.
16. The responsibility for the care of the ESA is solely the responsibility of the Owner. In the event something were to happen to the Owner and the Owner becomes unresponsive or otherwise unable to maintain control of the ESA, animal control will be called to pick up the ESA and the cost for retrieving the ESA will be the responsibility of the Owner.
17. The Owner with the ESA accepts all responsibility and liability for the ESA while on campus grounds and will be held responsible if the ESA causes injury to people or destruction to property.
18. The Owner is solely responsible for ensuring the well-being of the ESA while on campus grounds. The Owner is responsible for the appropriate schedule of feeding, exercising, and elimination of the ESA and must do so only in permitted areas. The Owner is responsible for disposing of animal excrement in an appropriate waste receptacle. If the ESA has an accident for which the Owner needs assistance in cleaning up, they are to contact custodial services immediately.
19. The Owner must fully cooperate with all University personnel with regards to meeting the terms of this Policy and developing procedures of care for the animal (e.g., cleaning the animal, feeding/watering the animal, disposing of feces, etc.).
20. ESAs may not be left on campus to be cared for by any individual other than the Owner. The animal must accompany the Owner wherever they go on campus and cannot be left unattended at any point in time.
21. In the event that the ESA is disruptive to the learning environment on campus, The University reserves the right have the Owner remove the animal from University grounds.
22. Should University personnel determine that the Owner has violated any of the rules agreed to herein, or that the ESA is not able to meet the behavioral requirements for continued presence on campus, the Owner will be informed that the animal must be



removed from the premises. If the Owner does not comply and the animal is still present after that time, University personnel may remove the animal to a suitable animal shelter or facility. The Owner is responsible for any costs incurred during the removal of the animal. Review of decisions for removal will be made by the SACC.

23. The animal is allowed on campus only as long as it is due to the Owner's disability. The Owner must notify AES in writing if the ESA is no longer needed. To replace an ESA, the process for application must be completed again.
24. The Owner must reapply for ESA approval with each new academic school year. The ESA is not permitted on campus grounds until the renewal application has been reviewed and approved.
25. University personnel are not be required to provide any care or food for ESAs including, but not limited to, removing the animal during emergency evacuation. Emergency personnel will determine whether to remove the animal and may not be held responsible for the care, damage to, or loss of the animal.

## **VI. Removal of ESA**

Owners that have been approved for the accommodation of an ESA in public/private university spaces must sign an ESA behavioural contract (see appendix A). The University has the right to require that all ESAs that have granted access to campus spaces for accommodation purposes may have that access revoked at any time on the following grounds:

1. The animal poses a direct threat to the health or safety of others or causes substantial property damage to the property of others or the University through behaviours such as posturing, growling, raising hackles, scratching, nipping, lunging, barking, biting, climbing, mounting, jumping, etc .
2. The animal's health and wellbeing are compromised;
3. The animal's presence results in a fundamental alteration of the function of the classroom and/or is disruptive to the campus environment.
4. If the ESA is not properly restrained as per section V.A.7
5. If the ESA is defecating/urinating in non-designated areas
6. The Owner does not comply with the Owner's Responsibilities set forth above; or
7. The animal or its presence creates an unmanageable disturbance or interference with



the University community.

The University will base such determinations upon the consideration of the behaviour of the particular animal on a case by case basis. Any removal of the animal will be done in consultation with the AES and may be appealed. The Owner will be afforded all rights of due process and appealed as outlined in that process.

Should the ESA be removed from the premises for any reason, the Owner is expected to fulfill their course obligations.





## **Appendix A: Procedures for Emotional Support Animals in Public/Private Campus Spaces**

Owners who are requesting access to campus spaces for the accommodation of an ESA on campus spaces must undergo the following application for accommodation procedures:

1. Register with Access Equity Services as a student with a disability.
2. In addition to the completion of the AES Medical Questionnaire form, the Owner must provide the following documentation requirements with their application/renewal application:

### **Documentation Requirements**

2. Letter provided by AES to be completed by a licensed health practitioner attesting to need for the accommodation of having the ESA accompany the Owner onto campus in public and/or private spaces.
  - a. The licensed health practitioner should be the Owners physician, psychiatrist, or clinical psychologist
  - b. The practitioner must be within a reasonable geographical range of the Owner and must have in person sessions with the Owner. We will not accept documentation from online practitioners and practitioners who are not engaged in on going treatment of the Owner
  - c. The letter must have been written within the past 3 months and state that the Owner is under treatment for a disability that's outlined in the Diagnostic and Statistical Manual Version V
  - d. The documentation must establish how the emotional support animal would address the functional limitations experienced by the Owner while on university grounds
3. Veterinarian requirements form (must include proof of vaccinations and state the animal is pest free)
4. If canine, successful completion of a university specific behavioural assessment and letter of recommendation for the ESA by a University approved trainer. The canine must have successfully completed, at a minimum, a basic obedience course prior to undergoing a behavioural assessment. The type of testing that would be required would be at the discretion of the trainer after reviewing the training documentation the canine has undergone.



5. If the ESA is not canine, we require a letter from the veterinarian that stating that the animal is health and does not pose a risk for transferable diseases. We will also require that the veterinarian outlines proper feeding, handling, and cage cleaning protocols to maintain the health of the ESA and to reduce the probability of the animal contracting and sharing any illnesses or pests.
6. ESA Declaration Form
7. ESA behavioural contract
8. Emergency removal form
9. Acknowledgement and Release of Information Consent Form
10. All training certificates completed by the Owner and ESA if the ESA is canine