

SERVICE ANIMALS

In keeping with the Americans with Disabilities Act, Florida Atlantic University (FAU) welcomes service animals. Service animals are dogs individually trained to do work or to perform tasks for the benefit of an individual with a disability. Disabilities can be physical, sensory, psychiatric, intellectual, or mental. Examples of tasks performed by service animals include pulling a wheelchair, retrieving dropped items, alerting a person to a sound, reminding a person to take medication, or pressing an elevator button.

Service dogs have unlimited access to campus facilities and must be under their owner's control at all times. If a student has a service animal, s/he should be prepared to answer the following questions:

1. Is your dog a service animal required because of a disability?
2. What work or task has the dog been trained to perform?

Service animals do not need to be registered with SAS; however, students must schedule an appointment with a SAS consultant and provide current vaccination records for their dog. SAS can explain to the student that they may be eligible for academic accommodations and how they can apply for these services. To request academic accommodations, please follow the application procedure explained below. This brochure can also be located on the SAS website at www.fau.edu/sas/Brochures.php.

REGISTERING WITH SAS

There are two steps to apply for services:

1. Complete an Application for Academic Accommodations located on the SAS website at:
<https://clockwork.fau.edu/ClockWork/user/intake/default.aspx>.
2. Provide appropriate documentation. Following are documentation requirements.

** Documentation on prescription pad is not accepted. IEPs/504 plans are not acceptable as documentation. Documentation requirements are firm.*

DOCUMENTATION REQUIREMENTS

- Documentation must be in the form of a letter or report from a licensed physician, psychologist, psychiatrist or other medical provider who is qualified to make the diagnosis. For example, a family doctor is not an appropriate clinician to provide documentation for an anxiety disorder.
- Documentation must be on official letterhead and should be signed and dated within the last two years. A copy of the clinician's business card is helpful
- Include a specific diagnosis, a statement of the student's current condition, the date and a summary of the most recent evaluation, and the expected duration of the condition.
- State the current impact of, or functional limitations, imposed by the condition on academics.
- Explain how the condition relates to the accommodation(s) recommended. There must be a direct link established between the functional limitations of the condition and the accommodations requested.

- Clearly state recommendations for academic accommodations as a result of the condition.
- Include evidence the provider is currently treating the student for the condition for which the accommodation is requested.

Applications for Support Services are accepted at any time; however, it may take one to two weeks for your application to be processed, even with adequate documentation. If the documentation submitted is inadequate, the processing time will increase.

In accordance with Florida State laws:

- (828.30) All dogs, cats, and ferrets (including Service Animals) on campus are required to have current rabies vaccines and wear rabies vaccination tags.
 - 413.08 (6b) If a person is approved for a housing accommodation, they may be requested to provide proof of compliance with vaccination requirements.
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APPLICATION REVIEW

Once the Application for Academic Accommodations and documentation are submitted, they will be reviewed by SAS. *Incomplete applications are not accepted.* The student will be notified if any documentation is missing and will be asked to submit additional documentation to meet the requirements. *The cost for obtaining appropriate documentation is the student's responsibility.*

If the documentation requirements are met and the Application is complete, the student will meet with an SAS consultant for a collaborative interview to discuss possible academic accommodations.



Division of Student Affairs
Florida Atlantic University

Service Animals

Boca Raton Campus, SU 80, Room 133
561.297.3880
Fax: 561.297.2184
TTY: 711

Broward Campuses, LA Room 131
954.236.1222
Fax: 954.236.1123
TTY: 711

Northern Campuses, SR Room 111F
561.799.8585
Fax: 561.799.8819
TTY: 711

www.fau.edu/sas

*Alternate format is available upon request.