

## Support Animal Policy

### Introduction:

Capital University is committed to providing equal housing opportunities to all students in compliance with the Federal Housing Act (FHA) and the Department of Housing and Urban Development (HUD). This document conveys university policy pertaining only to support animals. For clarification, there are two types of assistance animals: a) service animals, and b) other animals that do work, perform tasks, provide assistance, and/or provide therapeutic emotional support for individuals with disabilities. The latter type, referred to here as a *support animal*, is the focus of this document.

A Support Animal (SA) is considered a reasonable accommodation in campus housing. A student is permitted to have a SA if they have a documented disability, the animal is necessary in affording the student the opportunity to use and enjoy their living space, and there is a nexus between the disability and the assistance the animal provides.

A **support animal** (SA) is a companion animal that a healthcare professional has determined alleviates one or more identified effects of a person's disability. SAs are not pets. Dangerous, poisonous, and illegal animals are not permitted. A student must follow the request procedures and receive approval for the SA before the SA can reside in the student's dwelling.

The **owner** is the student approved to have an SA in their university housing.

### Request Procedures:

- The student must fill out a Housing Accommodation Request form, found here: [https://cm.maxient.com/reportingform.php?CapitalUniv&layout\\_id=4](https://cm.maxient.com/reportingform.php?CapitalUniv&layout_id=4)
- Submit documentation outlined in the Healthcare Professional Disability Verification Form.

- Meet with Accessibility Services to discuss the accommodation request and review documentation.
- Approval of the SA is determined on a case-by-case basis. The University has the right to request to request additional clarification or documentation.
- Submit a description of the animal (e.g., animal, breed, name, color, size, etc.), any relevant vet records, including vaccinations and rabies tag number, and licensing if applicable.
- Approval of the animal is given on an annual basis, and request for renewal must be completed every year.

### **Owner's Responsibility:**

- The owner must be in full control of the SA at all times. The SA must generally be on a leash, harness, or other tether (or in an appropriate cage,) while in university housing, unless the owner's disability prevents its use, or the use of one would interfere with the SA's ability to be of service.
- The care and supervision of the SA is solely the responsibility of the owner. The owner is responsible for ensuring the safety of the SA and the community. The owner must not have any past or current student conduct issues that may impact the owner's ability to care for and effectively control an animal. In addition, the owner must not have a history of abuse or irresponsible behavior related to the SA or others that negatively impacts the owner's ability to ensure the safety of the SA in the community. If the University determines that such conduct issues are negatively impacting the safety of the SA or the community, the University will take appropriate measures, up to and including a determination that the SA may no longer be permitted on campus.
- The owner is financially responsible for the SA's care and behavior. The owner's financial responsibility includes cost of damages to any University owned property or bodily injury caused by the SA. These costs can include repairs, such as replacement of carpet, furniture, windows, and wall coverings, expenses incurred for required cleaning above and beyond a standard cleaning, and pest control, just as any other resident would be responsible for damages. This will be noted on the Room Condition Form and during the Health and Safety Inspections. The owner is expected to cover these costs at the time of repair and/or move-out.
- Accessibility Services must be notified in writing if the SA is no longer needed or no longer in residence. Approval of the SA is animal specific and may not be transferred to another animal. If there is a need to replace an approved animal, the owner must file a new Housing Accommodation Request Form, and understands that the Accessibility

Services in conjunction with The Office of Residential and Commuter Life will review the request and make a determination.

#### **SA Behavior Standards:**

- The SA must not unduly interfere or adversely affect the routine activities of other residents and neighbors (e.g., barking continuously, growling, howling, crying, etc.). In addition, the SA must not pose a threat to the health, safety, or property of anyone in the community.
- The SA is only permitted in the owner's room and must be contained within the room at all times. SAs are not permitted in other University facilities including dining areas, classrooms, common areas, and other student's rooms except as required for transportation off-campus or to eliminate waste. While outside the owner's room, the animal must be in an animal carrier or controlled by a leash or harness.
- SAs may not be left overnight or during breaks in university housing without the owner present.
- The owner must notify the Housing Office if the SA escapes or is unable to be located within 8 hours.

