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**With the exception of service animals or other exceptions discussed below, animals are generally permitted only outdoors on King University's campus grounds, but not in**

## **Service Animals and Support Animals**

### **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 accord 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. This will help to identify and locate the service animal in the event of an emergency, and to provide any necessary assistance to the student in the event of an emergency.

Residential students who need to bring their service animal to live on campus with them should 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.
- 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:**

1. Research Laboratories;

2. Mechanical Rooms/Custodial Closets;
3. Areas where protective clothing is necessary; and
4. Areas where there is a danger to the service animal.

Exceptions: 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.

### **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.

## **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. 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.

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. If the student’s disability is readily apparent, the Office of Learning and Disability Services will not inquire further into the student’s disability. For disabilities that are not readily apparent, the Office of Learning and Disability Services may ask the student to provide documentation of the disability. Generally, a statement from a physician or mental health care professional will suffice for purposes of documentation of the disability. Rarely will it be necessary for the Office of Learning and Disability Services to inquire beyond the health care professional’s statement of disability.
  - 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. Once the existence of the disability is documented, the Office of Learning and Disability Services will evaluate the student’s disability-related need for a support animal. In other words, does the

animal work, provide assistance, or provide emotional support that alleviates one or more of the identified symptoms or effects of the student's disability? If the disability-related need for the animal is not readily apparent, the student may be asked to provide documentation from a physician or mental health care professional that the animal provides support that alleviates one or more of the symptoms or effects of the student'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.
5. Students who are granted a reasonable accommodation to have a service or support animal live on-campus with them are responsible for notifying all 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.
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 or left to be cared for by another person. If the student/handler leaves campus for an extended period of time, the animal must be taken with the student/handler.
  - 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.
  - 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 Learning and Disability Services will be asked to coordinate with the Office of Residence Life 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.

*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.*