Assistance Animal Application Procedures

The health and safety of Drew University students, faculty and staff are important concerns. Only assistance animals that meet the criteria detailed in the Agreement Checklist, Physician’s Evaluation Form, Assistance Animals Application Procedures and the Animals On Campus Policy will be exempt from the rules that otherwise restrict or prohibit animals.

A student requesting the use of an assistance animal in their on-campus residence must complete the following steps:

1. **DISCLOSURE:** Please complete the disability disclosure form at this link: [http://www.drew.edu/academic-services/disabilityservices/register](http://www.drew.edu/academic-services/disabilityservices/register)
2. **DOCUMENTATION:** Submit the Physician’s Evaluation Form from the Office of Accessibility Resources (OAR) website. Documentation can be submitted electronically or via hand delivery to OAR located in Brothers College - Room 119b.
3. **INTAKE MEETING:** After all documentation has been received, a confidential meeting will be scheduled to review the accommodation request and required documentation, as part of the interactive process.
4. **ANIMALS ON CAMPUS POLICY,** available on the OAR website, should be thoroughly reviewed by each applicant. The applicant must agree to all of the terms and conditions discussed within the policy and the additional requirements discussed herein. Additionally, applicant must provide OAR with a signed copy of the policy.
5. **VACCINATION AND LICENSING** – for ASSISTANCE ANIMAL: the applicant must provide OAR with all required documentation regarding the animal’s licensing and vaccination requirements.
6. **ROOMMATE/SUITEMATE CONSENT:** After all documents have been submitted by the applicant to OAR, the applicant’s roommate and/or suitemate(s), when applicable, who share living space with the applicant must give consent to share their space with the applicant’s assistance animal. This consent should come in the form of an email sent directly to the Director of Accessibility Resources at dgiroux@drew.edu.
7. **FINAL MEETING:** a final meeting will be conducted with the applicant wherein all required documentation will go through a final review process.
8. **ASSISTANCE ANIMAL AGREEMENT & CHECKLIST:** Applicant must initial and sign, at the final meeting with OAR, the Agreement and Checklist.
9. **ACCOMMODATION LETTER:** will be submitted to the Director of Residence Life and the Housing Coordinator by the Office of Accessibility Resources. Applicant will also be supplied with a copy of the accommodation letter. The letter serves as the official approval for the applicant to house the assistance animal in their on-campus residence.