

Animals On Campus - Student Handbook Policy (Addendum) Spring 2022

ANIMALS ON CAMPUS

With the exception of service animals or other exceptions discussed below, animals are generally permitted only outdoors on King University's campus grounds.

SERVICE ANIMALS

"Service animals" are those animals (dogs or, in some cases, miniature horses) that are specifically trained to perform a task or function for an individual with a documented disability. Service animals are welcome on campus in any area that is generally open to the public or to students, with the exceptions discussed below.

In situations where it is not obvious that the animal is a service animal, in accordance with the provisions of the Americans with Disabilities Act (the "ADA"), University employees may ask two specific questions: (1) is the animal a service animal required because of a disability? (2) What work or task has the animal been trained to perform? University employees are not allowed to request any documentation for the animal, require that the animal demonstrate its task, or inquire about the nature of the person's disability.

Students with service animals are requested to register the animal with the Office of Learning and Disability Services.

Residential students who need to bring their service animal to live on campus with them must contact the Office of Learning and Disability Services in advance of bringing the animal to live on campus. The Office of Learning and Disability Services will coordinate with the Office of Residence Life to make sure the student, the service animal, and other students/employees are properly accommodated. The process for bringing an animal to live in on-campus housing is outlined below.

SERVICE ANIMAL HANDLER'S RESPONSIBILITIES

- The handler (the person with a disability who is the owner and user of a service animal) must retain full control of the service animal at all times. The animal may not be left unattended at any time.
- The service animal will not be allowed to disrupt or interfere with University activities, including, but not limited to, teaching, research, service or administrative activities. If the animal is unruly or disruptive, or if the handler fails to maintain control of the animal, the handler must regain control immediately or remove the animal from University property. If the improper behavior is not corrected, the handler may be prohibited from bringing the animal onto University property by the Office of Residential Life after consultation with the Office of Safety and Security and the Office of Learning and Disability Services.
- The handler is responsible for cleaning up any waste created by the animal, and for all costs related to any damages created by the animal to include repair or replacement of University property or property belonging to other individuals. Individuals not physically able to pick up waste and dispose of it are responsible for making all necessary arrangements for assistance. The University is not responsible for these services.

- The handler is responsible for regular bathing and grooming of the animal to prevent significant odor and shedding.
- The animal should have tags or some other method of indicating ownership and rabies clearances. It is also suggested, but not required, that service animals be fitted with identifying equipment such as a harness, cape or backpack as appropriate.
- The University and its employees assume no responsibility for controlling, keeping, feeding or otherwise caring for any service animal. The University and its employees assume no legal responsibilities for any injury or damage caused by a service animal.
- Additional responsibilities and rules applicable to animals in residence halls are set forth below.

AREAS OFF-LIMITS TO SERVICE ANIMALS

In general, the following areas are off-limits to service animals:

1. Research Laboratories;
2. Mechanical Rooms/Custodial Closets;
3. Areas where protective clothing is necessary;
3. Food preparation areas; and
5. Areas where there is a danger to the service animal.

Exceptions:

1. The laboratory director of a research laboratory may grant permission to an individual service animal/handler team to enter the laboratory. Teaching laboratories or laboratories with moving equipment may pose a danger to the service animal. The laboratory director or teacher should work with each student, in consultation with the Office of Learning and Disability Services, to provide the fullest access that is safely possible. Admission for each team will be granted or denied on a case-by-case basis in consultation with the Office of Learning and Disability Services.
2. If it is necessary to allow a service animal in one of the other off-limit areas in order for a student to participate in the University's programs, the student handler may make a request to the Office of Learning and Disability Services, which shall deny or grant the request on a case-by-case basis.

SUPPORT ANIMALS

While "service animals" are those animals (dogs or miniature horses) that are specifically trained to perform a task or function for an individual with a documented disability, or those that are in training to become a service animal, there are also other animals that provide emotional support or assistance to an individual with a documented disability, but are not trained to perform a specific task or function for the individual. These animals are called "support animals."

Support animals are generally not allowed on campus. The primary exception to this rule is for on-campus residential housing. Being granted an accommodation to have a support animal reside in on-campus housing does not mean that the support animal is permitted to be anywhere other than the individual's private living quarters or outdoors under the supervision of the owner.

HOW DO I ARRANGE TO BRING MY SERVICE OR SUPPORT ANIMAL TO LIVE ON CAMPUS WITH ME?

A student (including an applicant) who wishes to have a service animal or support animal reside with him or her in on-campus residential housing should contact the Office of Learning and Disability Services, who will review each request on a case-by-case basis. The student/applicant must make a separate request for each academic year in which he/she wishes to have a service animal or support animal reside with him or her in on-campus housing. The approval from the Office of Learning and Disability Services is only good for the academic year in which it is granted. Generally, service and support animals will be permitted to reside with the student when there is an established need for the animal that is connected to the individual's disability, in order to permit the student to have an equal opportunity to use and enjoy on-campus residential housing. However, if the animal is not of the type commonly kept in the household for pleasure, rather than for commercial purposes, the animal will generally not be permitted, unless the student demonstrates, via reliable documentation, a disability-related therapeutic need for the specific animal or the specific type of animal. The University will evaluate whether to permit any specific animal on a case-by-case basis.