#### **SA Care Standards:**

- In accordance with local ordinances and regulations, the SA must receive all required and/ or recommended immunizations against diseases. Dogs must have current rabies vaccinations and wear a rabies vaccination tag. The University may request updated verification regarding an SA's vaccinations at any time during the animal's residency.
- Local licensing requirements must be followed, up-to-date, and on file with Accessibility Services.
- A current emergency contact must be on file with Accessibility Services in case the owner is unable to care for the SA at any time. The emergency contact cannot be a current Capital University student or personnel.
- SA's must be in good health as documented annually by a licensed veterinarian. Appropriate documentation will be determined on a case-by-case basis, but may include a vaccination certificate or veterinarian's statement regarding the animal's health. The University has the authority to direct that the SA receive veterinary attention in appropriate circumstances.
- The owner must attend to the daily needs of the SA including feeding, hydrating, attention, and other essential duties to ensure overall welfare.

- An SA must be clean and well groomed, and measures should be taken at all times for such issues as flea and odor control. The owner's residence may be inspected as needed. If fleas, ticks, or other pests are detected, the residence hall will be treated using approved fumigation methods by a university approved pest control service. The owner will be billed for the expense of any pest treatment above and beyond normal required pest management.
- The owner is responsible for ensuring the cleanup of the SA's waste (e.g., urine, excrement, fur, cage shavings, etc.) in an approved area. Animals, their crates, litter boxes, and other related materials may not be cleaned in the common bathrooms. Indoor animal waste must be placed in a sturdy plastic bag before disposal.
- From time to time, the University may use pesticides, pest control devices, de-icing materials, cleaning supplies, and other materials for the maintenance and operation of university housing. The University is not responsible for any harm to the SA caused by such materials.

#### **Other Policies:**

- Accessibility Services or Residential Life may place other reasonable conditions or restrictions on the SA depending on the particular facts and circumstances, including the nature and characteristics of the SA.
- Residence Life may relocate the Owner and SA as necessary. A Roommate Agreement must be signed by all students residing in the same room before the SA is moved into the owner's room.
- In the event of an emergency, every effort will be made to keep the owner and their SA together. While all reasonable efforts will be made to keep the owner with the SA, the emergency responders' first responsibility will be toward the owner and other students/employees, which could necessitate leaving the animal behind in certain evacuation circumstances.
- The owner agrees to continue to abide by all other University policies, including housing policies. Reported violations may be reviewed by the Dean of Students in accordance with the Student Code of Conduct and other University Policy.
- If the University determines that these policies have been violated, the University will take appropriate measures, up to and including a determination that the SA and/or student may no longer be permitted on campus. Should the SA be removed from the premises for any reason, the Owner is expected to fulfill his/her housing obligations for the remainder of the Capital University housing agreement term.

Questions related to this policy should be directed to: [AccessibilityServices@capital.edu](mailto:AccessibilityServices@capital.edu)

### **COVID-19 Policy Update:**

Students are asked to maintain appropriate social distancing for their SAs, including asking others not to pet, hold, or walk the animal. Though the risk of spreading the virus to animals appears to be low, it is necessary for owners to take precautions to protect themselves, their animals, and others.

In the event that an owner is quarantined due to COVID-19 and plans to remain on campus, the SA must be removed until such time as the owner is able to care for it independently again. The listed emergency contact below must reside in non-university housing and will be notified to come to campus to retrieve the SA immediately. It is the owner's responsibility to inform their emergency contact of their role. Once the student is no longer in quarantine and is able to properly care for their SA, it may return to campus. Due to COVID-19 developments, the University reserves the right to change these policies and procedures without notice.

### **Emergency Contact Information for Support Animal:**

Name:

Relationship:

Phone number:

Address:

Email:

**I have reviewed the above policies and procedures and agree to abide by the provisions herein.**

Student Signature:

Student Printed Name and ID Number:

Date: