

Animals on Campus

Policy/Procedure

I. Policy Purpose and Statement

The purpose of this policy is to establish minimum procedural requirements for service animals and emotional support animals on campus, in order to stay in compliance with Americans with Disabilities Act (ADA), the Rehabilitation Act, and the Fair Housing Act. In addition, this policy will ensure the safety and privacy of students, employees and visitors on campus. A violation of this policy may result in the animal being removed and/or banned from campus, as well as other potential actions and remedies as deemed prudent.

II. Policy Application and Effective Date

- a. This policy applies to all faculty, staff, students, and visitors

III. Definitions

- a. Service Animal: A service animal as per the ADA is defined as: "Any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the owner's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, . . . retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition."
- b. Emotional Support Animal: The Fair Housing Act defines an assistance animal as any animal that "provides emotional support that alleviates one or more identified effects of a person's disability." Dickinson identifies such animals as "emotional support animals." The animal is not individually trained. Emotional support animals are not limited to dogs and can be other species of animal. Emotional support animals are not considered service animals.
- c. Pet: A Pet is an animal kept for ordinary use and companionship. A Pet is not considered a service or emotional support animal.
- d. Owner: An Owner is a member of the Dickinson College community with a disability who has a service or emotional support animal. A student, when granted permission by Access and Disability Services, and an employee, given permission via a fully executed Pet Addendum to their campus housing agreement, are authorized to have a Pet in their campus housing.

IV. Policy

- a. Service Animals

If it is not clear to Dickinson's personnel that it is a service animal seeking entry into a building or event, the owner of the service animal may only be asked 1) Is the service animal required because of a disability?, and 2) What work or task has the service animal been trained to perform? If they answer "Yes" to the first question and provide a reasonable answer to question 2, the animal should

be admitted. If there are any doubts, Dickinson personnel must immediately contact the Department of Public Safety, Access and Disability Services, or the Office of General Counsel.

- i. Entry into College Facilities
 - Service animals will be permitted to accompany their owners at all times and everywhere on campus where the general public (if accompanying a visitor to campus) or where other students or employees (if accompanying a student or employee) are allowed, except for places where there is a health, environmental, or safety hazard. (For more details on restricted areas, see section d of part VI: Process/Procedures.)
 - Dickinson event staff and Department of Public Safety will be provided with guidance regarding the permissibility of appropriate measures to take to ensure that only service animals are permitted in college facilities.
 - ii. Grounds for Removal
 - The service animal is out of control and the handler does not take effective action to control it.
 - The service animal is not housebroken.
 - When there are legitimate reasons to ask that a service animal be removed, as articulated throughout this policy, staff will offer the person with the disability the opportunity and a reasonable amount of time to assess the possibility of and/or to obtain goods or services without the animal's presence.
 - iii. Conflicts with Allergies or Fear
 - When possible, the Owner of the animal and/or the individuals who are allergic to, or fear dogs will be assigned to a different location in the classroom, residential unit or hall, or office space or building.
- b. Emotional Support Animals
- i. Emotional support animals are only permissible for those who have been granted eligibility to have the animal in their residence as an accommodation -- granted for students through Access and Disability Services or by Human Resource Services for employees living in college-owned property. All Owners must comply with all applicable laws regarding animals and their treatment and care, and meet these standards. Approved emotional support animals are permitted only in residence halls.
 - ii. An accommodation may be made for one (1) emotional support animal.
 - iii. Accommodations for students with emotional support animals are for one (1) academic year. Students wishing to extend their accommodation beyond one (1) year will need to submit a new request and have the appropriate care provider update documentation following Access and Disability Services' posted deadlines.
 - iv. Dogs
 - All required immunizations must be up to date and kept up to date, and a current copy of the immunizations record must be on file with the office of Residence Life & Housing.
 - Dogs must be licensed, and a copy of the license must be on file with the Office of Residence Life & Housing. All licenses must be kept up to date.
 - Dogs must be spayed or neutered. A copy of the veterinarian's report must be on file with the Office of Residence Life & Housing.
 - Dogs must be free of fleas and ticks and evidence of treatment must be provided prior to move-in and periodically upon request.
 - Dogs must be housebroken, meaning the dog must be trained to urinate and defecate outside.
 - Collars and tags must always be worn.

- Dogs must always be kept on a leash when outside the Owner's residence and while on any property owned or under the control of the college.
 - Dogs must possess friendly and sociable characteristics. Any dog that displays threatening behavior, including territorial behavior, shall be removed from campus upon the direction of the Director of Residence Life & Housing (or designee).
 - Dog obedience and training programs are highly recommended.
- v. Domestic Cats
- Feral cats (cats that cannot be handled and which display unsocial behavior toward humans) are not permitted to be used as support animals and do not meet the definition of a "domestic cat".
 - All required immunizations must be up to date and kept up to date, and a current copy of the immunizations must be on file with the Office of Residence Life & Housing.
 - Cats must be spayed or neutered. A copy of the veterinarian's report must be on file with the Office of Residence Life & Housing.
 - Cats must be free of fleas and ticks and evidence of treatment must be provided prior to move-in and periodically upon request.
 - Cats must be housebroken, meaning that cats must be litter box trained and an appropriate enclosed litter box manufactured for the purpose must be used.
 - Collars and tags must always be worn. The cat must be kept in a closed carrier when being transported to and from the support animal owner's residence. Cats must never be allowed to run freely.
- vi. Other Animals
- Animals other than cats and dogs will be considered on an individual assessment that relies on objective evidence about the specific animal's appropriateness and conduct. The evaluation will be based on the type of animal, with primary attention given towards whether the animal would pose a threat to the health and safety of others, would cause substantial physical damage to the property of others, would pose an undue financial and administrative burden, or would fundamentally alter the nature of the college's operations.
 - Animals that can carry zoonotic diseases, as well as dangerous, poisonous, or illegal animals are not permitted on campus.
 - For animals that aren't required to have immunizations or vaccinations, owners must provide the Office of Residence Life & Housing with documentation of a "clean bill of health" from a licensed veterinarian.
- c. Generally Expected Standards of Behavior for all Animals and Their Owners
- i. In addition to all other requirements as outlined in this policy, health, sanitation, safety, and non-disruptive standards must be maintained as follows:
- Owner shall provide food and water and any other nutritional needs for animal daily.
 - Owner shall provide animal with attention daily, as well as assess its general health, behavior and overall welfare daily.
 - Owners shall not leave animals unattended overnight. If the Owner must be away, they must either take the animal with them, or make arrangements for the animal to be cared for off campus. No other students or employees of the college are authorized to possess animals in their residences or offices and the animal's presence is permitted in Owner's assigned housing only.
 - When Owner is not in the residence unit, animals must be crated, caged, or stationed inside the residence unit in such a manner that they will not pose a threat to anyone who lawfully enters the unit. Animals should not be crated, caged or stationed inside the housing unit for an excessive period of time such that it threatens the safety or well-being of the animal.
 - Owner will make the necessary arrangements to be present at times that college personnel need to enter the housing unit to handle maintenance requests, routine maintenance tasks, handle any pest control spraying, or other necessary tasks.