Once the student makes a request, the Office of Learning and Disability Services will follow this process:

1. The student will be asked to identify whether the animal is a service animal that is required because of a disability of the student, and if so, what tasks or functions the animal has been trained to provide.
 - a. A "disability" is a physical or mental impairment that substantially limits one or more major life activities.
 - b. Tasks or functions that a service animal is trained to perform may include obvious tasks such as guiding an individual who is blind or pulling an individual's wheelchair. When the tasks performed are readily apparent, the Office of Learning and Disability Services will not inquire further into the tasks the animal is trained to perform. When the tasks are not readily apparent, the Office of Learning and Disability Service may ask the student what tasks or work the animal has been trained to perform.
2. If the animal meets the test of a bona fide "service animal," then the animal will be permitted to reside with the student and to accompany the student with a disability to all areas on campus where the student is normally permitted to go.
3. If the animal does not meet the test of a bona fide "service animal," the Office of Learning and Disability Services will evaluate the student's need for a "support animal" and the support that the animal will provide the student.
 - a. If the student's disability is not readily apparent or known to the Office of Learning and Disability Services, the Office of Learning and Disability Services may ask the student to submit reliable documentation (as defined below) of a disability and the disability-related need for the support animal. If the disability is readily apparent or known but the disability-related need for the support animal is not, then the Office of Learning and Disability Services may ask the student to submit reliable documentation

(as defined above) of the disability-related need for the support animal. A disability-related need for a support animal exists if the animal does work, provides assistance, or provides emotional support that alleviates one or more of the identified symptoms of effects of the student's disability.

b. Reliable documentation" means written documentation provided by:

- (i) A healthcare provider with actual knowledge of an individual's disability; or
- (ii) An individual or entity with a valid, unrestricted license, certification, or registration to serve persons with disabilities with actual knowledge of an individual's disability.

4. If the animal is a bona fide "support animal," a reasonable accommodation will be granted to permit the animal to reside with the student, but only within the student's privately assigned living space. The granting of a reasonable accommodation for a support animal does not mean that the animal is permitted to access other areas of campus in which animals other than service animals are prohibited.

a. A reasonable accommodation might also include approval to live off campus, if the student does not already meet the qualifications to live off campus. For reference, the Commuter Policy can be found under the Campus and Community Life Policies in this handbook.

5. When students are granted a reasonable accommodation to have a service or support animal live on-campus with them the Office of Residence Life will notify assigned roommates/suitemates of the animal, in advance of the expected move-in date. In the event that an assigned roommate/suitemate, or a nearby resident, or an employee whose job requires him or her to be in close proximity to the animal, has a conflicting issue (such as allergies, asthma, etc.), the Office of Learning and Disability Services will work with the Office of Residence Life and Housing to accommodate all conflicting issues by considering the verifiable needs of all persons. Furthermore, the Safety and Security Office and the Facility Services Office will also be made aware of the animal's presence in a residence hall room.

6. In addition to the general rules applicable to service animals allowed on campus (see above), the student/handler with an on-campus resident service/support animal is responsible for assuring that the animal does not unreasonably interfere with the routine activities of the residential hall, the students who reside there, or the employees who work there.

- a. The student/handler is responsible for any damages caused by the animal and must take appropriate steps to prevent damage or injury.
- b. The animal must be kept well-groomed and free of fleas, ticks, and strong odors.
- c. Service/support animals may not be left alone overnight in on-campus residential housing. If the student handler leaves campus for any night, the animal must be taken with the student handler, or left with a caretaker approved in advance by the Office of Residence Life. It will be the student/handler's responsibility to arrange for the approval

of the caretaker by the Office of Residence Life and for the animal to be picked up by the approved caretaker.

- d. It is the student/handler's sole responsibility to maintain control of the animal at all times, and to be clean up after the animal and properly dispose of waste. The support animal must be placed in a pet crate appropriate for the animal's size when the student/handler is away from their residence hall room.
- e. If the service/support animal is determined by Residence Life personnel or other University personnel to be out of control or creating an unreasonable interference with the usual activities of the residence hall, the Office of Residence Life will coordinate with the Office of Learning and Disability Services, Safety and Security, and Student Affairs regarding appropriate action to be taken, which may include removal of the animal when the animal poses a threat to the health or safety of others or otherwise proves unmanageable.

