

[date]

To: Course Instructors for [Student Name], Student ID [Student Number]

From: Access and Equity Services

***To be delivered by student along with
the student's Letter to Professor (LTP) for your course***

[Student Name] is currently enrolled in your course and is registered with Access and Equity Services (AES). In accordance with human rights legislation and university policy, [Student Name] requires academic accommodations.

University Accommodations

Based on their medical documentation, in addition to their academic accommodations outlined in their Letter to Professor, [Student Name] will have with them in attendance to their classes an animal used for the purpose of accommodation. [Student Name] has a service animal that has been trained to perform the following tasks with behavioral descriptions of the tasks included:

- 1.
- 2.
- 3.

In the event the description of tasks may identify the disability of the student, this section may remain blank.

Service animals are trained to perform tasks that mitigate symptoms or assist their handlers in tasks related to the disability of the handler. The canine performs tasks by interacting with the handler, the environment, and/or in certain situations, other individuals. While performing their tasks, canines may display behaviors that seem like the canine is misbehaving and being disruptive to the classroom environment. The canine may vocalize when they are performing task, but should otherwise remain silent.

In order to prevent undue interference with the student and their service animal, a description of the behaviours that may be performed while the canine is working are included above. Please do not contact AES if the canine is displaying these behaviours during class, as they are the tasks the animal is trained to perform. Please do not take action to disrupt the student or the service animal or take adverse action towards the student. Examples of adverse action may include but not be limited to: asking them to leave the classroom or to requesting have the student quiet the animal while they are performing the above listed tasks.

Disruptions to the Classroom Environment

The following information outlines the requirements for a service animal to access campus spaces and the behaviours that are not acceptable in the classroom environment. If any of the following occurs, please contact AES.

1. The canine displays aggressive and/or disruptive behaviours including but not limited to posturing, growling, raising hackles, scratching, nipping, lunging, barking, and biting. If these behaviours are being displayed in the classroom, please ask the student must remove the canine immediately and please contact AES to make us aware of the situation.
2. The canine causes substantial property damage to the property of others or the University
3. The canine is not properly restrained – the canine must be on leash at all times unless the task it is trained to perform requires the leash to be released for the duration of the task.
4. The canine is defecating/urinating in non-designated areas

Please contact AES for any questions or concerns you may have regarding the accommodation of the service canine. For more information, please see the [Animals on Campus policy](#) and accompanying [procedure document](#) for service animals.

