

GUIDELINES FOR EXCEPTIONS TO ORDINANCES 23.02, 23.03, 23.04

MSU Ordinances 23.02, 23.03, and 23.04 prohibit animals from entering University buildings, University buses, and any University area, such as the Beal Botanical Gardens or the Horticulture Gardens in which the prohibition of animals is posted. As stated in Ordinance 23.051, service animals providing assistance to individuals are an exception to Ordinances 23.02, 23.03, and 23.04, and included in this exception are service dogs in training. However, only adult dogs (twelve months of age or older) are considered service dogs in training under University policy. Service *puppies* (i.e., dogs under twelve months of age) in training are not permitted in University buildings without obtaining written permission from the Office of the Secretary of the Board of Trustees. Permission is also required for those without a disability (e.g., trainers) to have a service dog in training in University buildings. The following guidelines have been established for the granting of such permissions.

Requesting Permission:

1. Individuals wishing to obtain an exception to Ordinance 23.00 must submit a “Service Animal Exception Request Form” to the Board Secretary’s Office at least three weeks prior to the service animal being present in University buildings, University buses, or University areas.
2. Permission requests for service animals in training to be present in University buildings, University buses, or University areas will be evaluated by the Secretary of the Board of Trustees, taking into account all information provided on the Service Animal Exception Request Form and the following conditions:
 - a. The trainer has provided documentation that they are working with a service animal trainer or licensed service animal organization.
 - b. The trainer has provided documentation that the animal has successfully completed a basic obedience training class.
 - c. The trainer has attested that the animal is housebroken.
3. Once permission has been granted for the service animal in training to be present in University buildings, University buses, or University areas, the following criteria must be followed. If the criteria below are not followed, permission for the service animal to be in University buildings, buses, or areas will be revoked. Permission for the service animal to be present in a class can also be revoked by the instructor if they determine it is no longer appropriate for the animal to be present. The criteria for maintaining permission are as follows:
 - a. In each of the classes the trainer is enrolled in, permission has been granted by the class instructor for the service animal to be present in class.
 - b. In each of the classes the trainer is enrolled in, the instructor has provided the class with adequate notice of the animal’s pending attendance and addressed any student concerns.
 - c. The service animal is on a six-foot leash with identification tag showing and, if working, wearing either the blue Leader Dog bandana or saddle.
4. Please note that permission is only granted for one academic year and for one service animal in training per trainer at a time.

Ordinances 23.02, .03, .04: Service Animal Exception Request Form

Name: _____ Date: _____

Address: _____

Phone Number: _____ Email: _____

Dog Name: _____ Initial Dog Age: _____

Have the following requirements been met?

_____ Documentation is attached showing that the applicant is working with a service animal trainer or licensed service animal organization.

_____ Documentation is attached showing that the dog has successfully completed a basic obedience training class.

_____ The dog is housebroken.

Signature: _____ Date: _____

To Be Filled Out by the Office of the Secretary to the Board of Trustees

Action: Approved Denied

Academic Year: _____

Conditions: _____

Signature: _____ Date: _____