

Emotional Support Animal Policy

Although Marian University prohibits pets (with the exception of fish) in university housing, Marian University will consider a request by an individual with a documented disability for a reasonable accommodation from this policy to allow an emotional support animal.

This policy applies solely to emotional support animals. This policy does not apply to “service animals” as defined by the Americans with Disabilities Act – Amendments Act (ADAAA).

Marian University reserves the right to amend this policy as circumstances require.

Procedure for Requesting an Emotional Support Animal in University Housing

The Office of Housing and Residence Life (housing@marian.edu) manages all requests related to emotional support animals. Students seeking approval for an emotional support animal must complete the following steps and submit the necessary forms.

1. Review the entire Emotional Support Animal policy packet as obtained by the Office of Housing and Residence Life.
2. Complete and submit to the Office of Housing and Residence Life:
 - a. The Marian University Housing and Residential Life Emotional Support Animal Registration Form.
 - b. The ‘Responsibilities of the Emotional Support Animal Owner/Handler’ agreement.
3. Once all forms are submitted, the Office of Housing and Residence Life will confirm receipt of the documents via email. The student will then be instructed to contact Marj Batic, Director of Academic Support Services, who will guide the student through the next steps of the procedure.
4. Make an appointment with Marj Batic, Director of Academic Support Services (or designated Emotional Support Animal (ESA) committee staff) in the Counseling and Consultation Services office in Clare Hall. (317-955-6150) to:
 - a. Review all policies and discuss the completion and submission of an ‘Authorization for Release of Information’ form which will be sent to their health care provider.
5. Complete and submit the Authorization for Release of Information form.
 - a. When submitting the Release form, the student must sign an agreement that they have reviewed, both individually and with the Director of Academic Support Services, the Emotional Support Animal Policy and understand it in its entirety.
6. The Release form will be faxed or mailed to the health care provider. The student will be notified when it is sent.

7. After the health care provider returns the requested documentation to the Office of Academic Support Services, the ESA committee will review the documentation and, if it is determined that a qualifying disability exists, the Office of Academic Support Services will inform the student and the Office of Housing and Residence Life of the approval of the emotional support animal. This will be done via email with confidential attached document within fifteen (15) business days of reception of all necessary documentation. No information about the student's disability will be shared with the Office of Housing and Residence Life.
8. After receiving notification of approval from the Office of Academic Support Services, the Office of Housing and Residence Life will review the completed housing forms and determine if the student and animal meet the housing requirements. Students will be notified in writing within seven (7) business days regarding the housing determination.

Students will be denied an emotional support animal if:

- They do not have a qualifying disability or do not meet the housing requirements.
- They do not follow the proper procedures, including keeping an emotional support animal in university housing prior to receiving written approval to have the animal as a reasonable accommodation.

Appeals:

- To appeal the denial of an emotional support animal with regard to verification of disability and/or eligibility thereof, the student must submit a written letter of appeal to the ESA committee via the Office of Academic Support Services at mbatic@marian.edu or in the Counseling and Consultation Services office in Clare Hall.
- To appeal the denial of an emotional support animal with regard to housing, the student must submit a written letter of appeal to the Office of Housing and Residence Life at housing@marian.edu or Clare Hall 141.

Deadlines for Requesting an Emotional Support Animal

Requests for an emotional support animal must be completed and submitted to Marian University's Office of Housing and Residence Life by the following dates:

May 1 for returning students with new requests and those with previously approved animals*

- Requests must be made each academic year even if previously approved

July 1 for first year students and transfer students

Definitions

Disability: “Disability” is defined as a physical or mental impairment that substantially limits one or more major life activity, a record of such an impairment or is regarded as having such an impairment. (To be “regarded as” having a disability, an individual must be actually regarded as having a substantially limiting impairment, not simply an impairment.)

Service Animal: A “service animal” is a dog used as an accommodation who is individually trained to do work or perform tasks for the benefit of an individual with a qualifying disability, and the animal’s skills must be directly related to the individual’s disability. These tasks include but are not limited to: guiding individuals with impaired vision; alerting individuals who are hearing impaired to intruders or sound; providing minimal protection or rescue work; pulling a wheelchair; or fetching dropped items.

Emotional Support Animal: An “emotional support animal” or “comfort animal” is an animal that is necessary to afford the person with a qualifying disability an equal opportunity to use and enjoy Marian University housing. The emotional support animal may provide physical assistance, emotional support, calming, stability, and other kinds of assistance. Under the Americans with Disabilities Act, emotional support animals do not perform tasks that would qualify them as service animals. Unlike a service animal, an emotional support animal does not assist a person with a disability with activities of daily living, nor does it accompany a person with a disability at all times.

Pet: A pet is an animal kept for ordinary use and companionship. A pet is not considered a service animal or an emotional support animal, and therefore, is not covered by this policy. Pets are not permitted in any buildings on university property, with exception of fish.