

## **PETS AND OTHER ANIMALS POLICY (Updated Aug. 26, 2019)**

### **PURPOSE**

To inform the employees and students of their responsibilities and duties concerning the presence of pets and other animals on campus.

### **SCOPE**

This policy is a University policy that applies to all administrators, faculty, staff, and students. The Dean of Students in coordination with the Director of Human Resource Services and 504 Coordinator will be responsible for the oversight of this policy.

### **POLICY**

Pets and other animals are restricted on the SU Campus. Schreiner University is compliant with the Americans with Disabilities Act (ADA) and the Fair Housing Act (FHA), and permits trained service/therapy animals as a disability accommodation under the following policies.

### **Definitions**

Individual with a Disability: An individual with a disability is a person who 1) has a physical or mental impairment that **substantially** limits one or more major life activities or 2) has a record of such an impairment or 3) is regarded as having such an impairment (ADA definition).

Service Animal: Any animal specifically trained to do work or perform tasks for the benefit of a person with a disability. The Americans with Disabilities Act defines service animals as, ". . . any . . . animal individually trained to provide assistance to an individual with a disability." Tasks service animals perform include, but are not limited to, guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair or fetching dropped items. If an animal meets the definition of a service animal, it is considered a service animal regardless of whether it has been licensed or certified by a state or local government or a training program. (Source: <http://www.ada.gov/qasrvc.htm>)

Therapy or Emotional Support Animal: An animal with a good temperament and disposition with reliable, predictable behavior used to provide comfort or emotional support as a therapy tool. Therapy or support animals do not have specialized training and do not perform specific tasks for the handler/partner. Therapy/support animals are restricted to the partner's residence as per the FHA guidelines and are not permitted in any common areas or other university buildings.

Pet: Any animal that does not meet the ADA definition of a service or therapy animal. Pets are not permitted in university buildings or in student housing.

Exceptions are made for RDs and must be approved by the Dean of Students. Students in on campus housing are allowed to have a fish in an aquarium no larger than 10 gallons. Students are responsible for the care of fish and service animals over vacations and holidays. Any other pet found in a student residence hall room or apartment, for any amount of time, will result in a minimum of immediate removal of the animal(s) by the student and an immediate \$500 fine per animal/per incident. Animals are not permitted at any point in on-campus buildings, offices and housing including animals visiting or pet sitting. University officials will not take possession of any unauthorized pet but will have animal control remove it if the owner cannot be present or will not comply. All damages that may be incurred by the presence of the pet will be the responsibility of the resident or employee. Additional sanctions may be imposed, if appropriate.

### **Responsibilities of Persons with Disabilities Using Service Animals on Campus**

Partners (persons with disabilities using service/therapy animals) are responsible for any damage caused by their animals and must take appropriate precautions to prevent property damage or injury. The cost of care, arrangements and responsibilities for the well-being of a service/therapy animal are the sole responsibility of the partner at all times. Service animals on campus must:

1. **Meet Legal Requirements:** All requirements for the presence of animals in public places (vaccinations, licensure, ID tags, etc.) mandated by state or local ordinances must be followed.
2. **Be under Control of Partner:** The partner must be in full control of the animal at all times. Reasonable behavior is expected from service/therapy animals while on campus. If a service dog, for example, exhibits unacceptable behavior, the partner is expected to employ appropriate training techniques to correct the situation.
3. **Adhere to Cleanup Rule:** The partner is responsible for cleaning up and disposing of the animal's waste. Individuals with disabilities who physically cannot clean up after their own service animal are responsible for notifying the Environmental Management office when alternative arrangements are needed.

### **Service Animals in University Housing**

Service/therapy animals may not reside in University Housing without prior written approval as described in this section.

### **Procedures for Approval of Therapy or Emotional Support Animals in University Housing**

All residents must submit written requests to have therapy animals in University Housing with their initial housing application. The written request must be re-submitted each academic year during room selection with their housing application. Any requests received at any other period throughout the academic

year will be reviewed by the Support Animal Advisory Board. The written request must include:

1. A letter with the prospective resident's explanation of the tasks or function the animal has been trained to perform as a documented disability-related accommodation, the type of animal, a description of the animal (e.g. weight, breed, etc.) and the animal's name.
2. Documentation verifying that the animal is compliant with applicable laws regarding vaccination and licensing.
3. A completed *Reasonable Accommodation Verification Form* from an appropriate medical professional detailing the nature of the documented disability for which the service/therapy animal provides assistance.
4. A completed and signed *Emotional Support Animal Agreement*.

The request will be reviewed by the Support Animal Advisory Board who will ensure all proper steps are followed. The requesting individual will be notified by email of the decision. The Support Animal Advisory Board consists of a cross-section of staff, faculty, and students. The board exists to help students navigate the campus policies and to ensure compliance with all applicable laws.

*Appeals:* If the request is not approved, the requesting individual may appeal to the Dean of Students whose decision is final.

### **Areas Off Limits to Service and Support Animals**

The university must allow a service animal to accompany the individual with a disability at all times and everywhere on campus except where service animals are specifically prohibited. The following areas are generally **off limits** to service and support animals:

- Research and Teaching Laboratories (or other Research Facilities): Natural organisms carried by dogs and other animals may negatively affect the outcome of research. At the same time, chemicals and/or organisms used in research may be harmful to service and support animals.
- Mechanical Rooms/Custodial Closets: Mechanical rooms, such as boiler rooms, facility equipment rooms, electric closets, elevator control rooms and custodial closets, are off-limits to service animals. The machinery and/or chemicals in these rooms may be harmful to animals.
- Areas Where Protective Clothing is Necessary: Any room where protective gear or clothing is worn is off-limits to service and support animals. Examples impacting students include the foundry, glass laboratory, wood shops and metal/machine shops.
- Areas Where There is a Danger to the Service Animal: Any room, including a classroom, where there are sharp metal cuttings or other sharp objects on the floor or protruding from a surface; where there is hot material on the floor (e.g. molten metal or glass); where there is a high level of dust; where there are harmful chemicals or materials; or where there is moving machinery is off-limits to service and support animals.

### **Removal/Relocation of Service and Support Animals**

Service animals may be ordered removed for any of the following reasons:

- **Disruption**: A partner may be directed to remove an animal that is unruly or disruptive (e.g. barking, running around, jumping up on people). If the improper behavior happens repeatedly, the partner may be prohibited from bringing the animal into any university facility until the partner can demonstrate that s/he has taken significant steps to mitigate the behavior. Any animal that exhibits aggressive or unsafe behavior may be prohibited from University facilities.
- **Ill health**: Animals who are ill should not be taken into public areas. A partner with an ill animal may be asked to leave university facilities.
- **Uncleanliness**: Partners must ensure that their animals are kept clean and well-groomed. Partners with animals that are excessively unclean (e.g., flea infested, foul-smelling and/or shedding excessively) may be asked to leave university facilities.

Service animals and partners may be relocated to a different university housing facility or an alternate office location when the presence of an animal conflicts with another resident's or co-worker's disability (e.g. severe allergies, phobias, etc).

**Administrative Oversight:** Dean of Students

**Responsible for Implementation:** Dean of Students, Director of Human Resource Services, and 504 Coordinator