- Emotional Support Animals must not be taken into other spaces other than the Owner's residence, including but not limited to other residential facilities owned or operated by the college, other campus buildings and administrative offices. Passage through hallways and stairwells necessary to access Owner's residence is permitted.
- Animal waste, including but not limited to feces, urine, cat litter box contents, vomit and any other solid animal waste, must be disposed of properly. It is Owner's responsibility to remove all solid waste from residences and college grounds by collecting it in a plastic bag, and then placing that bag in a garbage dumpster or outdoor trash receptacle. All cleanup of animal waste must occur IMMEDIATELY. Animal waste may not be disposed of in any indoor trash receptacle or through the sewer system (toilets, sinks, tubs, etc.) inside any building owned or operated by Dickinson. If animal waste occurred indoors and other than in a litter box used by a cat, i.e., animal accident, Owner shall also clean the area from which the waste was removed using appropriate cleaning products.
- Owners with cats must properly maintain litter boxes. Litter box contents must be disposed of regularly and properly as outlined in the item dealing with animal waste above. All litter in the litter box must be changed and replaced with new litter regularly as outlined by the litter manufacturer.
- Owner must promptly clean up using appropriate cleaning products any animal waste created by animal in the Owner's residence.
- Owner shall regularly and routinely clean and maintain floors, kennels, cages, and litter boxes used by animal. No odor of an animal should be perceptible from outside Owner's residence. (see Cleaning Section below).
- If a flea or pest infestation in Owner's residence occurs, Owner must promptly notify the Office of Residence Life & Housing, as well as Facilities Management. The college shall respond to remediate the problem. Owner shall be fully responsible for all costs associated with such action by the college and all expenses related thereto will be billed to the Owner's college account. College employees may have such costs deducted from employee's paycheck. In the event of an infestation, Owners shall take necessary measures to rid animal of fleas and pests. Such measures may include but are not limited to use of flea and pest medications prescribed by veterinarians, flea and tick baths or dips, flea and tick collars.
- Owner is responsible for any disruption to the quiet enjoyment of living spaces by other students or residents caused by animals. Activities that are considered disruptive include, but are not limited to, barking, growling, yowling, howling, jumping on other people, and running away from the Owner. Disruptive animals are subject to removal in the discretion of the Director of Residence Life and Housing (or designee). If, in the judgment of the Director of Residence Life & Housing (or designee), the disruptive behavior of the animal can be addressed and remedied by the Owner, Owner and college may enter into a written action plan to address the situation. The action plan outlines the action that will take place to alleviate the problems and set a deadline for measuring the outcome and effectiveness of the efforts. Animals which constitute a threat or nuisance to staff, residents or property, as determined by the Director of Residence Life & Housing (or designee), must be removed within three (3) days of notification. If the Department of Public Safety (DPS) determines that the animal poses an immediate threat, animal control may be summoned to remove the animal immediately
- Following the removal of an animal from any college residence, college staff will promptly do an inspection for cleanliness, damages and infestation. Costs to remedy any deviations from the expectations of these procedures shall be the sole responsibility of Owner and Owner consents to the billing of such expenses to Owner's college account or deducted from the Owner's paycheck.
- Any animal involved in an incident where a person experiences either the threat of or an actual injury as a result of the animal's behavior shall be removed immediately from campus.
- Owner must notify the Department of Public Safety and the Office of Residence Life & Housing if the animal causes harm to another person or if the animal has escaped its confines and has not been located within four (4) hours.
- All liability for the actions of the animal (bites, scratches, property damage etc.) is the

sole responsibility of the Owner. Owner agrees to indemnify the college, its trustees, employees and agents for any and all costs, including attorney fees, associated with any such action or claim brought by Owner, anyone acting on behalf of Owner, or any 3rd party.

ii. Cleaning and Damages

- Owner is responsible for maintaining the residence in good and clean condition, including but not limited to, routine cleaning of floors and other surfaces, spot cleaning areas affected by animal and repairing or replacing any damages caused by animal.
- As stated above, when the resident moves out of their residence, or no longer has the animal on campus, the residence will be inspected for cleanliness, damages and infestation. Costs to remedy any deviations from the expectations of these procedures shall be the sole responsibility of Owner and Owner consents to the billing of such expenses to Owner's student account or employee's paycheck.
- During animal's presence in Owner's residence, Residence Life & Housing has the right to conduct inspections for the purpose of assessing cleanliness, damages, infestation and other compliance requirements of these procedures.
- Violations concerning any of the aforementioned may result in the resident having to find alternative arrangements for the animal and, as warranted, may also result in an Owner being in breach of this agreement and in violation of the College's Community Standards, as well the Employee, Student and/or Academic Handbook(s).

d. Emergency Contact Information

Owners with approved animals living in their residence will be asked to provide to Residence Life the name and contact information of a person designated to take care of the animal should the Owner need to leave campus without intending to return, leaves campus due to a sudden or emergency situation with an uncertain timeframe for return, and/or be unable to care for the animal. If the Owner is a student, this person may not be another student who resides on campus. This person must remove the animal from the Owner's residence hall within 24 hours of the Owner's departure from campus or inability to care for the animal. By listing an emergency caretaker, the Owner is giving permission for college personnel to contact this person if they leave campus without intending to return and/or are unable to care for the animal.

