



<b>Policy Title</b>	<b>Animals on Campus Policy</b>
<b>Policy Category</b>	<b>Facilities, Equipment, and Property</b>
<b>Policy Approval Date</b>	
<b>Policies Superseded</b>	<b>None</b>
<b>Responsible Office(s)</b>	<b>Disability Support Services, Human Resources, Facilities</b>
<b>Related Policies</b>	<a href="#"><u>Disability Support Services Policy for Students,</u></a> <a href="#"><u>Disability Support Services Policy for Employees &amp; Applicants</u></a>
<b>Frequency of Review</b>	<b>3 years</b>
<b>Date of Revision</b>	

## **I. SCOPE**

This Animals on Campus Policy (“Policy”) applies to all faculty, staff, students, independent contractors, volunteers, and guests—including participants in programs or events sponsored by third parties using University facilities—when present on the University’s Glenside, PA and Christiana, DE campuses.<sup>1</sup> Please see section IV below for the definitions of capitalized terms contained in this Policy.

## **II. POLICY STATEMENT**

Arcadia University is committed to maintaining a safe and welcoming campus environment. This includes providing equal educational and employment access to individuals with disabilities by facilitating the appropriate use of Service and/or Emotional Support Animals. It also includes ensuring that other privately-owned animals are welcome on campus under conditions that are safe, hygienic, and consistent with the nature of the University’s programs, services, and activities.

## **III. POLICY**

### **1. Service and Emotional Support Animals**

#### **A. Service Animals**

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<sup>1</sup> For inquiries about studying abroad with a Service Animal, Emotional Support Animal, or Pet, students should consult with both Disability Support Services and the Director of Health, Safety, and Security of The College of Global Studies as soon as possible. While the University will make reasonable efforts to meet reasonable requests, the laws facilitating accompaniment by a Service Animal or Emotional Support Animal in the United States do not have the same application on a global scale. Bringing animals to a foreign country can be a lengthy, multistep process and relevant laws, health and safety factors, appropriateness of facilities, and cultural expectations will vary between countries and programs.

Individuals with disabilities are permitted to be accompanied by their Service Animals on all areas of the University's Glenside and Christiana campuses where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go. This includes but is not limited to: University buildings, classrooms, residence halls, meeting rooms, dining areas, recreational centers and facilities, activities and events when the Service Animal is accompanied by an individual with a disability who indicates the Service Animal is trained to provide, and does provide, a specific service for them that is directly related to their disability.

Students with disabilities who require the use of a service animal are encouraged to contact Disability Support Services ("DSS") in the Office of Academic Development, 142 Knight Hall, or by phone at (215) 572-4033. Faculty and staff with disabilities who require the use of a service animal are encouraged to contact the Office of Human Resources ("HR") at 782 Limekiln Pike, or by phone at (215) 572-2173.

**i. Acceptable Inquiries of a Person Using a Service Animal**

Federal law does not require individuals to provide documentation that their animal has been certified, trained, or licensed as a Service Animal. In making a decision about whether to permit accompaniment of a Service Animal, the decisionmaker shall not ask about the nature or extent of a person's disability. The decisionmaker may, however, ask the following two questions when the status of a dog or miniature horse—the only two species that can serve as a Service Animal—is not readily apparent:

**(1) Is this dog or miniature horse a Service Animal required because of a disability?**

This is a "yes" or "no" question. If the answer to Question (1) is "yes," proceed to Question (2). If the answer to Question (1) is "no," the animal would not be considered a Service Animal and would not be allowed on campus where animals are generally not permitted.

**(2) What work or task has the dog or miniature horse been trained to perform?**

Specific questions related to the use of Service Animals at Arcadia University can be directed to DSS.

***Misrepresenting an animal, including an Emotional Support Animal, as a Service Animal may result in student or employee discipline.***

**ii. Service Animals in Training**

The Americans with Disabilities Act ("ADA") assures individuals with disabilities who are accompanied by Service Animals that they will not be

excluded from public places or activities, nor charged any additional fees, because they are accompanied by their Service Animal. However, the ADA does not provide the same protection to Service Animals “in training”—the ADA assures access for the Handler only if the dog is fully trained to provide some disability-related service.