7. The following is intended to provide further guidance regarding the care for a support animal on the King University campus:

- a. Documentation for required vaccinations must be submitted to the Office of Learning and Disability Services and the Office of Residence Life.
- b. The support animal must be fed and watered inside the residence hall room. Pet water and food is not to be left outside the residence hall room at any time.
- c. Support Animals must be taken out of the building by way of the shortest and most direct path and must be maintained under standard restraints such as a carrier and/or collar when outdoors, in public areas, or in transit and must be confined to the residence hall room when not in transit.
- d. The student's/handler's residence will be inspected for regular health and safety inspections, which is normal procedure for all residential students. In addition, the student's/handler's residence may be inspected for fleas, ticks, pests, and/or damage to the residential facilities once per month or as needed. The Residence Life Office will schedule the inspection and notify the resident in advance of the scheduled inspection. If fleas, ticks, or other pests are detected through inspection, the residence hall will be treated using approved fumigation methods by a University-approved pest control service. The student/handler will be billed for the expense of any pest control treatment. The owner must be present when Residence Life or Physical Plant staff needs to enter the residence.
- e. Support Animals that are tethered, unattended, or abandoned may be impounded in accordance with local laws and regulations.
- f. The student/handler will hold the University blameless in the event the Support Animal goes missing. University staff is not responsible for the retrieval of your Support Animal in the event the animal escapes.
- g. Residence Life has the ability to relocate the student/handler and the Support Animal as necessary.

- h. The student/handler must notify Office of Learning and Disabilities Services in writing if the Support Animal is no longer needed as a Support Animal or is no longer in the residential facilities. To replace a Support Animal, the student/handler must file a new Request for Accommodation through the Office of Learning and Disabilities Services.
- i. The support animal should have tags or some other method of indicating ownership and rabies clearances.
- j. King University and its employees assume no responsibility for controlling, keeping, feeding or otherwise caring for any support animal. The University and its employees assume no legal responsibility for, and the student/handler shall indemnify and hold the University and its employees harmless from, any injury or damage caused by the support animal. The University and its employees assume no legal responsibility for, and the student/handler shall indemnify and hold the University and its employees harmless from, any injury to the support animal.
- k. The student/handler shall warrant that the support animal is housebroken. The student/handler shall warrant that the support animal has no vicious history or tendencies.
- l. Pursuant to this policy and the “Room Care” policy in the Student Handbook, the student/handler shall be responsible to cover the cost to repair any and all damage the animal causes to the residence or to common areas, reasonable wear and tear excepted. Those costs the student/handler shall cover may include, but are not limited to, the cost of painting, carpet cleaning, carpet replacement, and/or floor cleaning.
- m. The residence hall room door must be locked by the resident at all times when the resident is away from the room while the support animal is in the room.
- n. The student/handler must be familiar with fire alarm and fire drill policies and ensure that the support animal is removed from the residence hall during an emergency or drill, but only if it is safe to do so. The Residence Life Office conducts at least one fire drill each semester, possibly more depending on successful outcomes of tests. Owners with a support animal are responsible for the support animal at all times, including during times of fire drills, fire alarms, or other campus emergencies. The University’s priority is the safety of its student residents. Residence Life Office staff will attempt to alert owners with a support animal 1-2 days in advance of a drill, however, that isn’t guaranteed. Building alarms are a routine occurrence for other non-drill situations and the University and its staff will not be responsible for ensuring that a support animal is safe and removed from the building, regardless of the type of emergency. Owners will not be allowed to re-enter buildings during an emergency or drill situation. Jurisdiction of the alarm or emergency is transferred to emergency responders upon arrival. Emergency personnel will determine whether to remove the animal and may not be held responsible for the care, damage to, or loss of the animal. Owners may never, under any circumstances, ask roommates or other campus community members to retrieve or rescue their support animal at any time, especially during times of an emergency.

- o. The student/handler must provide name and contact information for two off-campus contacts to take and to care for the animal in the absence of the student/handler.
- p. The student/handler will be provided with a support animal door sign that *must* be adhered to the *inside* of their residential hall room door via wall safe adhesive. The door sign will contain the owner and animal's emergency contact information.
- q. The student/handler will also be provided with a support animal door sign that *may* be adhered to the *outside* of their residence hall room door via wall safe adhesive to alert others to the presence of an animal in the room.

The student/handler is expected to comply with all parts of the above policy. Failure to comply with the above policy will be handled through the student conduct process with the following possible sanctions:

- 1st Violation - In most cases, a warning will be issued unless the action is so egregious (e.g., support animal bite someone, etc.)
- 2nd Violation – The student/handler may be asked to remove the support animal for at least the remainder of the semester, possibly the entire academic year.

In cases where the animal bites someone, attacks someone, harms someone, or is otherwise aggressive towards someone, the student/handler will remove the animal from campus immediately.

This policy has been developed to comply with all requirements of the Americans with Disabilities Act, the Fair Housing Act and Section 504 of the Rehabilitation Act that apply to King University. The University does not discriminate on the basis of disabilities and will follow all applicable laws and regulations regarding the provision of reasonable accommodations to disabled individuals. No disabled person shall be prevented from entering, remaining, or using facilities of this University because of the use of a service animal, unless such use is not in conformance with applicable law. Grievances of discrimination may be filed with the Vice President Administration & Finance or the Assistant Title IX Coordinator.