In the event that an Owner does not have an emergency contact, or if the designated emergency contact is unable to take the animal in a timely manner, the college will attempt to have the animal boarded at a local animal facility and the Owner will be responsible for any financial charges. If the Owner or emergency contact has not made arrangements to retrieve the animal within five (5) business days, the animal will be deemed abandoned and the college will cease advancing any further funds towards the boarding of the animal.

V. Process/Procedures

a. Owners with Service Animals

- i. Owner must have a disability as defined by the ADA.
- ii. Owners who are students must work with Access and Disability Services to arrange for a housing accommodation (or Human Resource Services for employees living in college-owned property).
- iii. The accompanying animal must be trained to do specific tasks for the qualified individual.
- iv. No animals will be permitted in college residences that:
 - Are not approved by Access and Disability Services (or Human Resource Services for employees)
 - Pose a threat to the health or safety of others
 - Present a risk of or cause substantial physical damage to the property of the college and other residents, particularly residents who reside in the same college housing with Owner and animal
 - Pose an undue financial and administrative burden to the college
 - Fundamentally alter the nature of the college's residential operations

- b. Owners with Emotional Support Animals
 - i. Owner must have a disability as defined by the ADA.
 - ii. Owners who are students must seek a housing accommodation with Access and Disability Services (or Human Resource Services for employees living in college-owned property).
 - iii. Owner must have an already established relationship with the animal. Rare exceptions to this rule must be supported by sufficient documentation.
 - iv. In order to bring an emotional support animal to campus, the Owner must contact Access and Disability Services Office, and/or the Office of Residence Life & Housing (or Human Resource Services for employees living in college-owned property) no less than 60 days prior to the arrival of the animal, in order to permit time to thoroughly review the request and gather all necessary documentation. Animals should not be brought to campus prior to approval being granted. The Housing Accommodation Request Form can be accessed via the Access and Disability Services' Housing Accommodations webpage: www.dickinson.edu/ADS-housing
 - v. Owner must notify the Office of Residence Life & Housing (or Human Resource Services for employees) if the animal is no longer needed or is no longer residing on Dickinson College property. If the animal will be replaced, the Owner must submit a new request.
- c. Employees and Visitors
 - i. Other than Service Animals, for reasons of public health and out of respect for those who clean the buildings, Dickinson policy does not permit Pets or emotional support animals in any academic or administrative building on campus or in gated athletic facilities. Animals are permitted on campus roads, walks, and grounds, as they are in the local community, when they are on a leash and controlled by the visitor or Owner. It is the visitor or Owner's responsibility to clean up after the animal. All animals must be tagged, registered, and vaccinated in accordance with all applicable state and local laws.
 - ii. Employees residing in campus housing must get permission to have a pet in their residence. The process is initiative by the employee contacting Human Resource Services to receive a Pet Addendum to their housing agreement.
- d. Restricted Areas
 - i. Dickinson College may prohibit the use of a Service Animal in certain locations due to health or safety restrictions. Restricted areas may include but are not limited to food preparation areas, research laboratories or classrooms that contain research animals, areas that require protective clothing, and other areas as required by state or local laws. Exceptions to these restrictions may be requested and will be considered on a case by case basis.
 - ii. Approved Emotional Support Animals are permitted only in residence facilities.
- e. Behavior Around Service Animals and Their Owners
 - i. A Service Animal is to accompany its Owner at all times and in all places on campus, except where specifically prohibited (please see Restricted Areas).
 - ii. Employees, students and visitors are not to touch, pet or feed a Service Animal.
 - iii. Employees, students and visitors are not to deliberately startle or otherwise taunt a Service Animal.
 - iv. Employees, students and visitors are not to separate or attempt to separate an Owner from the Owner's Service Animal.
 - v. Only authorized staff are allowed to inquire regarding the Owner's disability and what task the Service Animal has been trained to perform.

VI. Related Resources

- a. American Disabilities Act
- b. Rehabilitation Act
- c. Fair Housing Act

History/Revision Information

Responsible Office: Residence Life and Housing, Access and Disability Services, Human Resource Services

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