Pennsylvania state law (18 Pa.C.S.A.§7325) provides these same rights to individuals who are training Service Animals (dogs) for or from a “recognized authority.” For example, an individual who is preparing future service dogs to be paired with someone who has a disability for Canine Partners for Life has the right to have such a dog regarded as if it were a Service Animal.

Accordingly, at Arcadia University, a Service Animal “in training” is a dog, accompanied by its trainer, that is undergoing individual training to provide specific disability-related work or tasks, for or from a recognized authority. Generally, the dog must be at least six (6) months old, and may be excluded if it is out of control and effective action is not taken to control it; it is not housebroken; it poses a direct threat to the health or safety of others that cannot be reduced or eliminated by reasonable modifications; or its presence fundamentally alters the nature of a program, service, or activity. The University may request supporting documentation from any individual requesting the presence of a Service Animal “in training” demonstrating conformity with the requirements of this paragraph.

## **B. Emotional Support Animals**

Individuals with disabilities are permitted to be accompanied by Emotional Support Animals while residing in University Housing only if the presence of that animal has been determined to be a reasonable accommodation by DSS. Requests for Emotional Support Animals to accompany individuals to other areas of campus where animals are generally not permitted will be treated as requests for academic or employment accommodations, as applicable, and evaluated on a case by case basis. The process for requesting reasonable accommodations is outlined in the [Disability Support Services Policy for Students](#) and [Disability Support Services Procedure for Students](#), as well as the [Disability Support Services Policy for Employees and Applicants](#).

DSS or HR, as applicable, will review the submitted medical documentation and meet with the individual to continue the interactive process as described in their respective policies. An individual is not permitted to bring an Emotional Support Animal to areas of campus where animals are generally not permitted unless and until the request has been formally approved.

## **C. Service and Emotional Support Animal Handler Responsibilities**

A Service or Emotional Support Animal may be excluded if it is out of control and effective action is not taken to control it; it is not housebroken; it poses a direct threat to the health or safety of others that cannot be reduced or eliminated by reasonable

modifications; or its presence fundamentally alters the nature of a program, service, or activity.

It is the Handler's responsibility to ensure that their Service or Emotional Support Animal's behavior, noise, odor, and waste do not exceed reasonable standards for a well-behaved animal and that these factors do not create unreasonable disruptions for others.

Arcadia University is not responsible for the care or supervision of Service or Emotional Support Animals. People with disabilities are responsible for the cost, care, and supervision of Service or Emotional Support Animals, including keeping the Service or Emotional Support Animal under control and taking effective action when it is out of control; feeding and walking the Service or Emotional Support Animal; and disposing of its waste appropriately. Waste disposal via University plumbing is prohibited. Facilities can provide guidance on where to appropriately dispose of animal waste in outdoor trash receptacles. For Emotional Support Animals in University Housing that do not eliminate waste outdoors, litter boxes should be placed on pads, mats, or similar surfaces so that feces and urine are not leaked or tracked onto carpeted surfaces.

People with disabilities who are accompanied by a Service or Emotional Support Animal must comply with all University rules regarding noise, safety, disruption, and cleanliness. The Handler is financially responsible for the actions of the Service or Emotional Support Animal, including any actions involving bodily injury and/or property damage. This includes, but is not limited to, any bites, scratches, replacement of furniture, carpeting, windows, or wall coverings as well as cleaning costs considered above normal wear and tear.

Service or Emotional Support Animals that are dogs living in University Housing must comply with all applicable Pennsylvania dog laws. Information related to licensing, ID tags, vaccinations, rabies and other requirements can be found in [Pennsylvania's Dog Law](#). The University has the right to require documentation of compliance with same, which may include a vaccination certificate or documentation showing that the animal has been licensed. Any other animal subject to licensure requirements must comply therewith, and the University has the right to require documentation of compliance with same.

In University Housing, residences may be inspected for fleas, ticks, or other pests as needed, as determined by Residence and Commuter Life. If fleas, ticks or other pests are detected, the residence will be treated using approved fumigation methods by the University's pest control service provider. The resident will be billed for the expense of any pest treatment. If the problem reoccurs, the Service or Emotional Support Animal will be restricted and the resident may face removal from University Housing. Should the Service or Emotional Support Animal be removed from University Housing for any reason, the resident has the option to leave University Housing or remain without the Animal. If the resident chooses to leave University Housing, the resident is expected to fulfill their financial obligations for the remainder of the housing contract term.

Emotional Support Animals in University Housing must be contained within a resident's privately assigned room at all times, except when transported outside the residential space, when taking the animal out for natural relief, or if the individual has been granted an academic or employee accommodation permitting the presence of the Emotional Support Animal in areas of campus where animals are not generally permitted. When the resident is not in the room, the Emotional Support Animal must be appropriately contained. When transporting the Emotional Support Animal to and from the residential space, the animal must be leashed, caged, harnessed, or in a carrier, and under the control of the resident.

University Housing residents utilizing Emotional Support Animals should be sensitive to the quality of life for an animal living in a small space. The resident is required to ensure the animal is well cared for at all times. Any evidence of mistreatment or abuse may result in immediate removal of the animal and/or discipline for the individual. Emotional Support Animals may not be left overnight in University Housing to be cared for by any individual other than the resident Handler. If the resident Handler is to be absent from their residence hall overnight or longer, the animal must accompany them. An alternative care provider for the animal must be provided to Residence and Commuter Life and DSS in case the resident Handler experiences an emergency.

All community members of a floor, suite, or individual apartment will be notified if a Service or Emotional Support Animal will be residing on their floor or in their suite or apartment. Notification shall be limited to information related to the Animal and shall not include information related to the Handler's disability. Roommates and suitemates will be asked to sign an agreement form outlining expectations in order to mitigate the likelihood of conflict related to the animal. Residents with concerns about being in a room or suite with an Animal will be expected to engage in an interactive process to resolve conflicts. Residence and Commuter Life has the authority to relocate any resident as necessary per the University Housing Agreement.

DSS or HR, as applicable, must be informed by the Handler in writing if an Emotional Support Animal is no longer needed or is no longer in residence. If a Handler wishes to replace an Emotional Support Animal with a different type of animal, the individual must file a new request.

Failure to meet any of the above regulations could result in the removal of the Service or Emotional Support Animal. Appeals of any University decisions related to Service and Emotional Support Animals can be brought under the grievance policies of DSS or HR, as applicable.

#### **D. Service and Emotional Support Animal Etiquette**

Members of the University community should abide by the following practices:

- Allow a Service Animal to accompany its Handler at all times and in all places on campus, with exception only of places which have been determined to pose a significant health or safety risk.

- Allow an Emotional Support Animal to accompany its Handler in the Handler's University Housing or, if academic or employee accommodations have been granted, in other areas allowed.
- Do not touch or pet a Service or Emotional Support Animal unless invited to do so.
- Do not feed a Service or Emotional Support Animal.
- Do not separate or attempt to separate a Handler from their Service or Emotional Support Animal.
- Do not inquire for details about the Handler's disabilities. The nature of a person's disability is a private matter. See *Acceptable Inquiries of a Person Using a Service Animal*, above.

### **E. Conflicting Health Conditions**

Individuals at Arcadia University with medical condition(s) that are affected by Service or Emotional Support Animals (e.g., respiratory diseases, asthma, severe allergies) and that would rise to the level of a disability as defined by the Americans with Disabilities Act ("ADA") are asked to contact DSS or HR, as applicable, if they have a health or safety related concern about exposure to a Service or Emotional Support Animal.

DSS and/or HR will consider the conflicting needs and/or accommodations of all persons involved so as to provide reasonable accommodations to all individuals with disabilities at Arcadia University. In the event that the decision made by DSS and/or HR is not agreeable to all parties, individuals may bring appeals under the grievance policies of DSS or HR, as applicable.

## **2. Other Animals on Campus**

Animals other than Service and Emotional Support Animals, such as Pets, are welcome to use outdoor spaces on campus, but are not permitted into University buildings except under the following circumstances:

- Animals involved in authorized research, contained within the designated laboratory area
- K-9 animals (police dogs)
- Pets owned by employees (not including student employees) who reside in University Housing are permitted in the employee's University Housing, absent any contrary term(s) in any lease or housing agreement and subject to any restrictions imposed as a condition of the employee's use of such Housing
- Fish owned by residents of University Housing that are contained to a tank of ten (10) gallons or less in size
- Animals that are part of University-approved events, such as visits from Therapy Animals

Animals in outdoor spaces on campus must be leashed, caged, harnessed, or in a carrier, and under the control of the owner. Such an animal may be excluded if it is out of control and effective action is not taken to control it, if it poses a threat to the health or safety of others, or if its presence alters the nature of a program, service, or activity. Any animal on campus must not have behavior, noise,

odor, and waste that exceed reasonable standards for a well-behaved animal or create unreasonable disruptions for others.

Arcadia University is not responsible for the care or supervision of such animals. The owners are responsible for the cost, care, and supervision of such animals, including keeping the animal under control and taking effective action when it is out of control; feeding and walking the animal; and disposing of its waste appropriately. Waste disposal via University plumbing is prohibited. Facilities can provide guidance on where to appropriately dispose of animal waste in outdoor trash receptacles. The owner must comply with all University rules regarding noise, safety, disruption, and cleanliness and is financially responsible for the actions of the animal, including any actions involving bodily injury and/or property damage. This includes, but is not limited to, any bites, scratches, replacement of furniture, carpeting, windows, or wall coverings as well as cleaning.

Failure to meet any of the above regulations could result in the removal of the animal.

**Arcadia University reserves the right to amend this Policy as circumstances require.**

#### **IV. DEFINITIONS**

A **Service Animal** is a dog or miniature horse which has been trained to do work or perform tasks for the benefit of an individual with a disability and which meets the definition of Service Animal under the ADA. Other animals do not qualify as Service Animals.

Examples of work or tasks which may be performed by a Service Animal include but are not limited to: guiding people who are blind, alerting people who are deaf or hard of hearing, pulling a wheelchair, assisting an individual who is having a seizure, providing physical support and assistance with balance/stability for individuals with mobility impairments, providing non-violent protection or rescue work, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder during an anxiety attack, or performing other duties.

Service Animals are working animals, not pets. The work or task a Service Animal has been trained to provide must be directly related to the person's disability. *A dog or miniature horse whose sole function is to provide comfort or emotional support does not qualify as a Service Animal.*

An **Emotional Support Animal** may provide physical assistance, emotional support, calming, stability, and other kinds of assistance. Emotional Support Animals do not perform work or tasks that would qualify them as Service Animals under the ADA. Emotional Support Animals that are not Service Animals under the ADA may still be permitted, in certain circumstances, in University Housing pursuant to the Fair Housing Act and as a reasonable accommodation determined by DSS or HR, as applicable. An Emotional Support Animal is typically a common domesticated animal. Requests for other animals will be considered, but requests will not be honored for any animal that poses a threat to health and safety, is prohibited by federal, state, or local law, or is otherwise unreasonable.

A **Handler** is the individual with a disability that a Service or Emotional Support Animal assists, or that person's personal care attendant if the personal care attendant is the individual who handles the animal for the person with a disability.

A **Pet** is an animal kept for ordinary use and companionship. A Pet is not considered a Service Animal or an Emotional Support Animal.

A **Therapy Animal** is a one that is trained and certified to provide comfort, not exclusive to its handler. Therapy Animals are invited guests to the campus community. They do not have protected rights under the ADA or FHA.

**University Housing** is housing owned or operated by the University.

**The University** is Arcadia University, its colleges, schools, affiliates, divisions and subsidiaries.

## **V. EFFECTIVE DATE**

This Policy is effective on the date that it is signed by the President.

## **VI. SIGNATURE, TITLE AND DATE OF APPROVAL**

By: \_\_\_\_\_  
Ajay Nair, President

Date: \_\_\_\_\_